

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 1-4**

**Program: ACIAR**

**Topic: Staffing**

**Question in Writing**

**Senator Eggleston**

1.    A.    How many permanent staff recruited this FYTD?  
      B.    What classification are these staff?  
      C.    How many temporary positions exist or have been created this FYTD?  
      D.    This FYTD, how many employees have been employed on contract  
            and what is the average length of their employment period.
2.    What classification are these staff?
3.    How many temporary positions exist or have been created this FYTD?
4.    This FYTD, how many employees have been employed on contract and what  
      is the average length of their employment.

**Answer**

1.    A.    Nil  
      B.    Not applicable  
      C.    Two temporary positions created this FYTD.  
      D.    Two employees on contract with an average length of employment of  
            18 months.
2.    APS 3 – 1, APS 4 – 1
3.    Two temporary positions created.
4.    Two employees on contract with average length of contract of 18 months.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 5-9**

**Program: ACIAR**

**Topic: Staffing**

**Question in Writing**

**Senator Eggleston**

5. How many permanent staff recruited for the year 2010-11?
6. What classification are these staff?
7. How many temporary positions exist or have been created for the year 2010-11?
8. For the year 2010-11, how many employees have been employed on contract and what is the average length of their employment?
9. Are there any plans for staff reduction? If so please advise details i.e. reduction target, how this will be achieved, services/programs to be cut etc. If there are plans for staff reductions, please give the reason why these are happening.

**Answer**

5. Three
6. EL1 – 1, APS4 – 1, EL2 – 1
7. Five temporary positions created.
8. Five employees with average length of contract of 10 months.
9. No

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 10-11**

**Program: ACIAR**

**Topic: Efficiency Dividend**

**Question in Writing**

**Senator Eggleston**

10. How has the efficiency dividend been implemented?
11. Please list where and what spending has been reduced to meet the efficiency dividend.

**Answer**

10. Improvements in agency process and use of technology have been used to implement the efficiency dividend.
11. Spending has been reduced broadly across the agency to meet the efficiency dividend.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 12**

**Program: ACIAR**

**Topic: Government Advertising**

**Question in Writing**

**Senator Eggleston**

What advertising – Campaign and Non-Campaign – did the Department/Agency undertake in 2011-12? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services?

**Answer**

As of 18 November ACIAR undertook no Campaign or Non-Campaign Advertising in 2011-12. ACIAR has one Non-Campaign advertisement, in the National Farmers Federation Annual Review, paid for in 2010-11, at the cost of \$3,437.50. This is due to be published later in the financial year.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 13**

**Program: ACIAR**

**Topic: Government Advertising**

**Question in Writing**

**Senator Eggleston**

Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.

**Answer**

No advice was sought from, nor provided by the Department of Finance and Deregulation in relation to advertising.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 14**

**Program: ACIAR**

**Topic: Government Advertising**

**Question in Writing**

**Senator Eggleston**

Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies (March 2010)?  
Provide the details for each advertising item.

**Answer**

ACIAR has one Non-Campaign advertisement, in the National Farmers' Federation Annual Review, paid for in 2010-11, at the cost of \$3,437.50. This is due to be published later in the financial year. The advertisement complies with the Guidelines, including the Principles for advertising.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 15**

**Program: ACIAR**

**Topic: Government Advertising**

**Question in Writing**

**Senator Eggleston**

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

**Answer**

ACIAR has one contract in place with Coretext for production of ACIAR's *Partners in Research for Development* magazine. *Partners* magazine is produced three times a year, and distributed to stakeholders in Australia and internationally. The magazine reports on the outcomes of ACIAR research. Coretext provides editorial, production and print management services. The total value of the contract is \$468,062, covering the period from 17 December 2007 to 16 December 2011.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 16**

**Program: ACIAR**

**Topic: Government Advertising**

**Question in Writing**

**Senator Eggleston**

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

**Answer**

ACIAR has one Non-Campaign advertisement, in the National Farmers' Federation Annual Review, paid for in 2010-11, at the cost of \$3,437.50. This is due to be published later in the financial year.

