Question 1
<u>Ongoing staff recruited</u>

1. How many ongoing staff recruited this financial year to date? What classification are these staff?

2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?

3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer

1. Ongoing staff recruited:
   a. 63 ongoing employees
   b. Australian based: 26 non-SES staff, 6 SES staff, Overseas Engaged Employees (OEE): 31 non-APS staff.

2. Non-ongoing positions:
   a. 59 non-ongoing positions
   b. Australian based: 22 non-SES staff, 13 contractors, 7 vacant positions.
      OEE: 16 non-APS staff, 1 vacant position.

3. Australian based: 21 non-SES staff, 1 SES staff, 6.41 months
   OEE: 26 non-APS staff, 5.22 months.

Question 2
<u>Staffing changes</u>

1. Provide details of what staffing changes have occurred in each department/agency from the 2012–13 Budget.
2. Provide a list of additional and/or redundant positions, the classification and the program those positions are part of or have been taken from.

Answer

1. PBS staffing numbers:
   - 2012–13 PBS shows a budgeted average staff level (ASL) of 975, a reduction of 73 from the 2011–12 budgeted ASL of 1,048
   - the estimated actual for 2011–12 of 1,002 is lower than budgeted as vacancy management has reduced the need for significant restructuring activities to occur at year end
   - overall, the reduction to the ASL across 2012–13 is 27 (ie. 1,002 minus 975).

2. Two programs terminated on 30 June 2012; the Clean Energy Trade and Investment Strategy and the Automotive Market Access Program. Across the two measures in Australia, Austrade reduced staff by a total of five executive level positions which, with

active vacancy management and redeployment, has resulted in nil redundancies. Overseas, Austrade will reduce by 35 locally engaged positions to match the funding reduction associated with these terminating measures. With active vacancy management and redeployment, this has resulted in minimal redundancies.

Question 3
Staffing – SES positions

Please list the SES positions you have in your department/agency in this financial year to date. Identify the different levels and how many are permanent positions.

Answer

SES Positions as at 30 April 2012

Classification	Australia	Overseas	Total
APL6 /SES1	27	15	42
APL7 / SES2	9	8	17
APL8 / SES2	1		1
APL8 / SES3	3		3
Total	**40**	**23**	**63**

All SES positions are permanent positions.

Question 4
Staffing – graduate training

Will there be any training after the 2012 Calendar year for 2012 graduates? If yes, please details including costs and what the training is.

Answer

Austrade does not currently have a graduate program.

Question 5
<u>**Staffing – graduate recruitment**</u>

What was the cost for recruiting 2012 graduates? Please itemise and detail costs.

<u>**Answer**</u>

Austrade does not currently have a graduate program.

Question 6
<u>**Government advertising**</u>

1. What was the total cost of all advertising for the financial year to date?

2. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.

3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.

4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.

5. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.

6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.

7. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

<u>**Answer**</u>

1. The total cost of advertising for 2011–12 to 30 April 2012 is $784,510 ex GST.

2. Austrade has undertaken non-campaign advertising and communications programs in Australia and globally to support the promotion of Australian trade, international education and investment. Additionally, Austrade undertook advertising to recruit staff to specific positions and for routine administrative matters. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.

3. No.
4. No.

5. Advertising complied with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies, and was non-campaign in nature.

6. Austrade has responsibility for the promotion and attraction of foreign direct investment into Australia; the international marketing and promotion of Australian education and to help Australian companies to grow their business in international markets. This work involves a range of communications activities in international markets to build awareness of Australia's strengths and promote opportunities in key priority areas, events and activities at an industry sector and sub-sector level. Itemising details of all communications programs would entail a significant diversion of resources which, in these circumstances, cannot be justified.

7. The 50th Australian Export Awards program is currently undertaking an advertising program ending August 2012. Advertising is to promote participation in the program and to build program awareness around the 50th year of the Awards. The total budget for the campaign is $34,750 ex GST.

   The Export Market Development Grants scheme conducted an information program (small printed advertisements in state newspapers and on-line advertisements at the end of June 2012) to communicate the opening of the scheme on 1 July 2012. The cost is $43,742 ex GST.

   As part of Austrade's responsibility for the promotion and attraction of foreign investment into Australia, Austrade will undertake communications and promotional programs in key overseas 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 activities.

Question 7
<u>**Hospitality and entertainment**</u>

1. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.

2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.

3. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.

4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.

5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.

6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.

7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.

8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.

9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

<u>**Answer**</u>

1. In 2011–12 to 30 April 2012, Austrade spent a total of $0.559 million at posts and in Australia on hospitality/entertainment for Australian clients, overseas customers and potential customers of Australian companies, and others external to Austrade. The expenditure includes major activities such as Australian Export Awards functions.

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

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

3. See (1) above. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.

4. See (2) above.

5. The total spend for the 2011–12 financial year is expected to be $0.8 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. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.

