

Senate Foreign Affairs Defence and Trade Committee: Questions on Notice Supplementary Budget Estimates 2012

Australian Trade Commission (Austrade)

Q No.	Department or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
1	Austrade	Eggleston	Staffing	<p>How many ongoing staff recruited this financial year to date? What classification are these staff?</p> <p>How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	7/12/2012	7/2/13
2	Austrade	Eggleston	Staffing	<p>How many ongoing staff left the department/agency in the year 2011-12? What classification were these staff?</p> <p>How many non-ongoing staff left department/agency in the year 2011-12? What classification were these staff?</p> <p>How many contract staff left department/agency in the year 2011-12? What classification were these staff?</p>	Written	7/12/2012	7/2/13
3	Austrade	Eggleston	Staffing	<p>How many ongoing staff were recruited in the year 2011-12? What classification were these staff?</p> <p>How many non-ongoing staff were recruited in the year 2011-12? What classification were these staff?</p> <p>How many contract staff left were recruited in the year 2011-12? What classification were these staff? What is the average length of their employment period?</p>	Written	7/12/2012	7/2/13
4	Austrade	Eggleston	Staffing	<p>Are there any plans for staff reduction? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.</p> <p>If there are plans for staff reductions, please give the reason why these are happening.</p>	Written	7/12/2012	7/2/13
5	Austrade	Eggleston	Making the Public Service more efficient	<p>Please detail how the department/agency will achieve savings over the forward estimates through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 http://www.financeminister.gov.au/media/2012/mr_1982012.html).</p> <p>In addition, please provide the following detail:</p>	Written	7/12/2012	7/2/13

				<p>How will reductions in air travel spending be achieved? What is the estimated savings for each year over the forward estimates?</p> <p>What restrictions will be implemented for business flights? What are the estimated savings for each year over the forward estimates?</p> <p>How will the use of external consultants and contractors be reduced? How will this impact on the Department/agency? What are the estimated savings for each year over the forward estimates?</p> <p>How will the department/agency manage moving recruitment advertising online? Will all future recruitment advertisement be online only? If not, explain why. What are the estimated savings for each year over the forward estimates?</p> <p>How will printing costs be reduced? Explain if and how the department/agency will reduce its printing costs by five per cent, or if it will not, why not? How will it be determined what documents will no longer be printed? What are the estimated savings for each year over the forward estimates?</p>			
6	Austrade	Eggleston	Recruitment Costs	<p>How much was spent on recruitment advertising in 2011-12? How much of this was spent online and how much of this was spent on print advertising?</p> <p>Please list where recruitment advertising was listed online and in print media.</p> <p>How much has been spent on recruitment advertising this financial year to date? How much of this was spent online and how much of this was spent on print advertising?</p> <p>Please list where recruitment advertising was listed online and in print media.</p>	Written	7/12/2012	7/2/13
7	Austrade	Eggleston	Printing costs	<p>How much was spent on printing 2011-12? Of this amount, how much was for printing documents? How many documents (include the amount of copies) were printed in 2011-12? How many of these printed documents were also published online?</p> <p>Of the documents that were printed in 2011-12, where were they delivered and what was the cost? How much has been spent on printing this financial year to date? Of this amount, how much was for printing documents?</p> <p>How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?</p>	Written	7/12/2012	7/2/13
8	Austrade	Eggleston	Graduate Recruitment	<p>How much has been spent on 2013 Graduate Recruitment? Please itemise and detail costs.</p> <p>Has any travel been incurred for 2013 Graduate Recruitment? Please itemise and detail costs.</p>	Written	7/12/2012	7/2/13
9	Austrade	Eggleston	Staffing	<p>How much is estimated to be spent on 2013 Graduate Training? Provide details of what training is to be provided, why and the estimated cost for each.</p>	Written	7/12/2012	7/2/13
10	Austrade	Eggleston	Government Advertising	<p>What was the total cost of all advertising for the financial year to date?</p> <p>Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.</p> <p>Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</p> <p>Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.</p> <p>Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.</p> <p>Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.</p>		7/12/2012	7/2/13