ACIAR produces a magazine, titled *Partners in Research for Development*, three times a year, for distribution to stakeholders in Australia and internationally. The magazine reports on the outcomes of ACIAR research. One edition has already run this year with two more planned in 2011-12.

ACIAR has an estimated advertising budget of \$3,000 for recruitment of new staff. Positions are advertised in the Government Gazette at no charge, and on a case by case basis on Seek and in the Canberra Times, as part of the composite Government vacancies advertisement.

ACIAR is likely to engage in recruitment for up to five positions between now and the end of financial year.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 17**

**Program: ACIAR**

**Topic: Hospitality and Entertainment**

**Question in Writing**

**Senator Eggleston**

- A. What is the Department/Agency's hospitality spend for the year 2010-11?
- B. Detail date, location, purpose and cost of all events.

**Answer**

- A. Nil
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 18**

**Program: ACIAR**

**Topic: Hospitality and Entertainment**

**Question in Writing**

**Senator Eggleston**

- A. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for the year 2010-11.
- B. Detail date, location, purpose and cost of each event.

**Answer**

- A. Not applicable
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 19**

**Program: ACIAR**

**Topic: Hospitality and Entertainment**

**Question in Writing**

**Senator Eggleston**

- A. What is the Department's entertainment spend for the year 2010-11?
- B. Detail date, location, purpose and cost of all events.

**Answer**

- A. Nil
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 20**

**Program: ACIAR**

**Topic: Hospitality and Entertainment**

**Question in Writing**

**Senator Eggleston**

- A. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for the year 2010-11.
- B. Detail date, location, purpose and cost of each event.

**Answer**

- A. Not applicable
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 21**

**Program: ACIAR**

**Topic: Hospitality and Entertainment**

**Question in Writing**

**Senator Eggleston**

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

**Answer**

- A. Nil
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 22**

**Program: ACIAR**

**Topic: Hospitality and Entertainment**

**Question in Writing**

**Senator Eggleston**

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

**Answer**

- A. Not applicable
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 23**

**Program: ACIAR**

**Topic: Hospitality and Entertainment**

**Question in Writing**

**Senator Eggleston**

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

**Answer**

- A. Nil
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 24**

**Program: ACIAR**

**Topic: Hospitality and Entertainment**

**Question in Writing**

**Senator Eggleston**

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

**Answer**

- A. Not applicable
- B. Not applicable



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 25-27**

**Program: ACIAR**

**Topic: Board appointments**

**Question in Writing**

**Senator Eggleston**

25. What is the gender ratio on each board and across the portfolio?
26. Detail any board appointments for the year 2010-11.
27. Detail board appointments for the FYTD.

**Answer**

25. Commission for International Agricultural Research  
Total board members: 7 (5 male; 2 female). Gender ratio: 29%  
Policy Advisory Council  
Total board members: 13 (7 male; 3 female; 3 vacancies). Gender ratio: 30%
26. Commission for International Agricultural Research  
Four appointments (3 male; 1 female)  
Policy Advisory Council  
Four appointments (2 male; 2 female)
27. Commission for International Agricultural Research  
Nil  
Policy Advisory Council  
Five appointments (4 male; 1 female)

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 28**

**Program: ACIAR**

**Topic: Grants**

**Question in Writing**

**Senator Eggleston**

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

**Answer**

Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 29-32**

**Program: ACIAR**

**Topic: Freedom of Information**

**Question in Writing**

**Senator Eggleston**

29. Has the Department/agency received any advice on how to respond to FOI requests?
30. A. How many FOI requests has the Department received for the year 2010-11?  
B. How many have been granted or denied?
31. How many conclusive certificates have been issued in relation to FOI requests for the year 2010-11?
32. A. How many FOI requests has the Department received for this FYTD?  
B. How many have been granted or denied?