8. See (2) above.

9. Austrade's discretionary expenditure budget for 2012–13 has been reduced by 20 per cent. Spending on hospitality/entertainment is expected to be reduced by a similar amount. This will be achieved through focusing on activities which represent the highest value to the interests of Australia.

Question 8
Board appointments

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.

2. What is the gender ratio on each board and across the portfolio?

3. Please detail any board appointments for this financial year to date.

Answer

1. There are no boards managed by Austrade.

2. Not applicable.

3. Not applicable.

Question 9
<u>Freedom of Information</u>

1. Has the Department/agency received any updated advice on how to respond to FOI requests?

2. What is the total cost to the department to process FOI requests for this financial year to date?

3. How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?

4. How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?

<u>Answer</u>

1. Yes. The Office of the Australian Information Commissioner, established under the Australian Information Commissioner Act 2010, provides advice to all agencies governed by the Freedom of Information Act 1982 with respect to responding to FOI requests. Prior to the FOI reforms of 1 November 2010, FOI Guidelines for all Government agencies were issued by the Department of Prime Minister and Cabinet, and are used in responding to FOI requests which were submitted prior to 1 November 2010. In addition to this, on 24 June 2011, the Department of Prime Minister and Cabinet provided FOI Guidance Notes to all departments in relation to Cabinet and deliberative documents exemptions. Austrade also receives legal advice from time to time from external legal advisers on specific FOI matters, including the Australian Government Solicitor.

2. For 2011–12 to 30 April 2012, the estimated total costs for processing FOI requests were $32,169.

3. For 2011–12 to 30 April 2012, Austrade has received ten FOI requests. Of those,
   - access was provided in full for four requests
   - access was provided in part for five requests
   - one request was withdrawn.
   All FOI requests were completed in compliance with the FOI Act.

4. Nil.

Question 10
<u>Community Cabinet meetings</u>

1. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?

2. How many Community Cabinet meetings has the Minister attended? List date and location.

3. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? Which Community Cabinet meetings did the Ministerial Staff attend? List date and location.

4. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.

5. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer

1, 2, 3, 4 and 5. The answers will be provided by the Department of Foreign Affairs and Trade.

Question 11
<u>Reviews</u>

For this financial year to date:

a. How many reviews are being undertaken?
b. What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded
c. Which of these reviews has been provided to Government?
d. When will the Government be responding to the respective reviews that have been completed?
e. What is the estimated cost of each of these reviews?
f. What reviews are planned?
g. When will each of these reviews be concluded?

Answer

a. Nil.
b. (i) a review of Austrade's governance framework, commissioned by Austrade from the Australia and New Zealand School of Government's Institute for Governance, was concluded in November 2011
   (ii) a comprehensive review of all aspects of Austrade's proactive security framework was concluded in March 2012.

c. The governance framework review.
d. The management-initiated governance review was provided to the Minister for Trade and Competitiveness for information. No response is required.
e. (i) governance review – $45,000
    (ii) security review – $49,500.
f. Nil.
g. Not applicable.

Question 12
<u>Consultancies</u>

1. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.

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.

<u>Answer</u>

1. Austrade has recorded as finalised 29 new consultancies totalling AUD$1,441,311.00 (GST incl.), for 2011–12 to 30 April 2012. Details of each consultancy recorded are as follows:

Consultant name	Summary description	Duration	Contract price ($)	Method of Procurement
McGrathNicol Advisory Partnership	Program Evaluation Clean Energy Trade and Investment Strategy	12/10/2011 – 07/11/2011	$29,300.00	Open
Control Risks	Provision of security consultancy services - Bogota office	25/10/2011 – 14/11/2011	$62,866.00	Direct
Clements Security Services	Emanation assessment report – Tempest profile testing	06/10/2011 – 30/11/2011	$11,880.00	Direct
Ogilvy Public Relations Worldwide Pty Ltd	Develop iPad strategy to drive downloads of the iPad application in the US.	01/10/2011 – 28/02/2012	$125,342.00	Open
The Cape Group Pty Ltd	Undertake a review of Austrade's promotions and communications group to support and deliver Austrade's new operating model	01/03/2012 – 23/03/2012	$85,800.00	Open

