

Senate Foreign Affairs, Defence and Trade Legislation Committee
Supplementary Budget estimates 2011-2012; October 2011
Question on notice from **Senator Eggleston** to Austrade

1. Staffing numbers

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What is Austrade's total number of staff?

Answer

Austrade's headcount was 1087 as of 30 June 2011. The projected headcount to 30 June 2012 is 1066.

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2. Staffing

1. How many permanent staff recruited this FYTD? What classification are these staff? How many temporary positions exist or have been created this FYTD? 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 period?
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 period?
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

1. A-based: 6 staff; Overseas Engaged Employees (OEE): 5 staff. A-based: 5 non-SES staff, 1 SES staff; OEE: 5 non-SES staff. A-based: 23 positions; OEE: 15 positions. A-based: 6 non-SES staff, 5.7 months; OEE: 7 staff, 13.3 months. All contract staff are non-SES.
2. A-based: 23 positions; OEE: 15 positions.
3. A-based: 6 non-SES staff, 5.7 months; OEE: 7 staff, 13.3 months.
4. A-based: 45; OEE: 45.
5. A-based: 41 non-SES staff, 4 SES; OEE: 45 non-SES staff.
6. A-based: 32 positions; OEE: 3 positions.
7. A-based: 25 staff, 9.35 months; OEE: 53 staff, 22.5 months.
8. No specific plans. Will be considered in context of the Budget for 2012–13.

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3. Efficiency Dividend

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

Answer

1. The recently completed review of Austrade identified a range of activities to be implemented in 2011–12 to restructure Austrade to meet its agreed outcomes. In setting this framework, the increased efficiency dividend was factored into the budget available for the restructure.
2. In light of 1. above, no particular spending was targeted with reductions being spread across international and national operations as well as corporate services.

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4. Government advertising

1. What advertising – Campaign and Non-Campaign – did the Department/Agency undertaken 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.
2. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
3. 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.
4. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
5. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer

1. 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. In aggregate, for the financial year to date, Austrade has spent \$244,418 on advertising. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
2. No.
3. Advertising complied with the principles of the guidelines, and was non-campaign in nature.
4. Austrade has responsibility for the promotion and attraction of foreign direct investment in to Australia. This work involves a range of communications activities in core international markets to build awareness of Australia's strengths as an investment destination and promote opportunities, events and activities at an industry sector and sub-sector level.
5. On 1 July 2010, responsibility for the international marketing and promotion of education was transferred from Australian Education International (AEI) with the Department of Education, Employment and Workplace Relations, to Austrade. Key priorities for Austrade in 2011–12 include: the repositioning of Australia's international education sector through *Future Unlimited*, the new brand identity for Australian education and training and part of the new national branding *Australia Unlimited*; promotion of *Future Unlimited*; and the further redevelopment of the Study in Australia website. Communications programs to support these priorities are still in development, will vary from market to market, and do not yet have a defined budget.

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Approximately \$30,000 will be spent on advertising for the Australian Export Awards program that recognises and rewards Australian exporters. Austrade conducts mostly one-off advertising activities to generate awareness of events and activities, and focus on Australia and Australian capability. Austrade will continue to assess advertising opportunities as they are presented or seek opportunities and undertake advertising where appropriate to organisational priorities around education, investment and trade.

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5. Hospitality and entertainment

1. What is the Department/Agency's hospitality spend for the year 2010–11? Detail date, location, purpose and cost of all events.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for the year 2010–11. Detail date, location, purpose and cost of each event.
3. What is the Department's entertainment spend for the year 2010–11? Detail date, location, purpose and cost of all events.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for the year 2010–11. 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.

Answer

1. In 2010–11, Austrade spent a total of \$0.98 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 events such as Australian Export Awards and Business Club Australia functions.
Hospitality/entertainment has a role to play in the support of Austrade's objectives of advancing Australia's trade 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 event would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.

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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. It is estimated that Austrade will spend approximately \$0.7 million on hospitality/entertainment in 2011–12. There are expected to be several hundred events for the year, with many still to take place, consistent with the operational plans of business units. Detail of the kind requested 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.

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6. Board appointments

1. What is the gender ratio on each board and across the portfolio?
2. Detail any board appointments for the year 2010–11.
3. Please detail any board appointments for the FYTD.