**Answer**

29. Yes – the Office of the Australian Information Commissioner provides fact sheets, guidelines and support for responding to FOI requests.
30. A. Nil  
B. Not applicable
31. Nil
32. A. Nil  
B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 33-36**

**Program: ACIAR**

**Topic: Community cabinets**

**Question in Writing**

**Senator Eggleston**

33. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held for the year 2010-11?
34. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for the year 2010-11? What was the total cost of this travel?
35. A. How many Departmental officers travelled with the Minister for the Community Cabinet meetings for the year 2010-11?  
B. What was the total cost of this travel?
36. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for the year 2010-11?

**Answer**

33. Not applicable
34. Not applicable
35. A. Nil  
B. Not applicable
36. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 37-40**

**Program: ACIAR**

**Topic: Community cabinets**

**Question in Writing**

**Senator Eggleston**

37. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this FYTD?
38. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings held this FYTD? What was the total cost of this travel?
39. A. How many Departmental officers travelled with the Minister for the Community Cabinet meetings held this FYTD?  
B. What was the total cost of this travel?
40. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings held this FYTD?

**Answer**

37. Not applicable
38. Not applicable
39. A. Nil  
B. Not applicable
40. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 41-46**

**Program: ACIAR**

**Topic: Reviews (for 2010-11)**

**Question in Writing**

**Senator Eggleston**

41. How many Reviews were being undertaken by all departments and agencies in each portfolio?
42. When will each of these reviews be concluded?
43. What reviews have been concluded?
44. Which of these reviews has been provided to Government?
45. When will the Government be responding to the respective reviews that have been completed?
46. What is the estimated cost of each of these Reviews?

**Answer**

41. Nil
42. Not applicable
43. Not applicable
44. Not applicable
45. Not applicable
46. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 47-52**

**Program: ACIAR**

**Topic: Reviews (this financial year)**

**Question in Writing**

**Senator Eggleston**

47. What reviews are planned?
48. When will each of these reviews be concluded?
49. What reviews have been concluded this FYTD?
50. Which of these reviews has been provided to Government?
51. When will the Government be responding to the respective reviews that have been completed?
52. What is the estimated cost of each of these Reviews?

**Answer**

47. Nil
48. Not applicable
49. Nil
50. Not applicable
51. Not applicable
52. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 53-55**

**Program: ACIAR**

**Topic: Consultancies**

**Question in Writing**

**Senator Eggleston**

53. A. How many consultancies were undertaken in 2010-11?  
B. 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.
54. Were there any changes to any of the portfolio's tenders in 2010-11? Detail any changes.
55. A. How many consultancies have been undertaken or are underway this FYTD?  
B. 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

**Answer**

53. A. Nil  
B. Not applicable
54. Not applicable
55. A. Nil  
B. Not applicable



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 56**

**Program: ACIAR**

**Topic: Consultancies**

**Question in Writing**

**Senator Eggleston**

- A. Does each department and agency stand by its current tenders on the AusTender website?
- B. Have any changes or corrections been made for any tenders advertised on to Government Tenders website ([www.tenders.gov.au](http://www.tenders.gov.au)) for tenders advertised this financial year? Explain.
- C. Are up to date with reporting requirements?

**Answer**

- A. Yes
- B. No
- C. Yes

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 57**

**Program: ACIAR**

**Topic: Consultancies**

**Question in Writing**

**Senator Eggleston**

- A. How many consultancies are planned for this calendar year?
- B. Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not?
- C. In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

**Answer**

- A. Nil
- B. Not applicable
- C. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 58**

**Program: ACIAR**

**Topic: Media monitoring**

**Question in Writing**

**Senator Eggleston**

What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for the year 2010-11?

- Which agency or agencies provided these services?
- What is the estimated budget to provide this same services for the year 2011-12?
- What has been spent providing these services FYTD?

**Answer**

No media monitoring services were provided to the office of the Minister for Foreign Affairs in 2010-11. None is planned, or budgeted for in 2011-12.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 59**

**Program: ACIAR**

**Topic: Media monitoring**

**Question in Writing**

**Senator Eggleston**

What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Department and its agencies for the year 2010-11?

- Which agency or agencies provided these services?
- What is the estimated budget to provide this same service for the year 2011-12?
- What has been spent providing these services FYTD?