Cordelta Pty Ltd	Post services solution architecture and analysis services	29/11/2011 – 9/12/2011	$11,550.00	Select
The Cape Group Pty Ltd	Development of capability framework for trade and education functions	28/11/2011 – 31/03/2012	$68,200.00	Open
Australia Market Research Pty Ltd	Brand Effectiveness Pilot Study	15/12/2011 – 17/02/2012	$60,577.00	Direct
Noetic Solutions	Provide strategic planning support for the development of Austrade's trade, investment and education strategies	19/12/2011 – 10/02/2012	$26,950.00	Open
Dixon Partnering Solutions	Internal review - partnerships project	23/01/2012 – 31/03/2012	$42,900.00	Select
Name withheld – Private Individual	Appointment agreement - Independent security review	13/02/2012 – 14/03/2012	$49,500.00	Direct
Mercer (Australia) Pty Ltd (Brisbane)	Global review of AOPL salary levels in 44 countries	20/02/2012 – 30/06/2012	$47,817.00	Direct
Statecraft Pty Ltd	Building Brand Australia - Australia Unlimited content generation and media relations	22/01/2012 – 29/02/2012	$61,600.00	Open
Saltbush Pty Ltd	IT policy framework and review	27/02/2012 – 30/06/2012	$93,632.00	Open
Oakton Services Pty Ltd	RMS database redevelopment project	8/02/2012 – 31/10/2012	$285,670.00	Open
The Cape Group Pty Ltd	Review of investment onshore structure	01/03/2012 – 05/04/2012	$42,900.00	Open
The Cape Group Pty Ltd	Undertake a review of Austrade's promotions and communications group to support and deliver Austrade's new operating model - phase 2	01/03/2012 – 23/03/2012	$66,000.00	Open
Cape Group Pty Ltd	Review of partners and referrals structure	19/03/2012 – 27/04/2012	$41,000.00	Open
Statecraft Pty Ltd	Building Brand Australia – content development program, stakeholder engagement and media relations	22/01/2012 – 22/02/2012	$32,912.00	Open

The Cape Group Pty Ltd	Review of investment onshore structure – phase 2	11/04/2012 – 30/04/2012	$34,100.00	Open
Norton Rose Australia	Develop a due diligence framework for Austrade occupational health and safety policies and procedures	04/10/2011 – 31/10/2011	$27,500.00	Open
Dimension Data Australia Pty Ltd	Provide advice and expertise in relation to video conferencing infrastructure	08/03/2012 – 30/04/2012	$36,960.00	Open
Knowledge Network Inc	Consultation and advice on search engine optimisation	23/04/2012 – 30/06/2012	$14,523.89	Direct
M&C Saatchi Agency Pty Ltd	Develop Australia Unlimited education road show presentation documents	10/04/2012 – 31/05/2012	$10,879.00	Open
M&C Saatchi Agency Pty Ltd	Develop Australia Unlimited video branding guidelines	01/02/2012 – 29/02/2012	$13,332.00	Open
M&C Saatchi Agency Pty Ltd	Develop a solution for the alignment/partnering of Australia Unlimited and CSIRO for international activities	03/01/2012 – 30/03/2012	$15,521.00	Open
M&C Saatchi Agency Pty Ltd	Provide strategic advice for State Government and industry engagement, Android options and Monocle partnerships	31/12/2011 – 30/05/2012	$11,044.00	Open
Beijing Consulting Group Pty Ltd	Develop a report on transnational education pricing in China	20/09/2011 – 31/12/2011	$13,750.00	Direct
Institute of International Education	Australia study abroad capability report	18/01/2012 – 31/05/2012	$17,305.20	Direct

2. Austrade has no planned procurements in its 2012–13 Annual Procurement Plan that meet the definition of Consultancy Services.

Question 13
<u>Media Monitoring</u>

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
   - Which agency or agencies provided these services?
   - What is the estimated budget to provide these same services for the year 2011–12?
   - What has been spent providing these services this financial year to date?

2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
   - Which agency or agencies provided these services?
   - What is the estimated budget to provide these same services for the year 2011–12?
   - What has been spent providing these services this financial year to date?

Answer

1. Nil. Austrade uses media monitoring services to keep the organisation abreast of coverage of trade, economic, business, investment and education matters. There are no additional costs incurred for providing a copy to the Minister's office and to the Department of Foreign Affairs and Trade (DFAT).

2. The total cost of media monitoring services for 2011–12 to April 30 2012 was $116,765.22. Media monitoring services were provided by Sentia Media (formerly Media Monitors) and Cubit. The estimated budget for media monitoring services for 2011–12 is $156,000.

Question 14
<u>Social Media</u>

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

Answer

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

Question 15
<u>**Contractors**</u>

For this financial year to date:

a) Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).

b) Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).

c) Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).

d) Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).

e) Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).

f) Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).

g) Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).

h) Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).

i) Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

j) What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Answer

a) – i) No.

j) All contracts entered into by Austrade valued at or above $10,000 (GST incl.) are published on AusTender and include all of the information being sought in relation to this question.

Question 16
Discretionary grants

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

2. Has the Department complied with interim requirements relating to the publication of discretionary grants?

Answer

1. Austrade does not deliver any discretionary grant programs.

2. Not applicable.

Question 17
Commissioned Reports

How many reports have been commissioned by the Government in your portfolio this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, terms of reference and committee members.
  • How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
  • What is the current status of each report? When is the Government intending to respond to these reports?

Answer

No reports have been commissioned by the Government in Austrade this financial year to date.

