

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES 2011-2012
Australian Trade Commission (Austrade)

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
1.	Austrade	Eggleston	Staff numbers	What is Austrade's total number of staff?	Proof Hansard Page 67, 20/10/11	22/12/11	9/02/12
2.	Austrade	Eggleston	Staffing	<p>How many permanent staff recruited this FYTD? What classification are these staff? 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?</p> <p>What classification are these staff?</p> <p>How many temporary positions exist or have been created this FYTD?</p> <p>This FYTD, how many employees have been employed on contract and what is the average length of their employment period?</p> <p>How many permanent staff recruited for the year 2010-11?</p> <p>What classification are these staff?</p> <p>How many temporary positions exist or have been created for the year 2010-11?</p> <p>For the year 2010-11, how many employees have been employed on contract and what is the average length of their employment period?</p> <p>Are there any plans for staff reduction? If so, please advise details ie.</p>	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
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				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.			
3.	Austrade	Eggleston	Efficiency dividend	How has the efficiency dividend been implemented? Please list where and what spending has been reduced to meet the efficiency dividend.	Written	22/12/11	9/02/12
4.	Austrade	Eggleston	Government advertising	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. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item. 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. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?	Written	22/12/11	9/02/12
5.	Austrade	Eggleston	Hospitality and entertainment	What is the Department/Agency's hospitality spend for the year 2010-11? Detail date, location, purpose and cost of all events.	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
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				<p>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.</p> <p>What is the Department's entertainment spend for the year 2010-11? Detail date, location, purpose and cost of all events.</p> <p>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.</p> <p>What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.</p> <p>What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.</p>			
6.	Austrade	Eggleston	Board appointments	<p>What is the gender ratio on each board and across the portfolio?</p> <p>Detail any board appointments for the year 2010-11.</p>	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
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				Please detail any board appointments for the FYTD.			
7.	Austrade	Eggleston	Freedom of information	<p>Has the Department/agency received any advice on how to respond to FOI requests?</p> <p>How many FOI requests has the Department received for the year 2010-11? How many have been granted or denied?</p> <p>How many conclusive certificates have been issued in relation to FOI requests for the year 2010-11?</p> <p>How many FOI requests has the Department received for this FYTD? How many have been granted or denied?</p>	Written	22/12/11	9/02/12
8.	Austrade	Eggleston	Community cabinets	<p>What was the cost of Ministers travel and expenses for the Community Cabinet meetings held for the year 2010-11?</p> <p>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?</p> <p>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?</p> <p>What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for the year 2010-11?</p> <p>What was the cost of Ministers travel and expenses for the Community</p>	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
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				<p>Cabinet meetings held this FYTD?</p> <p>How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings held this FYTD? What was the total cost of this travel?</p> <p>How many Departmental officers travelled with the Minister for the Community Cabinet meetings held this FYTD? What was the total cost of this travel?</p> <p>What was the total cost to the Department and the Ministers office for the Community Cabinet meetings held this FYTD?</p>			
9.	Austrade	Eggleston	Reviews (for 2010-11)	How many Reviews were being undertaken by all departments and agencies in each portfolio?	Written	22/12/11	9/02/12
10.	Austrade	Eggleston	Reviews (for 2010-11)	<p>When will each of these reviews be concluded?</p> <p>What reviews have been concluded?</p> <p>Which of these reviews has been provided to Government?</p> <p>When will the Government be responding to the respective reviews that have been completed?</p> <p>What is the estimated cost of each of these Reviews?</p> <p>What reviews are planned?</p>	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES 2011-2012
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				<p>When will each of these reviews be concluded?</p> <p>What reviews have been concluded this FYTD?</p> <p>Which of these reviews has been provided to Government?</p> <p>When will the Government be responding to the respective reviews that have been completed?</p> <p>What is the estimated cost of each of these Reviews?</p>			
11.	Austrade	Eggleston	Consultancies	<p>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.</p> <p>Were there any changes to any of the portfolio's tenders in 2010-11? Detail any changes.</p> <p>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.</p> <p>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?</p>	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES 2011-2012
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				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.			
12.	Austrade	Eggleston	Media monitoring	<p>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?</p> <ul style="list-style-type: none"> • 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? <p>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?</p> <ul style="list-style-type: none"> • 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? 	Written	22/12/11	9/02/12
13.	Austrade	Eggleston	Social media	Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2011? Please explain.	Written	22/12/11	9/02/12

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QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES 2011-2012
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14.	Austrade	Eggleston	Contractors (since May 2011)	<p>Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.</p> <p>Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.</p> <p>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.</p> <p>Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.</p> <p>Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.</p> <p>Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.</p> <p>Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.</p> <p>Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.</p>	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES 2011-2012
Australian Trade Commission (Austrade)