**Answer**

ACIAR receives daily news clippings from the Department of Foreign Affairs and Trade, and from AusAID. This covers newspaper and radio. ACIAR does not pay for these clippings. No money has been spent to date this Financial Year, nor is any expenditure planned. No budget is provided for these services this Financial Year. ACIAR does not pass these clippings on to other agencies.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 60**

**Program: ACIAR**

**Topic: Social Media**

**Question in Writing**

**Senator Eggleston**

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 May 2011? Please explain.

**Answer**

No

**Senate Standing Committee on Foreign Affairs, Defence and Trade**

Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 61-69**

**Program: ACIAR**

**Topic: Contractors (since May 2011)**

**Question in Writing**

**Senator Eggleston**

61. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.
62. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.
63. 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.
64. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.
65. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.
66. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.
67. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.
68. Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.
69. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

**Answer**

61. No
62. No
63. No
64. No
65. No
66. No
67. No
68. No
69. No

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 70-72**

**Program: ACIAR**

**Topic: Discretionary grants**

**Question in Writing**

**Senator Eggleston**

70. Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants for the year 2010-11? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.
71. Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants FYTD? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.
72. Has the Department complied with interim requirements relating to the publication of discretionary grants?

**Answer**

70. Not applicable
71. Not applicable
72. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 73**

**Program: ACIAR**

**Topic: Commissioned reports**

**Question in Writing**

**Senator Eggleston**

- A. How many Reports have been commissioned by the Government in your portfolio for the year 2010-11?
- B. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
- C. How much did each report cost?
- D. How many departmental staff were involved in each report and at what level?
- E. What is the current status of each report?
- F. When is the Government intending to respond to these reports?

**Answer**

- A. Nil
- B. Not applicable
- C. Not applicable
- D. Not applicable
- E. Not applicable
- F. Not applicable



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 74**

**Program: ACIAR**

**Topic: Commissioned reports**

**Question in Writing**

**Senator Eggleston**

- A. How many Reports have been commissioned by the Government in your portfolio FYTD?
- B. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
- C. How much did each report cost/or is estimated to cost?
- D. How many departmental staff were involved in each report and at what level?
- E. What is the current status of each report?
- F. When is the Government intending to respond to these reports?

**Answer**

- A. Nil
- B. Not applicable
- C. Not applicable
- D. Not applicable
- E. Not applicable
- F. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 75**

**Program: ACIAR**

**Topic: Government Payment of Accounts**

**Question in Writing**

**Senator Eggleston**

- A. For the year 2010-11, did 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)?
- B. If not, why not, and what has been the timeframe for payment of accounts?
- C. 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, was interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
  - Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer**

- A. Yes
- B. Not applicable
- C. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 76**

**Program: ACIAR**

**Topic: Government Payment of Accounts**

**Question in Writing**

**Senator Eggleston**

- A. For the FYTD, 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)?
- B. If not, why not, and what has been the timeframe for payment of accounts?
- C. 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?

**Answer**

- A. Yes
- B. Not applicable
- C. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 77**

**Program: ACIAR**

**Topic: Government stationery requirements**

**Question in Writing**

**Senator Eggleston**

- A. 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) in 2010-11?
- B. What is the estimated cost for 2011-12?

**Answer**

- A. Nil
- B. Nil

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 78**

**Program: ACIAR**

**Topic: Media Subscriptions**

**Question in Writing**

**Senator Eggleston**

Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)?

- If yes, please provide the reason why, the cost and what channels.
- What was the cost for 2010-11?
- What is the estimated cost for 2011-12?

**Answer**

No

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 79**

**Program: ACIAR**

**Topic: Media Subscriptions**

**Question in Writing**

**Senator Eggleston**

Does your department or agencies within your portfolio subscribe to newspapers?

- If yes, please provide the reason why, the cost and what newspapers.
- What was the cost for 2010-11?
- What is the estimated cost for 2011-12?

**Answer**

Yes.

ACIAR's subscriptions are to allow its Executive and Communication staff, along with other staff, to maintain an awareness of trends in reporting on aid issues, foreign issues and policy and international engagement, as reported by Australian newspapers.