				What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?			
11	Austrade	Eggleston	Government Advertising	<p>What was the total cost of all advertising for 2011-12?</p> <p>Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.</p> <p>Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</p> <p>Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.</p> <p>Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.</p> <p>Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services that was undertaken in 2011-12.</p>	Written	7/12/2012	7/2/13
12	Austrade	Eggleston	Hospitality and Entertainment	<p>What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.</p> <p>What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.</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> <p>Is the Department/Agency planning on reducing any of its spending on these items? If so, how will</p>	Written	7/12/2012	7/2/13

				reductions be achieved and what are the estimated savings over each year of the forward estimates?			
13	Austrade	Eggleston	Hospitality and Entertainment	<p>What is the Department/Agency's hospitality spend for 2011-12? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, please detail total hospitality spend for 2011-12. Detail date, location, purpose and cost of each event.</p> <p>What is the Department/Agency's entertainment spend for 2011-12? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, please detail total entertainment spend for 2011-12. Detail date, location, purpose and cost of each event.</p>	Written	7/12/2012	7/2/13
14	Austrade	Eggleston	Board Appointments	<p>List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</p> <p>What is the gender ratio on each board and across the portfolio?</p> <p>Please detail any board appointments for this financial year to date.</p>	Written	7/12/2012	7/2/13
15	Austrade	Eggleston	Board Appointments	<p>List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members for 2011-12.</p> <p>What was the gender ratio on each board and across the portfolio for 2011-12?</p>	Written	7/12/2012	7/2/13
16	Austrade	Eggleston	Freedom of Information	<p>Has the department/agency received any updated advice on how to respond to FOI requests?</p> <p>What is the total cost to the department/agency to process FOI requests for 2011-12? How many FOI requests did the department/agency receive in 2011-12? How many requests were denied and how many were granted? Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?</p> <p>What is the total cost to the department to process FOI requests for this financial year to date? How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?</p>	Written	7/12/2012	7/2/13
17	Austrade	Eggleston	Community Cabinet Meetings	<p>How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.</p> <p>How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.</p>	Written	7/12/2012	7/2/13

				What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?			
18	Austrade	Eggleston	Community Cabinet Meetings	<p>How many Community Cabinet meetings did the Minister attend in 2011-12? List date and location.</p> <p>How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for 2011-12? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.</p> <p>What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for 2011-12?</p>	Written	7/12/2012	7/2/13
19	Austrade	Eggleston	Reviews	<p>For this financial year to date:</p> <ul style="list-style-type: none"> • How many Reviews are being undertaken? • What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded? • Which of these reviews has been provided to Government? • When will the Government be responding to the respective reviews that have been completed? • Has the Government responded to all reviews within the timeframe? If not, why not? • What is the estimated cost of each of these Reviews? • What reviews are planned? • When will each of these reviews be concluded? 	Written	7/12/2012	7/2/13
20	Austrade	Eggleston	Reviews	<p>For 2011-12:</p> <ul style="list-style-type: none"> • How many Reviews were undertaken? • For those reviews that have concluded and for those that are still ongoing when will those reviews be concluded? • Which of these reviews has been provided to Government? • Did the Government respond to all reviews within the timeframe? If not, why not? • What was the estimated cost of each of these Reviews? • For any ongoing reviews, when will each of these reviews be concluded? 	Written	7/12/2012	7/2/13
21	Austrade	Eggleston	Consultancies	<p>How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>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.</p>	Written	7/12/2012	7/2/13
22	Austrade	Eggleston	Consultancies	How many consultancies were undertaken in 2011-12? 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.	Written	7/12/2012	7/2/13
23	Austrade	Eggleston	Media Monitoring	What is the total cost of media monitoring services, including press clippings, electronic media	Written	7/12/2012	7/2/13

