

Senate Foreign Affairs, Defence and Trade Legislation Committee
Supplementary Budget Estimates 2012–13; October 2012
Questions on Notice from Senator Eggleston and McKenzie to Austrade

Question 1

Staff recruited this financial year to 30 September 2012

1. How many ongoing staff recruited this financial year to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer

1. Ongoing staff recruited:
 - a) 21 ongoing employees
 - b) Australian based: non-SES 9, SES 3
Overseas Engaged Employees (OEE): 9 non-SES staff.
2. Non-ongoing positions exist:
 - a) Australian based: 34, OEE: 15
 - b) Australian based: non-SES 15, contractors: 12, vacant: non-SES 7,
OEE: non – SES 13, vacant: non-SES 2.
3. Employed on contract:
Australian based: non-SES 6, SES 1, average length of employment 5.06 months
OEE: non-SES 7, average length of employment 5.09 months.

Question 2

Staff departures

1. How many ongoing staff left the department/agency in the year 2011-12? What classification were these staff?
2. How many non-ongoing staff left department/agency in the year 2011-12? What classification were these staff?
3. How many contract staff left department/agency in the year 2011-12? What classification were these staff?

Answer

1. Ongoing staff:
 - a) 136 ongoing employees
 - b) Australian based: non-SES 66, SES 12
Overseas Engaged Employees (OEE): non-SES 48.

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2. Non-ongoing staff:
 - a) 69 non-ongoing employees
 - b) Australian based: non-SES 15
OEE: non-SES 54.

3. Contract staff:
 - a) 31 contract employees
 - b) Australian based: non-SES 29, SES 1
OEE: non-SES 1.

Question 3

Staff recruited in 2011–12

1. How many ongoing staff were recruited in the year 2011–12? What classification were these staff?

2. How many non-ongoing staff were recruited in the year 2011–12? What classification were these staff?

3. 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?

Answer

1. Ongoing staff recruited:
 - a) 71 ongoing employees
 - b) Australian based: non-SES 30, SES 8,
Overseas Engaged Employees (OEE): 33 non-SES staff.

2. Non-ongoing staff recruited:
 - a) 51 ongoing employees
 - b) Australian based: non-SES 19, SES 1, OEE: 31 non-SES staff.

3. Contract staff recruited:
 - a) 38 ongoing employees
 - b) Australian based: non-SES 27, SES 1, OEE: 10 non-SES staff
 - c) Average length of employment period
Australian based: 8.98 months
OEE: 20.98 months

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Question 4
Staff reduction

1. 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.
2. If there are plans for staff reductions, please give the reason why these are happening.

Answer

1. Austrade has no plans for staff reductions at this time.
2. Not applicable.

Question 5
Making the Public Service more efficient

1. 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).
2. In addition, please provide the following detail:
 - a) How will reductions in air travel spending be achieved? What is the estimated savings for each year over the forward estimates?
 - b) What restrictions will be implemented for business flights? What are the estimated savings for each year over the forward estimates?
 - c) 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?
 - d) 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?
 - e) 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?

Answer

- a. Austrade has reduced its discretionary (non-staff, property) budget across the board by 20 per cent in 2012–13, in order to achieve the savings required by Government. It is expected that this reduction will continue over the period of the forward estimates.

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2. a) See (1), above. Travel is included in Austrade's discretionary budget and savings in travel (other than that related to overseas postings of employees) and it is anticipated to be in line with the reduction in discretionary budget over the forward estimates.
- b) In general, Austrade policy is that business class travel can only be used for flights of over six hours, or three hours for senior executives. This policy has been in force for some time and savings have already been harvested in this area.
- c) In addition to the 20 per cent reduction outlined above, Austrade has significantly tightened its policy concerning the engagement of consultants. All approvals for such engagements are to be approved by the Chief Executive Officer. This is expected to yield further savings in the consultancy budget over the forward estimates.
- d) Austrade complies with the Non Campaign Recruitment Advertising Policy promulgated by the Department of Finance and Deregulation. Austrade therefore no longer uses print media for recruitment advertising except for a limited number of high profile SES roles, for which the CEO provides a written exemption, as required by policy. As recruitment advertising is already restricted to online only, in most cases, savings have already been harvested in this area.
- e) Publications and brochures which constitute the majority of Austrade's printing costs are increasingly being made available online, and in some cases are only available in electronic format. Decisions on documents which will no longer be printed are made on a case by case basis, depending on the purpose and use of the documents and the effect that electronic format only will have in these areas. Savings are expected to be in line with or exceed the 20 per cent reduction in discretionary budget over the period of the forward estimates.