Question 18
<u>Government payment of accounts</u>

For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?

- If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)
- For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
- Where interest is being paid, what rate of interest is being paid and how is this rate determined?

<u>**Answer**</u>

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.

Statistics are compiled quarterly. In the nine months ended 31 March 2012, Austrade made 1,961 payments to small businesses in Australia:

- of these payments, 1,825 (93.1 per cent) – valued at $9,191,432 (89.3 per cent of invoice value) – were paid within 30 days
- of the 136 (6.9 per cent) of payments made after 30 days, 81 (4.1 per cent) were paid within 31-44 days, 30 (1.5 per cent) within 45-60 days and 25 (1.3 per cent) not within 60 days.

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

- in 2010–11 and in 2011–12 YTD 31 March 2012, no supplier issued Austrade an invoice in relation to penalty interest. All of Austrade's contract templates include a late payment clause which provides for the payment of penalty interest where the amount of interest exceeds $10 and the supplier has issued a correctly rendered invoice in relation to the interest
- if interest was being paid, it would be at the general interest charge rate determined under section 8AAD of the Taxation Administration Act 1953 on the day payment is due, in accordance with Government policy. This rate is available from the Australian Taxation Office website.

Question 19
Stationery requirements

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

2. What is the department/agency's stationery costs for the financial year to date?

3. What was the department/agency's stationery costs for 2009–10 and 2010–11?

Answer

1. $251.11.

2. Austrade's systems do not record stationery costs separately from other office consumables. Information from Austrade's principal stationery supplier in Australia indicates, after taking into account minor purchases from other suppliers, that approximately $25,000 was spent on stationery in Australia for 2011–12 to 30 April 2012. It is estimated that the annual stationery costs for Austrade's overseas network would be a similar amount.

3. It is estimated that Austrade spends approximately $60,000 per annum on stationery.

Question 20
Media Subscriptions

1. Has there been any change to your pay TV subscription since the 2011–12 Additional Estimates (February 2012)?
   - If yes, please provide the reason why, the cost and what channels.
   - What is the cost for this financial year to date?

2. Has there been any change to your newspaper subscriptions since the 2011–12 Additional Estimates (February 2012)?
   - If yes, please provide the reason why, the cost and what newspapers.
   - What is the cost for this financial year to date?

3. Has there been any change to your magazine subscriptions since the 2011–12 Additional Estimates (February 2012)?
   - If yes, please provide the reason why, the cost and what magazines.
   - What is the cost for this financial year to date?

<u>Answer</u>

1. There has been no change to Austrade's pay TV subscriptions since February 2012. The total cost for 2011–12 to 30 April 2012 was approximately $4,200.

2. Austrade subscribes to many newspapers and magazines globally. These newspapers and magazines provide political, economic, industry and business intelligence, which together with Austrade's local in-market information, enables improved service and advice to Australian businesses and education service providers in relation to their export, investment and international education interests. The costs of these various types of subscriptions are not recorded separately in Austrade's financial systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified. There may have been some changes to subscriptions since February 2012, but these cannot be easily identified and to do so would also entail a significant diversion of resources which, in these circumstances, cannot be justified. The total cost of all subscriptions covering newspapers, magazines, selected online business and news services, and global business reporting databases for 2011–12 to 30 April 2012 was $1.048 million.

3. See (2) above.

Question 21
Travel costs

1. For the financial year to date, please 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. For the financial year to date, please 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).

3. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is this monitored? If the guidelines are not being followed, please explain why.

4. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.

5. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.

<u>Answer</u>

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. Itemising all support separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, for 2011–12 to 30 April 2012, Austrade spent a total of $169,747 comprising $78,284 on air fares (fare types are not recorded in Austrade's financial system), $51,177 on accommodation, $16,749 on meals, $10,611 on ground transport, $1,226 on entertainment, $911 on gifts and $10,789 on all other expense items for travel in support of Ministers and other Parliamentarians.

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, for 2011–12 to 30 April 2012, Austrade spent $2.7 million on air fares (fare types are not recorded in Austrade's financial system), $1.8 million on accommodation, $0.6 million on meals, $0.9 million on ground transport, and $0.1 million on all other expense items for travel.

3. Austrade complies with Whole of Government travel policy which requires employees to select fares based on Lowest Practical Fare and Best Fare of the Day. This is monitored through reports from Austrade's Travel Service Provider.

4. Lounge memberships are provided to employees who travel frequently where there is a sound business case to support the memberships. The memberships may be with Australian or overseas airlines (for employees based offshore). There are approximately 100 employees with lounge memberships which cost an average of approximately $300 per annum. There is a range of employee classifications with memberships but most are senior managers.

5. The only reason an administrative staff member would travel with an SES officer was where that administrative officer had separate responsibilities to discharge and there was a business reason for such travel. Austrade's systems do not record this as a separate travel category. Isolating the costs would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified.