Answer

1. There are no boards managed by Austrade.
2. Not applicable.
3. Not applicable.

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7. Freedom of information

1. Has the Department/agency received any advice on how to respond to FOI requests?
2. How many FOI requests has the Department received for the year 2010–11?
How many have been granted or denied?
3. How many conclusive certificates have been issued in relation to FOI requests for the year 2010–11?
4. How many FOI requests has the Department received for this FYTD? How many have been granted or denied?

Answer

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. Austrade received 13 FOI requests during 2010–11. Of those,
 - access was provided in full for four requests
 - access was provided in part for six requests
 - one request resulted in no documents being located
 - one request was withdrawn
 - one request was outstanding.
3. Nil, conclusive certificates were abolished on 7 Oct 2009.
4. Austrade has received six FOI requests for this FYTD. Of those six requests, and the one outstanding from the 2010–11 financial year:
 - access was provided in full for one request
 - access was provided in part for three requests
 - three requests are outstanding.

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8. Community cabinets

1. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held for the year 2010–11?
2. 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?
3. How many Departmental officers travelled with the Minister for the Community Cabinet meetings for the year 2010–11? What was the total cost of this travel?
4. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for the year 2010–11?
5. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this FYTD?
6. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings held this FYTD? What was the total cost of this travel?
7. How many Departmental officers travelled with the Minister for the Community Cabinet meetings held this FYTD? What was the total cost of this travel?
8. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings held this FYTD?

Answer

1, 2, 3, 4, 5, 6, 7 and 8. Please see responses provided by the Department of Foreign Affairs and Trade. (See **Attachment A**).

Attachment A

Program: DFAT

Topic: Community Cabinet

Questions in Writing

Senator Eggleston

- 116) What was the cost of Ministers travel and expenses for the Community Cabinet meetings held for the year 2010-11?
- 117) 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?
- 118) How many Departmental officers travelled with the Minister for the Community Cabinet meetings for the year 2010-11? What was the total cost of this travel?
- 119) What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for the year 2010-11?
- 120) What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this FYTD?

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- 121) How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings held this FYTD? What was the total cost of this travel?
- 122) How many Departmental officers travelled with the Minister for the Community Cabinet meetings held this FYTD? What was the total cost of this travel?
- 123) What was the total cost to the Department and the Ministers office for the Community Cabinet meetings held this FYTD?

Answer

- 116) Information on Ministers' domestic travel costs is available from the Department of Finance and Deregulation (DoFD). No portfolio Ministers attended Community Cabinet meetings in 2010-11.
- 117) Information on Ministerial Staff domestic travel, including costs, is available from DoFD.
- 118) No Departmental officers travelled with a foreign affairs and trade portfolio Minister for the Community Cabinet meetings for the year 2010-11. One to two departmental officers (from State offices) attended each Community Cabinet meeting in 2010-11. Costs were absorbed in the department's operating budget.
- 119) There was no additional cost to the Department arising from Community Cabinet meetings in 2010-11. Departmental travel costs were funded under the department's ordinary operating budget. Information on the cost to Ministers' offices for the Community Cabinet meetings for the year 2010-11 is available from DoFD.
- 120) Information on Ministers' domestic travel costs is available from DoFD.
- 121) One ministerial staff member travelled with Mr Rudd to Tasmania for the 3 October 2011 Community Cabinet meeting. Information on Ministerial Staff domestic travel, including costs, is available from DoFD.
- 122) No Departmental officers travelled with a foreign affairs and trade portfolio Minister for the Community Cabinet meetings held this FYTD. One to two departmental officers (from State offices) attended each Community Cabinet meeting this FYTD. Costs were absorbed in the department's operating budget.
- 123) There was no additional cost to the Department arising from Community Cabinet meetings this FYTD. Departmental travel costs were absorbed in the department's operating budget. Information on the cost to Ministers office for the Community Cabinet meetings for this FYTD is available from DoFD.

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9. Reviews (for 2010–11)

How many Reviews were being undertaken by all departments and agencies in each portfolio?

Answer

Two. The Austrade CEO initiated a comprehensive review of Austrade's operations in 2010. A review of Austrade's governance framework was commissioned by Austrade from the Australia and New Zealand School of Government, Institute for Governance.

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10. Reviews (for 2010–11)

1. When will each of these reviews be concluded?
2. What reviews have been concluded?
3. Which of these reviews has been provided to Government?
4. When will the Government be responding to the respective reviews that have been completed?
5. What is the estimated cost of each of these Reviews?
6. What reviews are planned?
7. When will each of these reviews be concluded?
8. What reviews have been concluded this FYTD?
9. Which of these reviews has been provided to Government?
10. When will the Government be responding to the respective reviews that have been completed?
11. What is the estimated cost of each of these Reviews?