Question 6
Recruitment costs

1. 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?
2. Please list where recruitment advertising was listed online and in print media.
3. 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?
4. Please list where recruitment advertising was listed online and in print media.

Answer

1. A total of \$174,077 was spent on recruitment advertising in 2011–12. Online recruitment advertising totalled \$95,248 and print advertising totalled \$78,829.

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2. In 2011–12, online recruitment advertising was listed on APS Jobs, Austrade website, Australian Financial Review (AFR) online, Business Review Weekly online, The Economist online, Financial Times online, eFINANCIAL careers, Leading Company, Seek, My Career, LinkedIn, IPA World, AustCham, Advance, ACT Chamber of Commerce, Canberra Business Council and Adcorp. Print advertising was listed in the Australian Financial Review, the Australian, The Canberra Times, Sydney Morning Herald, and various local papers in Lima, India and the United States.
3. Total expenditure for this financial year to 30 September 2012 for recruitment advertising was \$26,037 with \$15,771 for online recruitment advertising and \$10, 266 for print advertising.
4. Online recruitment advertising for this financial year to 30 September 2012 has been listed on APS jobs, Austrade website, Austcham, Seek, LinkedIn, Careerspot.com, Leading.com, Zhaopin.com, AFR.com, Track me Back and Adcorp. For the current financial year to 30 September 2012, print advertisements have been placed in AFR, and various local and overseas newspapers including Kompas and The Star.

Question 7

Printing costs

1. How much was spent on printing 2011–12? Of this amount, how much was for printing documents?
2. How many documents (include the amount of copies) were printed in 2011–12? How many of these printed documents were also published online?
3. Of the documents that were printed in 2011–12, where were they delivered and what was the cost?
4. How much has been spent on printing this financial year to date? Of this amount, how much was for printing documents?
5. How many documents (include the amount of copies) have been printed this financial year to date?
6. How many of these printed documents were also published online?

Answer

1. Austrade produces publications and brochures mainly to promote events and activities which support Austrade's objectives of advancing Australia's trade, education and investment interests, and to support the Brand Australia initiative. In 2011–12, Austrade spent \$1.398 million on publications and brochures. This included both printed and electronic material. To separate this amount into printed and other materials 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. Austrade's accounting systems do not record the number and amount of copies of publications and brochures, and to collect this level of detail would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
3. Austrade is represented in approximately 90 locations in 50 countries and some printed materials would be produced and/or used in most of these locations. Austrade's systems do not separately record the cost of delivery of printed materials and to collect this level of detail would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
4. In 2012–13 to 30 September 2012, Austrade spent \$0.339 million on publications and brochures. This included both printed and electronic material. To separate this amount into printed and other materials would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
5. Austrade's accounting systems do not record the number and amount of copies of publications and brochures, and to collect this level of detail would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
6. Publications and brochures are increasingly being made available online, and in some cases are only available in electronic format. Austrade's systems do not separately record the number of printed materials which are also published online and to collect this level of detail would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.

Question 8
Graduate Recruitment

1. How much has been spent on 2013 Graduate Recruitment? Please itemise and detail costs.
2. Has any travel been incurred for 2013 Graduate Recruitment? Please itemise and detail costs.

Answer

1. Austrade does not have a graduate program.
2. Not applicable.

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Question 9
Graduate Training

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.

Answer

Austrade does not currently have a graduate program.

Question 10
Government advertising for financial year to date to 30 September 2012

1. What was the total cost of all advertising for the financial year to date?
2. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
5. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.
6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
7. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer

1. \$102,070 (including GST).
2. Austrade has undertaken non-campaign advertising and communications programs in Australia and globally to support the promotion of Australian trade, international education and investment. Additionally, Austrade undertook advertising to recruit staff to specific positions and for routine administrative matters. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
3. No.