ACIAR subscribes to the following newspapers:

- The Financial Review
- The Australian
- The Sydney Morning Herald
- The Canberra Times

The total cost for 2010-11 was \$1,719.20.

The estimated cost for 2011-12 is \$1,750.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 80**

**Program: ACIAR**

**Topic: Media Subscriptions**

**Question in Writing**

**Senator Eggleston**

Does your department or agencies within your portfolio subscribe to magazines?

- If yes, please provide the reason why, the cost and what magazines.
- What was the cost for 2010-11?
- What is the estimated cost for 2011-12?

**Answer**

Yes

ACIAR's subscription is to allow its Executive and Communication staff, along with other staff, to maintain an awareness of trends in reporting on scientific advances and their intersection with aid issues, foreign issues and policy and international engagement, as reported by New Scientist magazine.

ACIAR subscribes to New Scientist magazine costing \$226.36

The total cost for 2010-11 was \$226.36.

The estimated cost for 2011-12 is \$250.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 81-84**

**Program: ACIAR**

**Topic: Travel Costs**

**Question in Writing**

**Senator Eggleston**

81. For the year 2010-11, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
82. For the year 2010-11, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
83. For the year 2010-11, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
84. For the year 2010-11, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

**Answer**

81. Not applicable
82. Not applicable
83. Nil
84. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 85-88**

**Program: ACIAR**

**Topic: Travel Costs**

**Question in Writing**

**Senator Eggleston**

85. For the FYTD, please detail all travel (itemised separately) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
86. For the FYTD, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
87. For the FYTD, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
88. For the year FYTD, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

**Answer**

85. Not applicable
86. Not applicable
87. Nil
88. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 89**

**Program: ACIAR**

**Topic: Legal Costs**

**Question in Writing**

**Senator Eggleston**

- A. What sum did each portfolio department and agency spend on legal services for the year 2010-11 within the department and agency?
- B. Please provide a list of each service and costs.

**Answer**

- A. \$24,926.29 (GST excl where applicable)
- B.

<b>Service provider</b>	<b>Service</b>	<b>Cost</b>
Makarim Taira S. (Indonesia)	Contract advice	1,311.29
Australian Government Solicitor	Advice on ACIAR Act	3,094.00
Australian Government Solicitor	Enterprise Agreement	5,132.00
Sage Legal Services Pty Ltd	Deed of Novation	3,069.00
Sage Legal Services Pty Ltd	Funding agreement	616.00
Sage Legal Services Pty Ltd	Funding agreement	644.00
Sage Legal Services Pty Ltd	Funding agreement	11,060.00
Total		24,926.29

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 90**

**Program: ACIAR**

**Topic: Legal Costs**

**Question in Writing**

**Senator Eggleston**

- A. What sum did each portfolio department and agency spend on legal services for the year 2010-11 from the Australian Government Solicitor?
- B. Please provide a list of each service and costs.

**Answer**

- A. \$8,226
- B.

<b>Service provider</b>	<b>Service</b>	<b>Cost</b>
Australian Government Solicitor	Advice on ACIAR Act	3,094
Australian Government Solicitor	Enterprise Agreement	5,132
Total		8,226

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 91**

**Program: ACIAR**

**Topic: Legal Costs**

**Question in Writing**

**Senator Eggleston**

- A. What sum did each portfolio department and agency spend on legal services for the year 2010-11 from private firms?
- B. Please provide a list of each service and costs.

**Answer**

- A. \$16,700.29
- B.

<b>Service provider</b>	<b>Service</b>	<b>Cost</b>
Makarim Taira S. (Indonesia)	Contract advice	1,311.29
Sage Legal Services Pty Ltd	Deed of Novation	3,069.00
Sage Legal Services Pty Ltd	Funding Agreement	616.00
Sage Legal Services Pty Ltd	Funding Agreement	644.00
Sage Legal Services Pty Ltd	Funding Agreement	11,060.00
Total		16,700.29

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 92**

**Program: ACIAR**

**Topic: Legal Costs**

**Question in Writing**

**Senator Eggleston**

- A. What sum did each portfolio department and agency spend on legal services for the year 2010-11 from other sources?
- B. Please provide a list of each service and costs.