Answer

1. The Minister for Trade announced the outcomes of the Austrade operations review on 17 May 2011. The governance framework review was completed in October 2011.
2. See answer 2 above.
3. Both reviews.
4. The Minister for Trade announced the outcomes of the Austrade operations review. The management initiated governance framework review was provided to the Minister for Trade for information. No response is required.
5. Austrade review - \$435,000; governance framework review - \$45,000.
6. Nil.
7. Not applicable
8. Governance framework review.
9. See answer 4 above.
10. See answer 5 above.
11. See answer 6 above.

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11. Consultancies

1. How many consultancies were undertaken in 2010–11? 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. Were there any changes to any of the portfolio's tenders in 2010–11? Detail any changes.
3. How many consultancies have been undertaken or are underway this FYTD? 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.
4. Does each department and agency stand by its current tenders on the Austenders website? Have any changes or corrections been made for any tenders advertised on to Government Tenders website (www.tenders.gov.au) for tenders advertised this financial year? Explain. Are up to date with reporting requirements?
5. 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.

Answer

1. All consultancy contacts entered into by Austrade with a contract value of \$10,000 or more, which have been identified as consultancies for annual reporting purposes have been published in Austrade's 2010–11 Annual Report at Appendix G, Table G1: Consultancies for 2010–11.
2. Yes. Five procurements were withdrawn from Austrade's 2010–11 Annual Procurement Plan due to the services being sourced through other existing FMA Act agency agreements that included multi-agency access provisions.
3. Information in relation to consultancies valued at \$10,000 or more is available on the AusTender website (www.tenders.gov.au).
4. Yes. Any changes, corrections or clarifications for Austrade tenders are issued as addendums on AusTender and can be viewed on that website until such time as the relevant tender has closed. Austrade complies with its mandatory reporting requirements including: Annual Report, Senate Order (The Murray Motion), Annual Procurement Plan and AusTender Reporting for all contracts awarded valued at \$10,000 or more.
5. Austrade has one planned procurement in its 2011–12 Annual Procurement Plan for consultancy services. This procurement is for the provision of Internal Audit Services through an open tender process. As this procurement is anticipated only at this stage, details of the duration, cost and supplier are unknown.

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12. Media Monitoring

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etc, 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?

2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etc, 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 services for the year 2011–12?
 - What has been spent providing these services FYTD?

Answer

1. Nil. Austrade sources media monitoring services and provides a report for Austrade personnel and the office of the Minister for Trade. There are no additional costs incurred for providing this service to the Minister's office.
2. The total cost of media monitoring services in 2010–11 was \$184,348.08.
 - services were provided by Media Monitors and Cubit Media Research
 - the estimated budget for 2011–12 is \$130,000
 - as at 31 October 2011, \$45,738.87 has been spent on these services.

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13. Social Media

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 substantial changes have been made to Austrade's social media programs and Social Media Policy since its launch in June 2010.

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14. Contractors (since May 2011)

1. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.
2. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.
3. 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.
4. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.
5. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.
6. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.
7. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.
8. Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.
9. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

Answer

1. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
9. No.

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15. Discretionary grants

1. 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.
2. 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.
3. 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. Austrade does not provide any discretionary grants.
3. Not applicable.

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16. Commissioned reports

1. How many Reports have been commissioned by the Government in your portfolio for the year 2010–11? 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? 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?
2. How many Reports have been commissioned by the Government in your portfolio FYTD? 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

1. No reports were commissioned by the Government in Austrade in 2010–11.
2. No reports have been commissioned by the Government in Austrade this FYTD.

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17. Government payment of accounts

1. 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)? If not, why not, and what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached.)
 - 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?
2. 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)? If not, why not, and what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached.)
 - 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?
3. 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? What is the estimated cost for 2011–12?

Answer

1. 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.
During 2010–11, Austrade made 3,099 payments to small businesses:
 - of these payments, 2,903 (93.7 per cent) – valued at \$11,166,147 (91.4 per cent of invoice value) – were paid within 30 days
 - of the 239 (6.3 per cent) payments made after 30 days, 89 (2.9 per cent) were paid within 31-44 days, 38 (1.2 per cent) within 45-60 days and 69 (2.2 per cent) not within 60 days.