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4. No.
5. Advertising complied with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies, and was non-campaign in nature.
6. Austrade has responsibility for the promotion and attraction of foreign direct investment into Australia, the international marketing and promotion of Australian education and to help Australian companies to grow their business in international markets. This work involves a range of communications activities in international markets to build awareness of Australia's strengths and promote opportunities in key priority areas, events and activities at an industry sector and sub-sector level. Itemising details of all communications programs would entail a significant diversion of resources which, in these circumstances, cannot be justified.
7. The 50th Australian Export Awards will publish details of the winners from this year's awards in the Australian newspaper on the 28 November 2012. The total budget for this advertisement placement is \$22,000 (includes GST).

The Export Market Development Grants scheme will run advertisements promoting the scheme to the tourism industry.

The Building Brand Australia Program will undertake a campaign to maximise use of assets developed through the program and increase engagement with the program, ending February 2012. The total budget for the campaign is \$76,979 (includes GST).

Question 11
Government advertising for 2011–12

1. What was the total cost of all advertising for 2011–12?
2. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
5. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.
6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services that was undertaken in 2011–12.

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Answer

1. \$880,955 (including GST).
2. Austrade has undertaken non-campaign advertising and communications programs in Australia and globally to support the promotion of Australian trade, international education and investment. Additionally, Austrade undertook advertising to recruit staff to specific positions and for routine administrative matters. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
3. No.
4. No.
5. Advertising complied with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies, and was non-campaign in nature.
6. Austrade has responsibility for the promotion and attraction of foreign direct investment into Australia; the international marketing and promotion of Australian education and to help Australian companies to grow their business in international markets. This work involves a range of communications activities in international markets to build awareness of Australia's strengths and promote opportunities in key priority areas, events and activities at an industry sector and sub-sector level. Itemising details of all communications programs would entail a significant diversion of resources which, in these circumstances, cannot be justified.

Question 12

Hospitality and entertainment financial year to date to 30 September 2012

1. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.
3. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.

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6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?

Answer

1. In 2012–13 to 30 September 2012, Austrade spent a total of \$0.076 million at posts and in Australia on hospitality/entertainment for Australian clients, overseas customers and potential customers of Australian companies, and others external to Austrade. The expenditure includes major activities such as the Australian Export Awards functions.

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

2. Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be referred to the Department of Finance and Deregulation.
3. See (1) above. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.
4. See (2) above.
5. The total spend for the 2012–13 financial year is expected to be \$0.6 million. There are several thousand records for the year. To provide hospitality/entertainment expenditure by date, location, purpose and cost of each activity would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
6. See (2) above.

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7. See (3) above.
8. See (2) above.
9. Austrade's discretionary expenditure budget for 2012–13 has been reduced by 20 per cent. Spending on hospitality/entertainment is budgeted to be reduced by a similar amount. This will be achieved through focusing on activities which represent the highest value to the interests of Australia. At this stage, spending will be held at 2012–13 notional levels in line with the forward estimates published in the 2012–13 Portfolio Budget Statements.

Question 13

Hospitality and entertainment 2011–12

1. What is the Department/Agency's hospitality spend for 2011–12? Detail date, location, purpose and cost of all events.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for 2011–12. Detail date, location, purpose and cost of each event.
3. What is the Department/Agency's entertainment spend for 2011–12? Detail date, location, purpose and cost of all events.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for 2011–12. Detail date, location, purpose and cost of each event.

Answer

1. In 2011–12, Austrade spent a total of \$0.807 million at posts and in Australia on hospitality/entertainment for Australian clients, overseas customers and potential customers of Australian companies, and others external to Austrade. The expenditure includes major activities such as Australian Export Awards functions.

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

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

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3. See (1) above. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.
4. See (2) above.

Question 14

Board appointments financial year to date to 30 September 2012

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
2. What is the gender ratio on each board and across the portfolio?
3. Please detail any board appointments for this financial year to date.

Answer

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

Question 15

Board appointments for 2011–12

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members for 2011–12.
2. What was the gender ratio on each board and across the portfolio for 2011–12?

Answer

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

Question 16

Freedom of Information

1. Has the department/agency received any updated advice on how to respond to FOI requests?
2. What is the total cost to the department/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

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processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?