				<p>transcripts etcetera, provided to the Minister's office for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What is the estimated budget to provide these services for the year 2012-13? • What has been spent providing these services this financial year to date? <p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What is the estimated budget to provide these services for the year 2012-13? • What has been spent providing these services this financial year to date? 			
24	Austrade	Eggleston	Media Monitoring	<p>What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2011-12?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What was the estimated budget to provide these services for the year 2011-12? <p>What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2011-12?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What was the estimated budget to provide these services for the year 2011-12? 	Written	7/12/2012	7/2/13
25	Austrade	Eggleston	Social Media	<p>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 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.</p> <p>Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> • If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks) • If no, will the department/agency monitor usage in the future? <p>Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)</p>	Written	7/12/2012	7/2/13
26	Austrade	Eggleston	Internet	<p>Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?</p>	Written	7/12/2012	7/2/13
27	Austrade	Eggleston	Staff Amenities	<p>What amenities are provided to staff? Provide a list.</p>	Written	7/12/2012	7/2/13
28	Austrade	Eggleston	Coffee Machines	<p>Has the department/agency purchased coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why were coffee machines purchased?</p> <p>Where did the funding for the coffee machines come from?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in 2011-12 and how much this financial year to date, include a list of what maintenance has been undertaken Where does the funding for maintenance come from?</p>	Written	7/12/2012	7/2/13

29	Austrade	Eggleston	Contractors	<p>For this financial year to date:</p> <ul style="list-style-type: none"> • Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details. • What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost). 	Written	7/12/2012	7/2/13
30	Austrade	Eggleston	Contractors	<p>For 2011-12:</p> <ul style="list-style-type: none"> • Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost). • 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, 	Written	7/12/2012	7/2/13

				<p>provide details (including the work undertaken and the cost).</p> <ul style="list-style-type: none"> • Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details. • What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost). 			
31	Austrade	Eggleston	Grants	<p>Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p>	Written	7/12/2012	7/2/13
32	Austrade	Eggleston	Grants	<p>Could the department/agency provide a list of all grants, including ad hoc and one-off grants for 2011-12? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>Were all grant agreement details published on its website within the required timeframe? If not, provide details.</p>	Written	7/12/2012	7/2/13
33	Austrade	Eggleston	Commissioned Reports	<p>How many Reports were commissioned by the Government in your department/agency in 2011-12? 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/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? Did the Government report within the required timeframe? If not, when is the Government intending to respond to these reports? 	Written	7/12/2012	7/2/13
34	Austrade	Eggleston	Commissioned	How many Reports have been commissioned by the Government in your department/agency this	Written	7/12/2012	7/2/13

			Reports	<p>financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <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? 			
35	Austrade	Eggleston	Government Payments of Accounts	<p>For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?</p> <ul style="list-style-type: none"> • If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached) • For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year? • Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written	7/12/2012	7/2/13
36	Austrade	Eggleston	Government Payments of Accounts	<p>For 2011-12, did the department/agency pay its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?</p> <ul style="list-style-type: none"> • If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached) • For accounts not paid within 30 days, is/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? • Have all accounts from 2011-12 been paid? If no, why not? 	Written	7/12/2012	7/2/13
37	Austrade	Eggleston	Stationery requirements	<p>How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?</p> <p>What are the department/agency's stationery costs for the financial year to date?</p>	Written	7/12/2012	7/2/13
38	Austrade	Eggleston	Stationery requirements	<p>Stationery requirements</p> <p>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 2011-12?</p> <p>What were the department/agency's stationery costs for 2011-12?</p>	Written	7/12/2012	7/2/13
39	Austrade	Eggleston	Media Subscriptions	<p>Has there been any change to your pay TV subscription since the 2012-13 Budget Estimates (May 2012)</p> <ul style="list-style-type: none"> • If yes, please provide the reason why, the cost and what channels. • What is the cost for this financial year to date? <p>Has there been any change to your newspaper subscriptions since the 2012-13 Budget Estimates (May 2012)</p>	Written	7/12/2012	7/2/13