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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, 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.
2. During the quarter ended 30 September 2011, Austrade made 692 payments to small businesses:
- of these payments, 650 (93.9 per cent) – valued at \$2,391,546 (92.1 per cent of invoice value) – were paid within 30 days
 - of the 42 (6.1 per cent) payments made after 30 days, 29 (4.2 per cent) were paid within 31-44 days, 9 (1.3 per cent) within 45-60 days and 4 (0.6 per cent) not within 60 days.
 - No penalty interest was claimed by or paid to suppliers.
3. Financial year 2010–11: letterhead – \$254.52, envelopes – \$142.36. Estimated cost for 2011–12 is \$250 for letterhead and envelopes \$150.00.

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18. Government stationery requirements

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? What is the estimated cost for 2011–12?

Answer

Financial year 2010–11: letterhead – \$254.52, envelopes – \$142.36. Estimated cost for 2011–12 is \$250 for letterhead and envelopes \$150.00.

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19. Media subscriptions

1. 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?
2. 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?
3. 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

1. Austrade subscribes to pay TV in Canberra, Sydney and Auckland. This provides access to the basic channel packages offered by the providers which includes news and parliamentary channels. Cost for 2010–11 was approximately \$400 per month in total. Estimated cost for 2011–12 is \$400 per month.
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 intelligence, provide Australian companies with a deeper understanding of the commercial drivers that could affect their export and investment decisions. 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. The total cost of all subscriptions covering newspapers, magazines, selected online business and news services, and global business reporting databases in 2010–11, was \$1.46 million. It is estimated that a similar cost will be incurred in 2011–12.
3. See (2) above.

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20. Travel costs

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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

1. Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be referred to the Department of Finance and Deregulation.
2. See (1), above.
3. Austrade provides extensive support to Ministers and Parliamentary Secretaries both within and outside the Foreign Affairs and Trade portfolios whilst they are

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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 the financial year 2010–11, Austrade spent \$59,831 on air fares (fare types are not recorded in Austrade's financial system), \$34,364 on accommodation, \$6,821 on meals including beverages (alcohol is not separable from food and other beverages in Austrade's financial system), \$7,975 on ground transport, \$170 on entertainment and \$11,196 on all other expense items for travel in support of Ministers and other Parliamentarians. Security expenses cannot be isolated from normal overseas post security expenses and there was no expenditure on gifts.

4. Austrade is represented in over 50 countries which requires extensive travel to support Austrade's objectives of advancing Australia's trade and investment interests. 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 the financial year 2010-11, Austrade spent \$4.7 million on air fares (fare types are not recorded in Austrade's financial system), \$3.0 million on accommodation, \$0.94 million on meals including beverages (alcohol is not separable from food and other beverages in Austrade's financial system), \$1.52 million on ground transport, and \$0.35 million on all other expense items for travel. Expenditure on gifts and entertainment specifically associated with travel are not recorded in Austrade's financial system. Security expenses cannot be isolated from normal overseas post security expenses.
5. See (1), above.
6. See (1), above.
7. 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 the financial year 2011–12 YTD, Austrade spent \$32,471 on air fares (fare types are not recorded in Austrade's financial system), \$41,134 on accommodation, \$14,358 on meals including beverages (alcohol is not separable from food and other beverages in the Austrade's financial system), \$7,173 on ground transport, \$1,213 on entertainment, \$911 on gifts and \$8,529 on all other expense items for travel in support of Ministers and other Parliamentarians. Security expenses cannot be isolated from normal overseas post security expenses.
8. 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 the financial year 2011-12 YTD, Austrade spent \$2.3 million on air fares (fare types are not recorded in Austrade's financial system), \$0.7 million on accommodation, \$0.17 million on meals including beverages (alcohol is not separable from food and other beverages in Austrade's financial system), \$0.4 million on ground transport, and \$0.11 million on all other expense items for travel. Expenditure on gifts and entertainment specifically associated with travel are not recorded in Austrade's financial system. Security expenses cannot be isolated from normal overseas post security expenses.

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21. Legal costs

1. What sum did each portfolio department and agency spend on legal services for the year 2010–11 within the department and agency? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services for the year 2010–11 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 for the year 2010–11 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 for the year 2010–11 from other sources? Please provide a list of each service and costs.
5. What sum did each portfolio department and agency spend on legal services FYTD within the department and agency? Please provide a list of each service and costs.
6. What sum did each portfolio department and agency spend on legal services FYTD from the Australian Government Solicitor? Please provide a list of each service and costs.
7. What sum did each portfolio department and agency spend on legal services FYTD from private firms? Please provide a list of each service and costs.
8. What sum did each portfolio department and agency spend on legal services FYTD from other sources? Please provide a list of each service and costs.