3. What is the total cost to the department to process FOI requests for this financial year to date?
4. 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?

Answer

1. Austrade regularly reviews the information provided by the Office of the Australian Information Commissioner on its website, including the Guidelines issued under section 93A of the Act and other publications made available which provide advice with respect to responding to FOI requests. Austrade also continues to receive legal advice from time to time from external legal advisers on specific FOI matters.
2. For 2011–12 the estimated total cost for processing FOI requests is \$38,602. Austrade received eleven FOI requests. Of those:
 - access was provided in full for five requests;
 - access was provided in part for five requests; and
 - one request was withdrawn.All FOI requests were completed in compliance with the FOI Act.
3. For 2012 to date (30 September), the estimated total cost for processing FOI requests is \$7,889.
4. During this financial year to date (30 September), Austrade has received five FOI requests. Of those,
 - access has been provided in part for one request;
 - one request is currently being processed; and
 - three requests were withdrawn.

One FOI request was not processed within the time requirements of the FOI Act due to clerical error. This request was made on 3 September 2012 and was completed on 6 November 2012.

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Question 17

Community Cabinet Meetings financial year to date to 30 September 2012

1. How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.
2. 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.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer

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

Question 18

Community Cabinet Meetings for 2011–12

1. How many Community Cabinet meetings did the Minister attend in 2011–12? List date and location.
2. 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.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for 2011–12?

Answer

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

Question 19

Reviews for financial year to date to 30 September 2012

For this financial year to date:

- 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?

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- What is the estimated cost of each of these Reviews?
- What reviews are planned?
- When will each of these reviews be concluded?

Answer

- None.
- None.
- Not applicable.
- Not applicable.
- Not applicable.
- Not applicable.
- None.
- Not applicable.

Question 20

Reviews for 2011–12

For 2011–12:

1. How many Reviews were undertaken?
2. For those reviews that have concluded and for those that are still ongoing when will those reviews be concluded?
3. Which of these reviews has been provided to Government?
4. Did the Government respond to all reviews within the timeframe? If not, why not?
5. What was the estimated cost of each of these Reviews?
6. For any ongoing reviews, when will each of these reviews be concluded?

Answer

1. Two reviews were undertaken in 2011–12.
 - A review of Austrade’s governance framework, commissioned by Austrade from the Australia and New Zealand School of Government’s Institute for Governance, was concluded in November 2011.
 - A comprehensive management initiated review of all aspects of Austrade’s protective security framework was concluded in March 2012.
2. Both reviews were concluded in 2011–12.
3. Both reviews have been provided to the Minister for Trade and Competitiveness for information.
4. No response was required.
5. Estimated costs were:
 - governance review – \$45,000
 - security review – \$46,756.94.
6. Not applicable.

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Question 21

Consultancies financial year to date to 30 September 2012

1. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

Answer

1. 24 consultancies have been undertaken in 2012–13 to 30 September 2012. Details of all consultancy contracts valued at \$10,000 (GST inclusive) or more let this financial year to date, are available on AusTender, the Commonwealth's procurement reporting system. When consultancy contracts are awarded, the subject matter, duration, cost and method of procurement are published on AusTender.
2. To date, Austrade has no planned consultancies for the 2012–13 calendar year. When contracts valued at \$10,000 (GST inclusive) or more are awarded, the subject matter, duration, cost and method of procurement are published on AusTender.

Question 22

Consultancies 2011–12

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.

Answer

101 consultancies were undertaken in 2011–12. Details of all consultancy contracts valued at \$10,000 (GST inclusive) or more let in 2011–12, are available on AusTender, the Commonwealth's procurement reporting system. When consultancy contracts are awarded, the subject matter, duration, cost and method of procurement are published on AusTender.

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Question 23

Media Monitoring financial year to date to 30 September 2012

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
 - Which agency or agencies provided these services?
 - What is the estimated budget to provide these services for the year 2012–13?
 - What has been spent providing these services this financial year to date?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
 - Which agency or agencies provided these services?
 - What is the estimated budget to provide these services for the year 2012–13?
 - What has been spent providing these services this financial year to date?