				<ul style="list-style-type: none"> • If yes, please provide the reason why, the cost and what newspapers. • What is the cost for this financial year to date? <p>Has there been any change to your magazine subscriptions since the 2012-13 Budget Estimates (May 2012)</p> <ul style="list-style-type: none"> • If yes, please provide the reason why, the cost and what magazines. • What is the cost for this financial year to date? <p>What was the 2011-12 cost for:</p> <ul style="list-style-type: none"> • TV subscriptions • Newspaper subscriptions • Magazine subscriptions <p>Does the department/agency provide any media subscriptions to its Ministers/Parliamentary Secretaries? If yes, provide details of what is provided and the cost this financial year to date and for 2011-12.</p>			
40	Austrade	Eggleston	Travel Costs	<p>For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.</p> <p>Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.</p> <p>When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p>	Written	7/12/2012	7/2/13
41	Austrade	Eggleston	Travel Costs	<p>For 2011-12, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>For 2011-12, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p>	Written	7/12/2012	7/2/13
42	Austrade	Eggleston	Legal Costs	<p>What sum did each portfolio department and agency spend on legal services for 2011-12? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services for 2011-12 from the Australian Government Solicitor? Please provide a list of each service and costs.</p>	Written	7/12/2012	7/2/13

				<p>What sum did each portfolio department and agency spend on legal services for 2011-12? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services for 2011-12 from other sources? Please provide a list of each service and costs.</p>			
43	Austrade	Eggleston	Legal Costs	<p>What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.</p>	Written	7/12/2012	7/2/13
44	Austrade	Eggleston	Education expenses	<p>Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.</p> <p>For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.</p>	Written	7/12/2012	7/2/13
45	Austrade	Eggleston	Executive Coaching and Leadership Training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> 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 5. The total number of hours involved for all employees (provide a breakdown for each employment classification) d) The total amount spent on the service e) A description of the fees charged (i.e. per hour, complete package) <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> i. The location used 6. The number of employees who took part on each occasion (provide a breakdown for each employment classification) 7. The total number of hours involved for all employees who took part (provide a 	Written	7/12/2012	7/2/13

				<p>breakdown for each employment classification)</p> <p>ii. Any costs the department or agency's incurred to use the location</p>			
46	Austrade	Eggleston	Executive Coaching and Leadership Training	<p>Executive Coaching and Leadership Training</p> <p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for 2011-12:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package) <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> i. The location used ii. The number of employees who took part on each occasion (provide a breakdown for each employment classification) iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) iv. Any costs the department or agency's incurred to use the location 	Written	7/12/2012	7/2/13
47	Austrade	Eggleston	Media Training	<p>In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package) <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p>	Written	7/12/2012	7/2/13

				<ul style="list-style-type: none"> 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 (provide a breakdown for each employment classification) iv. Any costs the department or agency's incurred to use the location 			
48	Austrade	Eggleston	Media Training	<p>In relation to media training services purchased by each department/agency, please provide the following information for 2011-12:</p> <ul style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ul style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package) <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> 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 (provide a breakdown for each employment classification) iv. Any costs the department or agency's incurred to use the location 	Written	7/12/2012	7/2/13
49	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 this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.</p>	Written	7/12/2012	7/2/13
50	Austrade	Eggleston	Paid Parental Leave	<p>For 2011-12 to date which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.</p>	Written	7/12/2012	7/2/13
51	Austrade	Eggleston	Training for Portfolio Minister and Parliamentary Secretaries	<p>For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for designed to better suit the</p>	Written	7/12/2012	7/2/13

				needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.			
52	Austrade	Eggleston	Training for Portfolio Minister and Parliamentary Secretaries	<p>For 2011-12, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For 2011-12, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For 2011-12, how much has been spent on training designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.</p>	Written	7/12/2012	7/2/13
53	Austrade	Eggleston	Corporate Cars	<p>Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):</p> <ul style="list-style-type: none"> • How cars are owned by each department/agency? • Where is the car/s located? • What is the car/s used for? • What is the cost of each car for this financial year to date? • How far did each car travel this financial year to date? 	Written	7/12/2012	7/2/13
54	Austrade	Eggleston	Corporate Cars	<p>For 2011-12:</p> <ul style="list-style-type: none"> • How cars are owned by each department/agency? • Where is the car/s located? • What is the car/s used for? • What was the cost of each car? • How far did each car travel? 	Written	7/12/2012	7/2/13
55	Austrade	Eggleston	Taxi Costs	<p>How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.</p> <p>What are the reasons for taxi costs?</p>	Written	7/12/2012	7/2/13
56	Austrade	Eggleston	Taxi Costs	<p>How much did each department/agency spend on taxis in 2011-12? Provide a breakdown of each business group in each department/agency.</p> <p>What are the reasons for taxi costs?</p>	Written	7/12/2012	7/2/13
57	Austrade	Eggleston	Credit Cards	<p>Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):</p> <ul style="list-style-type: none"> • What action is taken if the corporate credit card is misused? • How is corporate credit card use monitored? • What happens if misuse of a corporate credit card is discovered? • Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken. • What action is taken to prevent corporate credit card misuse? 	Written	7/12/2012	7/2/13
58	Austrade	Eggleston	Credit Cards	For 2011-12 how many instances of corporate credit card misuse were there? List staff classification	Written	7/12/2012	7/2/13