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				Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.			
15.	Austrade	Eggleston	Discretionary grants	<p>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.</p> <p>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.</p> <p>Has the Department complied with interim requirements relating to the publication of discretionary grants?</p>	Written	22/12/11	9/02/12
16.	Austrade	Eggleston	Commissioned reports	<p>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.</p> <ul style="list-style-type: none"> • 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? <p>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,</p>	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES 2011-2012
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				Terms of Reference and Committee members. <ul style="list-style-type: none"> • 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? • 			
17.	Austrade	Eggleston	Government payment of accounts	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.) <ul style="list-style-type: none"> • 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? 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.) <ul style="list-style-type: none"> • 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 	Written	22/12/11	9/02/12

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				<p>previous financial year?</p> <ul style="list-style-type: none"> Where interest is being paid, what rate of interest is being paid and how is this rate determined? 			
18.	Austrade	Eggleston	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?	Written	22/12/11	9/02/12
19.	Austrade	Eggleston	Media subscriptions	<p>Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)?</p> <ul style="list-style-type: none"> 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? <p>Does your department or agencies within your portfolio subscribe to newspapers?</p> <ul style="list-style-type: none"> 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? <p>Does your department or agencies within your portfolio subscribe to magazines?</p> <ul style="list-style-type: none"> If yes, please provide the reason why, the cost and what magazines. What was the cost for 2010-11? <p>What is the estimated cost for 2011-12?</p>	Written	22/12/11	9/02/12
20.	Austrade	Eggleston	Travel costs	For the year 2010-11, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of	Written	22/12/11	9/02/12

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				<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>For the FYTD, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and</p>			

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				<p>Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.</p> <p>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.</p> <p>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.</p>			
21.	Austrade	Eggleston	Legal costs	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES 2011-2012
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				<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>			
22.	Austrade	Eggleston	Education expenses	<p>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.</p> <p>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.</p>	Written	22/12/11	9/02/12
23.	Austrade	Eggleston	Executive coaching and leadership	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:	Written	22/12/11	9/02/12

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES 2011-2012
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			training 2010-11	<p>1. Total spending on these services</p> <p>2. The number of employees offered these services and their employment classification</p> <p>3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted</p> <p>4. The names of all service providers engaged.</p> <p>For each service purchased from a provider listed under (4), please provide:</p> <p>a) The name and nature of the service purchased</p> <p>b) Whether the service is one-on-one or group based</p> <p>c) The number of employees who received the service and their employment classification</p> <p>d) The total number of hours involved for all employees</p> <p>e) The total amount spent on the service</p> <p>f) A description of the fees charged (i.e. per hour, complete package)</p> <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>i. The location used</p> <p>ii. The number of employees who took part on each occasion</p> <p>iii. The total number of hours involved for all employees who took part</p> <p>iv. Any costs the department or agency's incurred to use the location</p> <p>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:</p> <p>1. Total spending on these services</p> <p>2. The number of employees offered these services and their</p>			

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				<p>employment classification</p> <p>3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted</p> <p>4. The names of all service providers engaged.</p> <p>For each service purchased from a provider listed under (4), please provide:</p> <p>a) The name and nature of the service purchased</p> <p>b) Whether the service is one-on-one or group based</p> <p>c) The number of employees who received the service and their employment classification</p> <p>d) The total number of hours involved for all employees</p> <p>e) The total amount spent on the service</p> <p>f) A description of the fees charged (i.e. per hour, complete package)</p> <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>i. The location used</p> <p>ii. The number of employees who took part on each occasion</p> <p>iii. The total number of hours involved for all employees who took part</p> <p>iv. Any costs the department or agency's incurred to use the location.</p>			
24.	Austrade	Eggleston	Paid parental leave	<p>Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?</p> <p>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.</p>	Written	22/12/11	9/02/12

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				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.			
25.	Austrade	Eggleston	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.	Written	22/12/11	9/02/12
26.	Austrade	Eggleston	Corporate cars	How many cars are owned by each department and agency in your portfolio? Where is the car/s located? What is the car/s used for? What is the cost of each car for 2010-11? How far did each car travel in 2010-11?	Written	22/12/11	9/02/12
27.	Austrade	Eggleston	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.	Written	22/12/11	9/02/12
28.	Austrade	Eggleston	Credit cards	How many staff in each department and agency have a corporate credit card? What is their classification? What action is taken if the corporate credit card is misused?	Written	22/12/11	9/02/12

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				<p>How is corporate credit card use monitored?</p> <p>What happens if misuse of a corporate credit card is discovered?</p> <p>Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.</p> <p>What action is taken to prevent corporate credit card misuse?</p>			
29.	Austrade	Eggleston	Carbon tax legislation	<p>How was your department/agency consulted in the development of the carbon price package?</p> <p>Is the carbon price package consistent with all of the policies in your department/agency?</p>	Written	22/12/11	9/02/12
30.	Austrade	Eggleston	Communications	<p>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.</p>	Written	22/12/11	9/02/12