Answer

1. For the period 1 July 2010 to 30 June 2011, \$295,118 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 the period 1 July 2010 to 30 June 2011, Austrade spent the sum of \$31,669 on legal services from the Australian Government Solicitor for the services as described below:
 - Commercial advice – \$5,605
 - Litigation and dispute resolution – \$17,933
 - General advice including statutory interpretation and employment law – \$8,131.
3. For the period 1 July 2010 to 30 June 2011, Austrade spent the sum of \$1,541,706 on legal services from private firms as described below:
 - Commercial advice – \$789,729
 - Litigation and dispute resolution – \$251,083

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- General advice including statutory interpretation and employment law – \$500,894.
4. For the period 1 July 2010 to 30 June 2011, Austrade did not spend any amount on legal services from any other source than those listed at 1), 2) and 3) above.
 5. For the period 1 July 2011 to 20 October 2011, \$89,824 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.
 6. For the period 1 July 2011 to 20 October 2011, Austrade spent the sum of \$31,846 on legal services from the Australian Government Solicitor for the services as described below:
 - Commercial advice – \$2,550
 - Litigation and dispute resolution – \$12,733
 - General advice including statutory interpretation and employment law – \$16,563.
 7. For the period 1 July 2011 to 20 October 2011, Austrade spent the sum of \$271,887 on legal services from private firms as described below:
 - Commercial advice – \$92,900
 - Litigation and dispute resolution – \$69,102
 - General advice including statutory interpretation and employment law – \$109,885.
 8. For the period 1 July 2011 to 20 October 2011, Austrade did not spend any amount on legal services from any other source than those listed at 5), 6) and 7) above.

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22. Education expenses

1. For the year 2010–11, 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.
2. 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

1. The Austrade Study Assistance Scheme provides assistance to employees studying for formal qualifications and awards, and through other recognised educational institutions in Australia and overseas. The assistance may be in the form of partial reimbursement of fees and associated costs, study leave to attend courses or to travel to the relevant institution, and leave to attend exams.
Total Expenditure 2010–11: \$86,294
Maximum amount per participant: \$5,000 undergraduate per year
\$10,000 post-graduate per year
Total Students 2010–11: 42
Amount of study leave: average 60 hours per participant per semester
The Austrade Institute Scholarship Program provides employees access to education, training and development opportunities. In 2010–11, the Scholarship Program offered three places on the Asialink Leaders Program, providing a development opportunity for three high-performing employees at the APL3/4 level (equivalent to EL1/2) with a genuine professional interest in Asia.
Total Expenditure: \$15,853.
2. The Austrade Study Assistance Scheme
Total Expenditure 1 July – 30 September 2011: nil.
Maximum amount per participant: \$5,000 undergraduate per year
\$10,000 post-graduate per year
Total Students 1 July – 30 September 2011: 33
Amount of study leave: average 60 hours per participant per semester.
From 1 July – 30 September 2011, the Austrade Institute Scholarship Program had no recipients or expenditure as the selection process has not been finalised.

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23. Executive coaching and leadership training 2010–11

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.

For each service purchased from a provider listed under (d above), 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 (i.e. per hour, complete package).

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.

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.

For each service purchased from a provider listed (under d above), 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

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- e) The total amount spent on the service
- f) A description of the fees charged (i.e. per hour, complete package).

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

1. In 2010–11, the agency expended \$39,120 on executive coaching and \$118,014 on leadership training.
 2. 600 employees were at the executive level and overseas equivalent, as well as SES.
 3. A total of 24 employees used these services at the executive level (18) and SES level (6). Study leave is not used to undertake executive coaching or leadership training.
 4. The providers engaged for leadership services in 2010–11 were: Resource Management International, Performance Max, Young Samuel Chambers (YSC), Team Management Systems, Australian Public Service Commission (APSC) and RMIT. Providers of executive coaching services were: The Teleran Group, Leadexec Pty Ltd and Ncompass.
-
- a) Leadership development services provided as per 4 above, included Resource Management International, Performance Max, Young Samuel Chambers (YSC), Team Management Systems, Australian Public Service Commission (APSC) and RMIT. Executive coaching services were provided as per 4 above, by The Teleran Group, Leadexec Pty Ltd and Ncompass and were tailored to individual employee needs and use coaching techniques to improve work performance.
 - b) The leadership development services were provided on a group basis whilst the executive coaching services were provided on a one on one basis.
 - c) A total of 24 employees used these services at the executive level (18) and SES level (6).
 - d) Executive coaching is based on a minimum of ten hours per person, whilst the leadership development program, Advancing Austrade's Priorities (known as AAP), requires a minimum of 80 hours per person. AAP includes the group working on a long-term project over the year, therefore a total number of hours is difficult to discern.
 - e) In the 2010–11 year, the agency spent \$157,134 on leadership development and executive coaching.