**Answer**

- A. Nil
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 93**

**Program: ACIAR**

**Topic: Legal Costs**

**Question in Writing**

**Senator Eggleston**

- A. What sum did each portfolio department and agency spend on legal services FYTD within the department and agency?
- B. Please provide a list of each service and costs.

**Answer**

A. \$5,124

B.

<b>Service provider</b>	<b>Service</b>	<b>Cost</b>
Sage Legal Services Pty Ltd	Contract advice	5,124
Total		5,124

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 94**

**Program: ACIAR**

**Topic: Legal Costs**

**Question in Writing**

**Senator Eggleston**

- A. What sum did each portfolio department and agency spend on legal services FYTD from the Australian Government Solicitor?
- B. Please provide a list of each service and costs.

**Answer**

- A. Nil
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 95**

**Program: ACIAR**

**Topic: Legal Costs**

**Question in Writing**

**Senator Eggleston**

- A. What sum did each portfolio department and agency spend on legal services FYTD from private firms?
- B. Please provide a list of each service and costs.

**Answer**

- A. \$5,124
- B.

<b>Service provider</b>	<b>Service</b>	<b>Cost</b>
Sage Legal Services Pty Ltd	Contract advice	5,124
Total		5,124



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 96**

**Program: ACIAR**

**Topic: Legal Costs**

**Question in Writing**

**Senator Eggleston**

- A. What sum did each portfolio department and agency spend on legal services FYTD from other sources?
- B. Please provide a list of each service and costs.

**Answer**

- A. Nil
- B. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
 Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 97**

**Program: ACIAR**

**Topic: Education expenses**

**Question in Writing**

**Senator Eggleston**

For the year 2010-11, detail all education expenses for each portfolio department and agency. Include what type of course, total cost, cost per participant, how many participants and the amount of study leave granted to each participant.

**Answer**

<b>Course Type</b>	<b>Cost per Participant</b>	<b>Total Cost</b>	<b>Number of Participants</b>	<b>Study Leave (days)</b>
SES Orientation	\$2,500.00	\$2,500.00	1	3
Executive Coaching	\$450.00	\$900.00	2	0
Corporate Program Strategic Planning and Team Building	\$666.67	\$10,000.00	15	1
Leading and Managing Small Teams	\$3,100.00	\$3,100.00	1	3
Microsoft Outlook	\$333.00	\$4,000.00	12	1
Lotus Notes Workshop	\$75.00	\$1,350.00	18	1
Photoshop	\$780.00	\$3,120.00	4	1
Social Media	\$595.00	\$1,190.00	2	1
Writing for the Web	\$558.00	\$1,116.00	2	1
Minute Taking	\$630.00	\$1,890.00	3	1
APSC Writing Course	\$630.00	\$1,890.00	3	1
Health and Safety Representative Training	\$808.00	\$1,616.00	2	3.5
Financial Management	\$360.00	\$360.00	1	.5
Fire Warden	\$135.00	\$810.00	6	.5
First Aid	\$180.00	\$720.00	4	2
Comcare – Case Management	\$995.00	\$995.00	1	2

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
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<b>Course Type</b>	<b>Cost per Participant</b>	<b>Total Cost</b>	<b>Number of Participants</b>	<b>Study Leave (days)</b>
Excel	\$1,199.00	\$1,199.00	1	2
F1 Travel Pack Training	\$480.00	\$480.00	1	1
Sun Financial System Training	\$1,500.00	\$1,500.00	1	1
IT – Client Service	\$1,200.00	\$1,200.00	1	1
Records Management	\$300.00	\$300.00	1	1
Conferences	\$924.44	\$4622.00	5	1
HECS	\$1500.75	\$6003.00	4	10hrs

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
 Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 98**