Question 22
<u>Legal costs</u>

1. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.

2. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.

3. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.

4. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.

Answer

1. For 2011–12 to 30 April 2012, $412,792.34 was spent on the legal services unit within Austrade. As this cost involves maintaining an internal legal unit, it is not defined in terms of cost per service.

2. For 2011–12 to 30 April 2012, Austrade spent the sum of $72,718.91 on legal services from the Australian Government Solicitor for the services as described below.
    *   commercial advice – $2,805.00
    *   litigation and dispute resolution – $26,401.56
    *   general advice including statutory interpretation and employment law – $43,512.35.

3. For 2011–12 to 30 April 2012, Austrade spent the sum of $882,494.91 on legal services from private firms as described below:
    *   commercial advice – $467,784.46
    *   litigation and dispute resolution – $195,009.63
    *   general advice including statutory interpretation and employment law –$219,700.82.

4. For 2011–12 to 30 April 2012, Austrade did not spend any amount on legal services from any other source than those listed at 1), 2) and 3) above.

Question 23
Education expenses

1. What are the department/agency's guidelines on study? Please provide details.

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

Answer

1. The Austrade Study Assistance Scheme (SAS) is accessible to all ongoing A-based employees and Overseas Engaged Employees permanently employed or under contractual arrangements of over 12 months. Relevant areas of study that have been identified as useful for Austrade staff include accounting and financial analysis, computing, human resource management, international business and trade, law, management, marketing and selected language studies courses.

    Approved students are automatically entitled to one day of paid study leave per unit/subject per semester. Additional study leave is negotiated with the line/post manager. The maximum amount of additional study leave a student may apply for is five hours per

week. Approved students may also apply for up to three hours per week for travel to/from the place of study.

SAS provides assistance to employees studying for formal qualifications and awards that assist them with their career development within Austrade, and align with Austrade's corporate goals through recognised educational institutions in Australia and overseas.

The Asialink Leaders Program Scholarship provides employees access to education, training and development opportunities. The scholarship, which runs annually, offers two places for Austrade A-based staff and is delivered by Asialink at the University of Melbourne. The program is supported by UGM Consulting, the Australia National University, Griffith University and PricewaterhouseCoopers.

2. Total expenditure for SAS for 2011–12 to 30 April 2012 is $68,461.

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

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

   Total Students: 33.

Australian-based	Overseas Engaged Employees
APL5 x 1 (EL2)	AOPL5 x 1
APL4 x 6 (EL2)	AOPL4 x 9
APL3 x 9 (EL1)	AOPL3 x 1
APL2 x 6 (APS 5/6)	

   In 2011–12, ALPS has been offered to two staff at the EL1/EL2 level. For 2011–12 to 30 April 2012, a total of $11,900.00 has been expended on this program.

Question 24
Executive coaching and leadership training

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:
   a. Total spending on these services
   b. The number of employees offered these services and their employment classification
   c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
   d. The names of all service providers engaged

2. For each service purchased form a provider listed under (4), please provide:
   a. The name and nature of the service purchased
   b. Whether the service is one-on-one or group based

   c. The number of employees who received the service and their employment classification

   e. The total number of hours involved for all employees (provide a breakdown for each employment classification)

   d. The total amount spent on the service

   e. 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 (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

<u>Answer</u>

1. a. Total expenditure on executive coaching for 2011–12 to 30 April 2012 is $3,900
    b. One staff member has used executive coaching services at the SES Band 1 level
    c. Study leave is not used when undertaking executive coaching or leadership training
    d. The Institute of Executive Coaching is the service provider engaged for executive coaching.

2. a. Executive coaching
    b. Executive coaching is provided on a one to one basis
    c. One staff member at the SES Band 1 level undertook executive coaching
    d. The total amount spent on this executive coaching service is $3,900
    e. A total of five hours
    f. The executive coaching services is a complete package of a minimum of 10 hours.

3. Not applicable.

Question 25
<u>Media training</u>

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
   a. Total spending on these services
   b. The number of employees offered these services and their employment classification
   c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
   d. The names of all service providers engaged.

2. For each service purchased form a provider listed under (d), 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.

<u>Answer</u>

1. a. $2,300 (excluding GST)
    b. Seven employees were required to undertake the training as part of their preparations for posting. Their employment classification was at the executive level, and the overseas equivalent, as well as SES
    c. Seven employees. Their employment classification was at the executive level, and the overseas equivalent, as well as SES. No study leave taken
    d. Talkforce Consultants and Trainers.

2. a. Media training for Austrade staff going on posting
    b. Group-based
    c. Seven full-time employees. Their employment classification was at the executive level, and the overseas equivalent, as well as SES
    d. 2.75 hours per person
    e. $2,300 (excluding GST)
    f. Complete package.

3. a. The training occurred on Austrade premises
    b. Not applicable
    c. Not applicable
    d. Not applicable.