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- f) The fees associated with AAP include design and consultation, training delivery, venue and accommodation hire, catering travel and evaluation. Executive coaching services are usually charged on an hourly basis.
- i. External training locations used included: Rydges Cronulla and Crowne Plaza Canberra.
- ii. A total of 18 employees were trained at these external locations.
- iii. A minimum of 80 hours per person for AAP and 10 hours per person for executive coaching.
- iv. The total cost to deliver training at external locations was \$76, 099.
1. In 2011–12 to 30 September, the agency has nil expenditure for executive coaching and leadership development.
2. Not applicable.
3. Not applicable.
4. Not applicable.
- a) Not applicable.
- b) Not applicable.
- c) Not applicable.
- d) Not applicable.
- e) Not applicable.
- f) Not applicable.
- i. Not applicable.
- ii. Not applicable.
- iii. Not applicable.
- iv. Not applicable.

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24. Paid parental leave

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 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.
3. 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

1. Austrade is not aware of employees' eligibility for Paid Parental Leave as we are not privy to their private financial circumstances. Eligibility is determined by Centrelink who then notify Austrade of any employees who have been deemed eligible and who wish to receive their payments through their pay.
2. Austrade has undertaken to facilitate these payments to employees since 1 January 2011. Employees were advised through the Austrade all-staff bulletin of Austrade's participation in the Paid Parental Leave scheme. Individual employees embarking on maternity/parental leave are also advised that the scheme exists and that if eligible, payments may be made through their pay. No employees took up the option during the 2010–11 financial year.
3. No employees have taken up the option during the period 1 July 2011 to 30 September 2011.

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25. Training for Portfolio Minister and Parliamentary Secretaries

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

Nil.

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26. Corporate cars

1. How many 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 2010–11?
5. How far did each car travel in 2010–11?

Answer

1. Austrade maintains 141 vehicles (leased and owned) – 22 are located in Australia and 119 are located offshore.
2. Cars are located across the following 85 locations:

Abu Dhabi	Chicago	Islamabad	Madrid	Paris	TelAviv
Accra	Colombo	Istanbul	Manila	Parramatta	Tokyo
Adelaide	Copenhagen	Jaipur	Melbourne	Perth	Toronto
Ahmedabad	Darwin	Jakarta	Mexico	Port Moresby	Townsville
Amman	Dhaka	Johannesburg	City	Port Louis	Tripoli
Atlanta	Dubai	Karachi	Milan	Prague	Vancouver
Auckland	Frankfurt	Kochi	Moscow	Pune	Vladivostok
Bangalore	Fukuoka	Kolkata	Mumbai	Riyadh	Warsaw
Bangkok	Guangzhou	Kuala Lumpur	Nairobi	SanFrancisco	Washington
Beijing	Hanoi	Kuwait	New Delhi	Santiago	Wollongong
Brisbane	Hobart	Lahore	Newcastle	SaoPaulo	Seoul
Buenos Aires	HoChiMinh City	Lima	NewYork	Sapporo	Shanghai
Canberra	Hong Kong	London	Noumea	Sydney	Singapore
Chandigarh	Hurstville	LosAngeles	Osaka	Taipei	Suva
Chennai	Hyderabad				

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 in 2010–11 was \$859,560.42.
5. Odometer readings are not centrally recorded for the financial year. The distances reported in the following table are calculated using the latest odometer reading collected for FBT purposes and averaged over the age of the vehicle.