**Program: ACIAR**

**Topic: Education expenses**

**Question in Writing**

**Senator Eggleston**

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

**Answer**

<b>Course Type</b>	<b>Cost per Participant</b>	<b>Total Cost</b>	<b>Number of Participants</b>	<b>Study Leave (days)</b>
Leadership and Management	\$4,000.00	\$4,000.00	1	3
Career Directions APSC Workshop	\$1,245.00	\$1,245.00	1	2
Defensive Driving Skills	\$700.00	\$700.00	1	0
Minute Taking	\$480.00	\$480.00	1	1
IT –				
TechEd	\$1,909.09	\$1,909.09	1	2
Adobe	\$380.00	\$380.00	1	1
Microsoft Exchange	\$2,890.00	\$2,890.00	1	5
Lotus Notes	\$748.00	\$748.00	1	1
Employment Law	\$600.00	\$600.00	1	1
Conferences	\$1,294.39	\$2,588.78	2	7

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 99**

**Program: ACIAR**

**Topic: Executive coaching and leadership training 2010-11**

**Question in Writing**

**Senator Eggleston**

In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio department and agency, please provide the following information for the year 2010-11:

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
4. The names of all service providers engaged

**Answer**

<b>Total spend</b>	<b>Total number employees offered and attended</b>	<b>Classification</b>	<b>Study leave (days)</b>	<b>Provider</b>
\$7,100.00	2	APS6, EL1	3 days pp	APSC
\$900.00	2	SES Band1, PEO Band C	0	Centre for Leadership Excellence

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 100**

**Program: ACIAR**

**Topic: Executive coaching and leadership training 2010-11**

**Question in Writing**

**Senator Eggleston**

For each service purchased from a provider listed under (4) please provide:

- a) The name and nature of the service purchased
- b) Whether the service is one-on-one or group based
- c) The number of employees who received the service and their employment classification
- d) The total number of hours involved for all employees
- e) The total amount spent on the service
- f) A description of the fees charged (ie per hour or complete package)

**Answer**

<b>Name and Nature of Service</b>	<b>One on one or group</b>	<b>No. of employees and classification</b>	<b>Total hours</b>	<b>Total amount</b>	<b>Description of fees charged</b>
Leading and Managing Small Teams	Group	2 – APS6, EL1	22.5	\$7,100.00	Package
Executive Coaching	One on one	2 – SES, PEO	4	\$900.00	Per hour

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 101**

**Program: ACIAR**

**Topic: Executive coaching and leadership training 2010-11**

**Question in Writing**

**Senator Eggleston**

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used
- ii. The number of employees who took part on each occasion
- iii. The total number of hours involved for all employees who took part
- iv. Any costs the department or agency's incurred to use the location

**Answer**

<b>Service</b>	<b>Location</b>	<b>No. of employees</b>	<b>Total hours</b>	<b>Cost incurred to use location</b>
Leading and Managing Small Teams	Barton and Bowral	2	22.5	Nil

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 102**

**Program: ACIAR**

**Topic: Executive coaching and leadership training 2010-11**

**Question in Writing**

**Senator Eggleston**

In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio department and agency, please provide the following information FYTD:

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
4. The names of all service providers engaged

**Answer**

Nil



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 103-104**

**Program: ACIAR**

**Topic: Executive coaching and leadership training financial year to date**

**Question in Writing**

**Senator Eggleston**

103. For each service purchased from a provider listed under (4) please provide:

- a) The name and nature of the service purchased
- b) Whether the service is one-on-one or group based
- c) The number of employees who received the service and their employment classification
- d) The total number of hours involved for all employees
- e) The total amount spent on the service
- f) A description of the fees charged (ie per hour or complete package)

104. Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used
- ii. The number of employees who took part on each occasion
- iii. The total number of hours involved for all employees who took part
- iv. Any costs the department or agency's incurred to use the location

**Answer**

103. Not applicable

104. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 105-107**

**Program: ACIAR**

**Topic: Paid parental leave**

**Question in Writing**

**Senator Eggleston**

105. Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave Scheme?
106. For the year 2010-11 list which portfolio department and agencies are providing its employees with payments under the Government's Paid Parental Leave Scheme? Please list how many staff are in receipt of these payments.
107. For the FYTD list which portfolio department and agencies are providing its employees with payments under the Government's Paid Parental Leave Scheme? Please list how many staff are in receipt of these payments.