Question 26
<u>Paid parental leave</u>

1. Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?

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

Answer

1. All employees with more than 12 months service who earn less than $150,000 per annum and are the primary care giver of the child are eligible to receive payment under the Government's Paid Parental Leave Scheme. As eligibility is based on primary caring responsibility, the number of eligible staff within Austrade cannot be identified.

2. Austrade has had four employees receive Paid Parental Leave payments for 2011–12 to 30 April 2012. The employees are of the following classification:

    EL2: 1
    EL1: 2
    APS6: 1

Question 27
Training for Portfolio Minister and Parliamentary Secretaries

1. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.

2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.

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

Answer

1. Austrade does not provide training for Ministers and Parliamentary Secretaries.

2. Not applicable.

3. Not applicable.

Question 28
<u>Corporate cars</u>

1. How cars are owned by each department and agency in your portfolio?

2. Where is the car/s located?

3. What is the car/s used for?

4. What is the cost of each car for this financial year to date?

5. How far did each car travel this financial year to date?

<u>Answer</u>

1. Austrade maintains 128 vehicles (leased and owned) – 18 are located in Australia and 110 are located offshore.

2. Cars are located in the following 80 locations:

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

3. Vehicles are used for consular activities, to transport Ministers, clients and allies to a range of in-market and company visits, to conduct audits for EMDG claims and for security and business continuity purposes.

4. Running costs for vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. The total running costs for motor vehicles for 2011–12 to 30 April 2012 was $541,225.

5. Odometer readings are not all centrally recorded. Data is only collected for FBT
    purposes, averaged over the age of the vehicle, for vehicles predominantly used by
    Australian based employees in Australia or overseas.

Location		Estimated Annual Km
Abu Dhabi		30,685
Accra		*Not Available*
Adelaide	vehicle 1	*4,751*
	vehicle 2	*8,383*
Ahmedabad		*Not Available*
Amman		10,648
Atlanta		18,703
Auckland	vehicle 1	5,474
	vehicle 2	*Not Available*
Bangalore		*Not Available*
Bangkok	vehicle 1	8,828
	vehicle 2	7,907
Beijing	vehicle 1	6,666
	vehicle 2	6,252
	vehicle 3	12,073
Brisbane	vehicle 1	5,522
	vehicle 2	10,737
Canberra		12,018
Chandigarh		*Not Available*
Chennai	vehicle 1	11,379
	vehicle 2	11,408
	vehicle 3	*Not Available*
Chicago		*Not Available*
Colombo		*Not Available*
Dhaka		*Not Available*
Dubai	vehicle 1	21,033
	vehicle 2	16,296
	vehicle 3	*Not Available*
	vehicle 4	*Not Available*
Frankfurt	vehicle 1	*Not Available*
	vehicle 2	12,261
Fukuoka		9,806
Guangzhou	vehicle 1	16,021
	vehicle 2	25,501
Hanoi		24,906
Hobart		4,594
Ho Chi Minh City		11,756
Hong Kong		3,687
Hyderabad		*Not Available*

Location		Estimated Annual Km
Istanbul	vehicle 1	13,556
	vehicle 2	10,760
Jaipur		*Not Available*
Location		*Estimated Annual Km*
Jakarta	vehicle 1	15,883
	vehicle 2	15,547
	vehicle 3	8,910
	vehicle 4	16,287
Johannesburg	vehicle 1	8,092
	vehicle 2	27,963
Karachi		*Not Available*
Kochi		*Not Available*
Kolkata		*Not Available*
Kuala Lumpur	vehicle 1	10,183
	vehicle 2	10,956
Kuwait		*Not Available*
Lahore		*Not Available*
Lima		16,137
London		1,475
Madrid		13,876
Manila	vehicle 1	11,829
	vehicle 2	7,196
Melbourne	vehicle 1	5,367
	vehicle 2	5,845
	vehicle 3	12,056
Mexico City		8,439
Milan		14,144
Moscow	vehicle 1	*Not Available*
	vehicle 2	5,416
Mumbai	vehicle 1	612
	vehicle 2	446
	vehicle 3	10,185
	vehicle 4	19,071
	vehicle 5	*Not Available*
Nairobi		*Not Available*
Newcastle		7,807
New Delhi	vehicle 1	11,008
	vehicle 2	6,798
	vehicle 3	19,332
	vehicle 4	7,506
NewYork		10,899
Noumea		*Not Available*
Osaka	vehicle 1	17,762
	vehicle 2	3,850