				and what the misuse was, and the action taken.			
59	Austrade	Eggleston	Provision of Equipment	<p>For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs.</p> <p>For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date? What were the running costs for 2009-10 and 2010-11?</p> <p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>Please update if there have been any changes since Budget Estimates 2011-12 (May 2012): Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to whom it is provided.</p>		7/12/2012	7/2/13
60	Austrade	Eggleston	Provision of Equipment	<p>For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided, the cost and what were the ongoing costs for 2011-12.</p> <p>For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what type of electronic equipment was provided, the cost and what were the ongoing costs for 2011-12.</p> <p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) was provided to department/agency staff for 2011-12, provide details of what was provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p>	Written	7/12/2012	7/2/13
61	Austrade	Eggleston	Electricity Purchasing	<p>Provide details of any update of the department/agency electricity purchasing agreement if there has been a change since Budget Estimates 2011-12 (May 2012).</p> <p>What are the department/agency electricity costs for 2011-12?</p> <p>What are the department/agency electricity costs for this financial year to date?</p>	Written	7/12/2012	7/2/13
62	Austrade	Eggleston	Briefings for the Australian Greens and Independents	<p>Have any briefings been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> • How are briefings requests commissioned? • What briefings have been undertaken? Provide details and a copy of each briefing. • Have any briefings request been unable to proceed? If yes, provide details of what the briefings were and why it could not proceed. • How long is spent undertaken briefings for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. <p>Have any briefings been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> • How are briefings requests commissioned? • What briefings have been undertaken? Provide details and a copy of each briefing. • Have any briefings request been unable to proceed? If yes, provide details of what the briefings were and why it could not proceed. 	Written	7/12/2012	7/2/13

				<ul style="list-style-type: none"> How long is spent undertaken briefings for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. 			
63	Austrade	Eggleston	Briefings for the Australian Greens and Independents	<p>Were any briefings been provided to the Australian Greens in 2011-12? If yes, please include:</p> <ul style="list-style-type: none"> How are briefings requests commissioned? What briefings have been undertaken? Provide details and a copy of each briefing. Have any briefings request been unable to proceed? If yes, provide details of what the briefings were and why it could not proceed. How long is spent undertaken briefings for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. <p>Were any briefings been provided to Independents in 2011-12? If yes, please include:</p> <ul style="list-style-type: none"> How are briefings requests commissioned? What briefings have been undertaken? Provide details and a copy of each briefing. Have any briefings request been unable to proceed? If yes, provide details of what the briefings were and why it could not proceed. How long is spent undertaken briefings for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. 	Written	7/12/2012	7/2/13
64	Austrade	Eggleston	Shredders	<p>Did the department/agencies purchase any shredders in 2011-12? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.</p> <p>Has the department/agencies purchased any shredders since Budget Estimates 2011-12 (May 2012)? ? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.</p>	Written	7/12/2012	7/2/13
65	Austrade	Eggleston	Protective security policy framework	Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.	Written	7/12/2012	7/2/13
66	Austrade	Eggleston	Office Locations	<p>Please provide a list of all office locations for all departments and agencies within the portfolio by:</p> <ol style="list-style-type: none"> Department/Agency; Location; Leased or Owned; Size; Number of Staff at each location and classification; If rented, the amount and breakdown of rent per square metre; If owned, the value of the building; Depreciation of buildings that are owned; Type of functions and work undertaken. 	Written	7/12/2012	7/2/13
67	Austrade	Eggleston	Staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <ol style="list-style-type: none"> By Department or agency: <ol style="list-style-type: none"> How many ongoing staff, the classification, the type of work they undertake and their location. How many non-ongoing staff, their classification, type of work they undertake and their location How many contractors, their classification, type of work they 	Written	7/12/2012	7/2/13