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Location - Offshore	Average annual km's 2010-11	Location - Offshore	Average annual km's 2010-11
Offshore		Fukuoka	
Abu Dhabi		Vehicle 1	8,319
Vehicle 1	22,603	Guangzhou	
Accra		Vehicle 1	11,097
Vehicle 1	12,439	Vehicle 2	22,626
Ahmedabad		Hanoi	
Vehicle 1	8,676	Vehicle 1	19,211
Amman		HoChiMinhCity	
Vehicle 1	11,370	Vehicle 1	10,656
Atlanta		Hong Kong	
Vehicle 1	9,330	Vehicle 1	3,779
Auckland		Hyderabad	
Vehicle 1	New car	Vehicle 1	12,917
Vehicle 2	9,270	Islamabad	
Bangalore		Vehicle 1	43,857
Vehicle 1	11,370	Istanbul	
Bangkok		Vehicle 1	15,217
Vehicle 1	5,472	Vehicle 2	22,951
Vehicle 2	5,005	Jaipur	
Beijing		Vehicle 1	14,700
Vehicle 1	14,373	Jakarta	
Vehicle 2	6,618	Vehicle 1	14,664
Vehicle 3	5,991	Vehicle 2	15,656
BuenosAires		Vehicle 3	9,137
Vehicle 1	3,705	Vehicle 4	17,654
Chandigarh		Johannesburg	
Vehicle 1	9,508	Vehicle 1	12,726
Chennai		Vehicle 2	3,444
Vehicle 1	12,528	Karachi	
Vehicle 2	New car	Vehicle 1	18,470
Vehicle 3	7,247	Kochi	
Chicago		Vehicle 1	6,797
Vehicle 1	7,684	Kolkata	
Colombo		Vehicle 1	12,308
Vehicle 1	17,683	Kuala Lumpur	
Copenhagen		Vehicle 1	11,105
Vehicle 1	Not available	Vehicle 2	9,677
Dhaka		Kuwait	
Vehicle 1	12,336	Vehicle 1	14,780
Dubai		Lahore	
Vehicle 1	20,216	Vehicle 1	28,120
Vehicle 2	11,169	Lima	
Vehicle 3	New car	Vehicle 1	9,216
Vehicle 4	New car	Vehicle 2	14,133
Vehicle 5	Not available	London	
Frankfurt		Vehicle 1	8,336
Vehicle 1	Not available	Vehicle 1	9,216
Vehicle 2	10,078	Vehicle 2	14,133
Vehicle 3	13,733		

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Location - Offshore	Average annual km's 2010-11	Location - Offshore	Average annual km's 2010-11
LosAngeles		Santiago	
Vehicle 1	8,643	Vehicle 1	15,830
Vehicle 2	13,283	Vehicle 2	New car
Madrid		SaoPaulo	
Vehicle 1	12,564	Vehicle 1	4,405
Manila		Vehicle 2	15,751
Vehicle 1	10,656	Sapporo	
Vehicle 2	6,225	Vehicle 1	5,360
MexicoCity		Seoul	
Vehicle 1	6,474	Vehicle 1	10,734
Milan		Vehicle 2	12,729
Vehicle 1	11,847	Shanghai	
Moscow		Vehicle 1	12,735
Vehicle 1	4,853	Vehicle 2	5,154
Vehicle 2	4,656	Vehicle 3	3,519
Mumbai		Vehicle 4	11,775
Vehicle 1	New car	Singapore	
Vehicle 2	New car	Vehicle 1	18,597
Vehicle 3	577	Vehicle 2	10,162
Nairobi		Vehicle 3	8,893
Vehicle 1	10,538	Vehicle 4	7,190
New Delhi		Suva	
Vehicle 1	11,354	Vehicle 1	6,148
Vehicle 2	6,750	Vehicle 2	11,774
Vehicle 3	18,652	Taipei	
Vehicle 4	New car	Vehicle 1	6,284
NewYork		TelAviv	
Vehicle 1	10,922	Vehicle 1	16,208
Noumea		Tokyo	
Vehicle 1	2,205	Vehicle 1	1,972
Osaka		Vehicle 2	9,695
Vehicle 1	17,056	Toronto	
Vehicle 2	3,015	Vehicle 1	13,952
Paris		Tripoli	
Vehicle 1	4,687	Vehicle 1	18,284
Port Moresby		Vehicle 2	Not available
Vehicle 1	New car	Vancouver	
Vehicle 2	New car	Vehicle 1	13,221
PortLouis		Vladivostok	
Vehicle 1	11,669	Vehicle 1	Not available
Prague		Warsaw	
Vehicle 1	16,009	Vehicle 1	4,794
Pune		Washington	
Vehicle 1	16,540	Vehicle 1	5,655
Riyadh		Vehicle 2	19,960
Vehicle 1	17,399		
Vehicle 2	Not available		
Vehicle 3	Not available		
SanFrancisco			
Vehicle 1	12,499		