Location		Estimated Annual Km
Paris		5,465
Parramatta		9,276
Location		*Estimated Annual Km*
Perth	vehicle 1	5,528
	vehicle 2	8,995
	vehicle 3	10,861
Port Moresby	vehicle 1	6,110
	vehicle 2	4,909
Port Louis		*Not Available*
Prague		*Not Available*
Pune		*Not Available*
Riyadh	vehicle 1	21,604
	vehicle 2	*Not Available*
	vehicle 3	*Not Available*
San Francisco		12,688
Santiago	vehicle 1	15,414
	vehicle 2	8,083
Sao Paulo	vehicle 1	4,564
	vehicle 2	15,456
Sapporo		8,391
Seoul	vehicle 1	12,346
	vehicle 2	16,741
Shanghai	vehicle 1	12,596
	vehicle 2	5,138
	vehicle 3	3,589
Singapore	vehicle 1	18,472
	vehicle 2	10,034
	vehicle 3	10,612
Suva	vehicle 1	*Not Available*
	vehicle 2	12,003
Sydney	vehicle 1	8,612
	vehicle 2	11,709
Taipei		8,257
Tel Aviv		*Not Available*
Tokyo	vehicle 1	4,797
	vehicle 2	4,461
Toronto		15,498
Townsville		8,438
Tripoli	vehicle 1	*Not Available*
	vehicle 2	*Not Available*
Ulaanbaatar		4,563
Vancouver		*Not Available*
Vladivostok		8,942
Warsaw		5,761

Location	Estimated Annual Km
Washington	*5,283*
Wollongong	*15,252*

Question 29
Taxi costs

1. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.

2. What are the reasons for taxi costs?

Answer

1. Expenditure on ground transport, which includes costs associated with taxis, hire cars, bus and coach hire, motor vehicle allowances, road tolls and other ground transport costs this for 2011–12 to 30 April 2012 was $0.90 million. This comprised $0.561 million for International Operations, $0.173 million for Australian Operations, $0.152 million for Education and Corporate Operations and $0.014 million for Export Market Development Grants Division. Taxi costs cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified.

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 meetings with clients and other officials.

Question 30
Credit cards

1. Provide a breakdown for each employment classification that has a corporate credit card.

2. Please update if there have been any changes since Additional Estimates 2011–12 (February 2012):
   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? 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 875 corporate charge cards 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.

2. a), b), c), d) and e). There have been no changes to the information provided after Additional Estimates 2011–12 in February 2012.

Question 31
Printing of documents

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

Answer

Austrade printed 1,800 copies of the 2010–11 Annual Report, 321 of which were delivered to Parliament House, the Parliamentary Paper Series, the Library Deposit Scheme and the Tabling Office in accordance with the Department of Prime Minister and Cabinet *Requirements for Annual Reports*. The remaining copies were sent to Austrade offices for internal and external distribution as required. Printing costs for the Annual Report for 2010–11 totalled $16,603 (excluding GST).

Question 32
Provision of Equipment

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.

2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date? What were the running costs for 2009–10 and 2010–11?

3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive (not an inclusive list)) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

4. Please update if there are any changes since Additional Estimates 2011–12 (February 2012):
   - does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it was provided.

<u>Answer</u>

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 Competitiveness. The ongoing cost is $30.00 – $40.00 per month depending upon usage.

2. Austrade does not provide electronic equipment to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a notebook computer with accessories to the Austrade DLO in the office of the Minister of Trade and Competitiveness.

    A notebook computer with accessories consists of a 12 inch notebook, docking station, 22 inch monitor and peripherals such as a headset, mouse and keyboard. The DLO is issued with a RSA remote access token. The total purchase cost of this equipment is $2,613.82 per person.

3. 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.

    A notebook computer with accessories consists of a 12 inch notebook, docking station, 22 inch monitor and peripherals such as a headset, mouse and keyboard. All staff are issued with a RSA remote access token. The total purchase cost of this equipment is $2,613.82 per person. A second monitor is an additional $151.18.

    A desktop with accessories consists of a desktop computer, 22 inch monitor and peripherals such as a headset, mouse and keyboard. The total purchase cost of this equipment is $1,283.92 per person. A second monitor is an additional $151.18.

    A mobile phone is only provided to staff where there is a business requirement. The total expenditure on mobile communications for 2011–12 to 30 April 2012 is $490,724.79. We don't know the figure to June i.e. the full FY?

    Printers and multi-function devices are shared between staff members. A device is provided in all Austrade offices and in some residences of Australian based staff located overseas. The number and type of printers provided will depend on the number of staff at post and the business requirements of the post.

    Austrade also provides similar equipment to staff of other Australian Government agencies, in offshore locations, where there is a Memorandum of Understanding in place.

    Blackberrys have been provided to 122 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.

To provide a breakdown of the electronic equipment provided to staff, and their classification, would entail a significant diversion of resources and, in these circumstances, cannot be justified.

4. There have been no changes since Additional Estimates 2011–12 (February 2012).

Question 33
<u>**Electricity purchasing**</u>

1. Provide an update of the department/agency electricity purchasing agreement. Provide details of when this was entered into and the length of the agreement.