				undertake and their location			
68	Austrade	Eggleston	Grants Pause	<p>a) To date, how much of the 2012-13 budget appropriations has your department received?</p> <p>b) For 2012-13 please list each grant program your department administers, and the total funding of each program.</p> <p>c) Please list each grant program that has not been paused as part of the Government wide grants pause.</p> <p>d) Please provide the total cash value of each program that has not been paused?</p> <p>e) Please list each grant program that has currently been "paused" as part of the Government wide grants pause.</p> <p>f) Please provide the total cash value of each program that has been paused, and the total value of all grants paused?</p> <p>g) On what date did your department receive advice from the government to pause certain grants programs?</p> <p> a. How was the instruction received, and from whom was it received?</p> <p>h) Please list the dates the Minister for Finance met with senior department officials to discuss the grants pause and the Minister overseeing your department met with senior department officials</p> <p>i) From what date was your department told to implement the grants pause?</p> <p> a. When did it do so?</p> <p>j) Has your department been provided with information regarding when the grants pause would end?</p> <p> a. If so, what was the date?</p> <p> b. Was your department advised if it could communicate when the grants pause would end to grant applicants?</p> <p>k) Please provide the advice your department gave to Department of Finance regarding which programs should be included in the grants pause.</p> <p>l) Did your department receive advice/instruction from the Department of Finance regarding how best to communicate the grants pause to grant applicants, the media and other external stakeholders?</p> <p>m) What information has been provided to grant applicants regarding the grants pause? Please provide scripts if these have been given to call centres, or any other information sheets which have been used internally for discussing the grants pause with applicants.</p> <p>n) Has your department been advised by the Department of Finance of further grants pauses in the future? If so</p> <p> a. When did you receive notification of future grants pauses?</p> <p> b. What is the date of future grants to be paused</p> <p> c. Which grants programs will be paused?</p> <p> d. What is total value of pauses in future grants programs?</p> <p> e. When will notification of these future grants pauses be made public?</p> <p>o) How many staff are employed to administer grant programs within the department?</p> <p>p) During the Grants Pause what activities are these staff involved with?</p> <p> a. Have staff been moved to other divisions during the grants pause?</p> <p>q) During the Grants Pause are decisions on grants being made, but applicants not being alerted?</p>		7/12/2012	7/2/13
69	Austrade	McKenzie	Carbon Tax	<p>For the financial year 2011-2012, how many kilowatt hour of electricity did the department consume? What was the total cost?</p> <p>What does this cost work out to per employee?</p> <p>THE REST OF THE QUESTION RELATES TO DFAT ONLY</p>	Written	7/12/2012	7/2/13

70	Austrade	Eggleston	Securrency and anti-bribery	<p>Page 81 of proof Hansard.</p> <ol style="list-style-type: none"> 1. To date, what is the total cost of legal expenses Austrade has incurred during the Securrency court proceedings? 2. Is Austrade responsible for Ms Elizabeth Masamune's legal costs? 3. What was the date, in 2007, that Austrade declared Colonel Ahn was a senior officer in the Ministry of Public Security in Vietnam? 4. What were the implications of the declaration? 5. Did the declaration prevent Austrade staff further associating with Colonel Ahn? 6. When did Austrade become aware of Colonel Ahn's connection to the Ministry of Public Security? 7. Are Austrade staff required to report any contact with officials from the Ministry of Public Security in Vietnam? 8. How many times did Ms Masamune meet with Colonel Ahn and any other ministry officials? 9. Are there records that contain details of what was discussed during those meetings? 10. What measures have currently been put in place to ensure Austrade staff are not involved in bribery cases in the future? 	p. 81	7/12/2012	7/2/13
71	Austrade	Eggleston	Trade opportunities in Zimbabwe	<p>Page 82 of proof Hansard</p> <p>What trade opportunities does Austrade see with Zimbabwe?</p>	p. 82	7/12/2012	7/2/13