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Location - Onshore	Average annual km's 2010-11
Adelaide	
Vehicle 1	7,829
Vehicle 2	6,144
Vehicle 3	8,295
Brisbane	
Vehicle 1	8,834
Vehicle 2	6,461
Vehicle 3	10,586
Canberra	
Vehicle 1	10,192
Darwin	
Vehicle 1	3,476
Hobart	
Vehicle 1	5,619
Hurstville	
Vehicle 1	7,442
Melbourne	
Vehicle 1	5,937
Vehicle 2	7,187
Vehicle 3	10,930
Newcastle	
Vehicle 1	8,647
Parramatta	
Vehicle 1	7,912
Perth	
Vehicle 1	6,565
Vehicle 2	9,204
Vehicle 3	11,764
Sydney	
Vehicle 1	10,399
Vehicle 2	10,268
Townsville	
Vehicle 1	9,011
Wollongong	
Vehicle 1	15,044

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27. Taxi costs

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

Answer

Taxi costs cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. Austrade spent \$1,450,764 on ground transport in 2010-11. This includes costs associated with taxis, hire cars, bus and coach hire, motor vehicle allowances, road tolls and other ground transport costs. Of the total, \$930,407 of this was spent by the offshore network and the remaining \$520,357 was spent by the onshore network.

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28. Credit cards

1. How many staff in each department and agency have a corporate credit card? What is their classification?
2. What action is taken if the corporate credit card is misused?
3. How is corporate credit card use monitored?
4. What happens if misuse of a corporate credit card is discovered?
5. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
6. What action is taken to prevent corporate credit card misuse?

Answer

1. Austrade currently has 867 corporate charge cards on issue to its staff. The classification of cardholders ranges from junior staff to senior managers.
2. Where a corporate card is misused by a cardholder, the action taken varies according to the seriousness of the misuse. Misuse can range from accidental use through to deliberate misuse which amounts to fraud. Disciplinary measures range from counselling through to cancellation of cards and in cases of fraud, dismissal and referral to law enforcement authorities. Action is taken to immediately recover any funds which have been applied to non-official uses.
3. All monthly credit card acquittals are examined and authorised by cardholders' supervisors at a senior management level. In addition, there is central monitoring in place which detects all instances of late acquittals in addition to all instances of non-official use. All such instances are referred to the Senior Executive Group of Austrade on a monthly basis.
4. See (2), above.
5. In 2009–10 and 2010–11 there were 24 instances of accidental personal use of corporate cards. These were all reported by cardholders and the funds were repaid promptly. The staff involved ranged from junior staff to senior managers. There was one instance of fraudulent use of a corporate card by a temporary junior employee. This employee was immediately dismissed and the case was referred to the New South Wales police. The employee was subsequently convicted and sentenced to a jail term during 2010–11.
6. All cardholders sign an indemnity prior to taking possession of their corporate card. This indemnity clearly states the consequences of non-official use including referral to law enforcement authorities. All cardholders are made aware that use of corporate cards for other than official use are monitored and reported to the Senior Executive Group of Austrade monthly, and that any second non-official use, whether accidental or otherwise, will result in the cancellation of their card.

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29. Carbon tax legislation

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

Answer

1. Austrade does not have a trade policy development role and was therefore not consulted on the carbon price package. Portfolio policy responsibility rests with the Department of Foreign Affairs and Trade, which was consulted.
2. Austrade is delivering the Australian Government's Clean Energy Trade and Investment Strategy. This strategy is consistent with the Government's Clean Energy Future plan.

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30. Communications

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

Answer

The Promotions and Communications division has ten communications staff comprising Manager, Media and Communications (Austrade Performance Level (APL) 5 – equivalent to EL2)

Media Unit

Senior Media Advisers/Speechwriters - four APL3 (EL1) staff.

Duties include drafting media releases, writing for newsletters, preparing articles and speeches, conducting media liaison, and providing daily media clips to Austrade personnel and to offices of the Minister and Parliamentary Secretary.

Strategic Communications

Manager (APL4 – EL2), one APL3 (EL1), one APL2 (APS6).

Duties include developing communications strategies to help promote Australian capability internationally, providing corporate content, developing and editing publications, monitoring social media and managing the news and media centre on Austrade.gov.au.

Employee Communications

Manager (APL3 – EL1), one APL2 (APS6).

Duties include keeping Austrade staff informed of critical and relevant information about the organisation and their roles.

These teams and their members are subject to Austrade's standard corporate governance guidelines, including the Media Policy and Social Media Policy.