Answer

1. Nil. Austrade uses media monitoring services to keep the organisation abreast of coverage of trade, economic, business, investment and education matters. There are no additional costs incurred for providing a copy to the Minister's office and to the Department of Foreign Affairs and Trade.
2. \$56,166.38 (including GST).
 - Sentia Media (formerly Media Monitors), newsagency print subscriptions, Cubit Media Research and AAP
 - The estimated budget for the 2012–13 year is \$116,434 (including GST).

Question 24

Media Monitoring 2011–12

1. 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?
 - Which agency or agencies provided these services?
 - What was the estimated budget to provide these services for the year 2011–12?
2. 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?
 - Which agency or agencies provided these services?
 - What was the estimated budget to provide these services for the year 2011–12?

Answer

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

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2. The total cost of media monitoring services for the financial year 2011–12 was \$151,854.27 (including GST).
 - Sentia Media (formerly Media Monitors), newsagency print subscriptions, Cubit Media Research and AAP
 - \$149,239.00 (including GST).

Question 25
Social Media

1. 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 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.
2. Does the department/agency monitor usage of social media?
 - 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?
3. 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)

Answer

1. No, there have been no substantive changes to Austrade's social media policy or social media programs since May 2012. Austrade's social media policy, training and accreditation process, and protocols are consistent with APS guidelines.
2. Yes, Austrade monitors staff usage of social media for official work purposes. Only accredited Austrade staff can participate in social media as an Austrade representative and all social media programs are evaluated against corporate goals. Austrade recently purchased a licence for a social media monitoring and engagement tool to better monitor and understand the true value of the organisation's social media programs.
3. No. Austrade has not observed any impact on Austrade employee productivity due to social media participation.

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Question 26

Internet

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?

Answer

Austrade has had two internet outages since 1 July 2012.

- On 7 July 2012 – www.austrade.gov.au and www.studyinaustralia.gov.au were unavailable for approximately 40 minutes due to a scheduled IT upgrade.
- On 8 August 2012 – www.austrade.gov.au was unavailable for approximately 30 minutes due to a suspected Denial of Service (DoS) attack. After investigation, it was determined that this was not an attack but rather a third party website crawling service (80legs.com). Austrade subsequently prevented this third party from crawling the site.

The offices of the Minister for Trade and Competitiveness and the Parliamentary Secretary for Trade were not directly affected by these two incidents.

Question 27

Staff amenities

What amenities are provided to staff? Provide a list.

Answer

Austrade is represented in 87 locations in 49 countries and its offices vary in size from over 100 employees down to one employee. Therefore the level of amenities provided to staff can vary considerably but would typically be limited to kitchen facilities including tea and coffee making supplies, toilet facilities and in some cases showers. Equipment in kitchens may include conventional and microwave ovens, dishwashers, sandwich presses, coffee machines, electric kettles and other small appliances.

Question 28

Coffee machines

1. 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.
2. Why were coffee machines purchased?
3. Where did the funding for the coffee machines come from?
4. 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

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what maintenance has been undertaken Where does the funding for maintenance come from?

Answer

1. Austrade's financial system indicates some 23 coffee machines have been purchased since 2002 in both Australian and overseas locations. The average cost of machines over these locations and this 10 year period of some \$2,460. Ongoing costs for coffee supplies are not recorded separately in Austrade's financial system. To provide these details would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
2. Austrade encourages its employees to provide hospitality to visiting clients in the office where appropriate. The coffee machines were purchased in part to fulfil this need and also to provide reasonable amenity in the workplace.
3. Funding for the coffee machines came from a combination of Austrade's appropriation revenue and earned revenue.
4. Daily maintenance of the coffee machines is undertaken by staff. Where necessary, major maintenance is performed by suppliers at Austrade's expense, funded as in (3) above. Costs for maintenance are not recorded separately in Austrade's financial system. To provide these details would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.

Question 29

Contractors financial year to date to 30 September 2012

For this financial year to date:

- a) Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
- b) Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
- c) Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
- d) Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
- e) Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).