2. What were the department/agency electricity costs for 2009–10 and 2010–11?

3. What are the department/agency electricity costs for this financial year to date?

<u>**Answer**</u>

1. Austrade has over 90 locations in more than 50 countries. Providing details of all electricity purchasing agreements would entail a significant diversion of resources which, in these circumstances, cannot be justified.

2. Electricity costs are not recorded separately from other utilities charges in Austrade's financial system. To separate them would entail a significant diversion of resources. Total global utility charges, which include electricity, gas, water and sewerage costs were $1.88 million in 2009–10, and $1.55 million in 2010–11.

3. Total global utility charges for 2011–12 to 30 April 2012 were $1.27 million.

Question 34
<u>**Information for the Australian Greens and Independents**</u>

1. Does the department/agency provide any information and/or undertake any requests for the Australian Greens? If yes, please provide the following information:
   a. How is such work and/or information requests commissioned?
   b. What work/information requests have been undertaken? Provide details and a copy of each work produced.
   c. Has any such work and/or information requests been unable to proceed? If yes, provide details including what the work and/or information requests were and why it could not be undertaken.
   d. How long is spent undertaking work and/or information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.

2. Does the department/agency provide any information and/or undertake any requests for the Independents? If yes, please provide the following information:
   a. How is such work and/or information requests commissioned?
   b. What work/information requests have been undertaken? Provide details, including who the work/information was for and a copy of each work produced.
   c. Has any such work and/or information requests been unable to proceed? If yes, provide details including what the work and/or information requests were, who they were from, who they were for and why it could not be undertaken.
   d. How long is spent undertaken work and/or information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.

<u>**Answer**</u>

1. Senator Christine Milne, Senator for Tasmania, lodged two Freedom of Information requests, dated 22 December 2010 and 9 March 2011, with the Department of Foreign Affairs and Trade regarding Austrade's dealings with a Tasmanian company. Austrade responded on 7 March 2011 and 27 May 2011 respectively.

   Senator Milne lodged a Question on Notice regarding Austrade's dealings with a Tasmanian company on 14 October 2011. The Minister for Trade responded on 23 November 2011.

   Mr Adam Bandt MP, Member for Melbourne, wrote to the Minister for Trade and Competitiveness on 5 March 2012 regarding Austrade's operations in the United States. The Minister responded on 23 March 2012.

2. Senator Nick Xenophon, Senator for South Australia, wrote to the Austrade Chief Executive Officer on 12 July 2011 regarding the Export Market Development Grants scheme. The Minister for Trade and Competitiveness responded on 16 August 2011.

Question 35
<u>Shredders</u>

Has the department/agencies purchased any shredders in the last 12 months? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.

<u>Answer</u>

Yes, Austrade has purchased a total of three shredders costing $2,199.00 each. The shredders were determined to be more space and cost efficient than the use of a security bin service and they are used for the destruction of security classified material as required under the Australian Government Protective Security Policy Framework.

Question 36
<u>Wine Australia in Malaysia</u>

In the context of the Malaysia-Australia Free Trade Agreement, please provide details of how Austrade is working with Wine Australia to promote wine exports to Malaysia.

<u>Answer</u>

Austrade engages regularly with Wine Australia both in Australia and overseas to coordinate marketing and promotional activities.

Initiatives undertaken by Austrade, with marketing material support from Wine Australia, to promote Australian wine in Malaysia include:

- wine exhibitions targeted at potential importers and distributors, involving wine tastings and business matching
- Australian food and wine retail promotions involving selected retailers and wine tastings
- collaboration with wine personality Mr James Halliday for a series of promotional wine dinner events
- wine tasting with other foreign missions, supported by local importers, to promote Australian wines to other foreign missions and select wine enthusiasts.

Following the signing of the Malaysia-Australia Free Trade Agreement (MAFTA) on 22 May 2012 and subject to the agreement coming into force once parliamentary processes have been completed, Austrade is preparing to roll out a program of activities to raise awareness of, and promote the opportunities arising from MAFTA. This program will include:

- a business-friendly tariff finder for Australian businesses to quickly identify MAFTA market access gains; seminar series and industry-specific MAFTA 'webinars'
- links from the Austrade website to fact sheets and promotional material housed on the Department of Foreign Affairs and Trade's MAFTA webpage
- tailored assistance for Australian businesses seeking to enter the Malaysian market or expand their existing business interests.

Question 37
<u>**South Australian Government presence overseas**</u>

Does Austrade have the capacity to accommodate staff from the South Australian Government in their Shanghai, Hong Kong, Chennai, Singapore, Ho Chi Minh City, Dubai and Santiago offices?

<u>**Answer**</u>

Austrade would potentially be able to employ and accommodate one or two staff members on behalf of the South Australia Government in Shanghai, Hong Kong, Chennai, Singapore, Ho Chi Minh City and Dubai. Office space in Santiago is more limited.