**Answer**

105. Nil
106. Nil
107. Nil

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 108**

**Program: ACIAR**

**Topic: Training for Portfolio Minister and Parliamentary Secretaries**

**Question in Writing**

**Senator Eggleston**

How much is 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.

**Answer**

Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 109-113**

**Program: ACIAR**

**Topic: Corporate Cars**

**Question in Writing**

**Senator Eggleston**

- 109. How many cars are owned by each department and agency in your portfolio?
- 110. Where is the car/s located?
- 111. What is the car/s used for?
- 112. What is the cost of each car for 2010-11?
- 113. How far did each car travel in 2010-11?

**Answer**

- 109. Nil
- 110. Not applicable
- 111. Not applicable
- 112. Not applicable
- 113. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 114**

**Program: ACIAR**

**Topic: Taxi Costs**

**Question in Writing**

**Senator Eggleston**

- A. How much did each department/agency spend on taxis in 2010-11?
- B. Provide a breakdown of each business group in each department/agency.

**Answer**

A. \$9,880.54

B.

<b>Business Group</b>	<b>Cost</b>
Corporate support group (Departmental)	\$2,829.48
Research and program group (Administered)	\$7,051.06
Total	\$9,880.54

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 115-120**

**Program: ACIAR**

**Topic: Credit Cards**

**Question in Writing**

**Senator Eggleston**

115. A. How many staff in each department and agency have a corporate credit card?  
B. What is their classification?
116. What action is taken if the corporate credit card is misused?
117. How is corporate credit card use monitored?
118. What happens if misuse of a corporate credit card is discovered?
119. A. Have any instances of corporate credit card misuse have been discovered?  
B. List staff classification and what the misuse was, and the action taken.
120. What action is taken to prevent corporate credit card misuse?

**Answer**

115. A. 29  
B.

<b>Classification</b>	<b>Number of Cardholders</b>
PEO Band C	1
SES Band 1	1
EL2	13
EL1	6
APS 1-6	8

116. Remedies available range from caution to dismissal/prosecution.
117. Monthly acquittals are reviewed by supervisors and finance staff.
118. Disciplinary action would commence.
119. A. No  
B. Not applicable
120. Ongoing monitoring of use by supervisors and finance staff and staff training (including induction training).

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 121-122**

**Program: ACIAR**

**Topic: Carbon Tax Legislation**

**Question in Writing**

**Senator Eggleston**

121. How was your department/agency consulted in the development of the carbon price package?
122. Is the carbon price package consistent with all of the policies in your department/agency?

**Answer**

121. No consultation occurred
122. Not applicable

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
Supplementary Budget Estimates 2011–2012; 20 October 2011

**Question No. 123**

**Program: ACIAR**

**Topic: Communications**

**Question in Writing**

**Senator Eggleston**

- A. How many communications people are there in each of your departments and agencies?
- B. List their classification, position description, services they provide to Ministers and/or Parliamentary Secretaries and any guidelines they must adhere to.

**Answer**

- A. Six
- B.

<b>Classification</b>	<b>Position description</b>	<b>Services to Ministers and/or Parliamentary Secretaries</b>
EL 1	Manager Team leadership, development of strategic communications	Liaison with Minister's office on an ad hoc basis for briefings, advice and media, and speech writing
EL 1	Publications Manager Management of Publications program	No direction liaison with Minister's office
EL 1	Science Communicator Production of Corporate magazine and information resources	Liaison with Minister's office on an ad hoc basis for briefings, advice and media, and speech writing
APS 6	Public Affairs Officer Media liaison and public affairs coordination	Liaison with Minister's office on an ad hoc basis for media releases
APS 4	Communications Officers (2 positions) Website content management, administrative support	No direct liaison with Minister's office

ACIAR adheres to the Policy Guidelines of the *Australian Public Service Commission*, including the *Code of Conduct*, the *APS Values and Code of Conduct in Practice: Guide to official conduct for APS employees and Agency Heads* (Chapter 2); and *Supporting Ministers, Upholding the Values: a good practice guide* (Part 1.2.4).