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- f) Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
- g) Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
- h) Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
- i) Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
- j) What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Answer

- a) – i) No.
- j) Details of all contractor engagements valued at \$10,000 (GST inclusive) or more let in 2012–13 to 30 September 2012 are available on AusTender, the Commonwealth's procurement reporting system. When contracts are awarded, the subject matter, duration, cost and method of procurement are published on AusTender. To provide details of contracts awarded valued at less than \$10,000 would entail a significant diversion of resources and, in these circumstances, I do not consider the additional work can be justified.

Question 30
Contractors 2011–12

For 2011–12:

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

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- d) Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
- e) Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
- f) Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
- g) Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
- h) Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
- i) Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
- j) What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Answer

- a) – i) No.
- j) Details of all contractor engagements valued at \$10,000 (GST inclusive) or more let in 2011–12 are available on AusTender, the Commonwealth's procurement reporting system. When contracts are awarded, the subject matter, duration, cost and method of procurement are published on AusTender. To provide details of contracts awarded valued at less than \$10,000 would entail a significant diversion of resources and, in these circumstances, I do not consider the additional work can be justified.

Question 31
Grants financial year to date to 30 September 2012

- 1. 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.
- 2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.

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Answer

1. Austrade does not deliver any discretionary grant programs. Export Market Development Grants (EMDG) are not ‘grants’ as defined by the Financial Management and Accountability Act 1997, s 3A(2), which specifically excludes ‘a payment of benefit to a person, including a payment of an entitlement established by legislation or by a government program’. EMDG grants are paid to exporters based on Austrade's assessment of eligible export promotion expenditure which is claimed in accordance with the provisions in EMDG legislation.
2. Not applicable.

Question 32
Grants 2011–12

1. 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.
2. Were all grant agreement details published on its website within the required timeframe? If not, provide details.

Answer

1. Austrade does not deliver any discretionary grant programs. Export Market Development Grants (EMDG) are not ‘grants’ as defined by the Financial Management and Accountability Act 1997, s 3A(2), which specifically excludes ‘a payment of benefit to a person, including a payment of an entitlement established by legislation or by a government program’. EMDG grants are paid to exporters based on Austrade's assessment of eligible export promotion expenditure which is claimed in accordance with the provisions in EMDG legislation.
2. Not applicable.

Question 33
Commissioned Reports 2011–12

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.

- 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?

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Answer

No reports were commissioned by the Government in Austrade in 2011–12.

Question 34
Commissioned Reports financial year to date

How many Reports have been commissioned by the Government in your department/agency this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.

- How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
- What is the current status of each report? When is the Government intending to respond to these reports?

Answer

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

Question 35
Government payments of accounts financial year to date to 30 September 2012

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

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

Answer

Austrade's terms of payment policy is in line with Government policy of payment within 30 days of receipt of a correctly rendered invoice or within a shorter period if specified in the associated contract. However, instances do occur where payments are not made within the specified period, including due to the need to seek clarification from service providers, disputes about the deliverables and, in some cases, oversights in not forwarding invoices in a timely manner.

Statistics are compiled quarterly. In the three months ended 30 September 2012, Austrade made 421 payments to small businesses in Australia:

- of these payments, 383 (91.0 per cent) – valued at \$1,761,659 (80.9 per cent of invoice value) – were paid within 30 days

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- of the 38 (9 per cent) of payments made after 30 days, 18 (4.3 per cent) were paid within 31-44 days, 6 (1.4 per cent) within 45-60 days and 14 (3.3 per cent) not within 60 days.

Adherence to the policy is monitored through internal reviews by 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 2012–13 to 30 September 2012, no supplier issued Austrade an invoice in relation to penalty interest. All of Austrade's contract templates include a late payment clause which provides for the payment of penalty interest where the amount of interest exceeds \$10 and the supplier has issued a correctly rendered invoice in relation to the interest
- if interest was being paid, it would be at the general interest charge rate determined under section 8AAD of the Taxation Administration Act 1953 on the day payment is due, in accordance with Government policy. This rate is available from the Australian Taxation Office website.

Question 36

Government payments of accounts 2011–12

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)?

- 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?

Answer

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.

For 2011–12, Austrade made 1,954 payments to small businesses in Australia:

- of these payments, 1,848 (94.6 per cent) – valued at \$8,144,769.66 (93.4 per cent of invoice value) – were paid within 30 days
- of the 106 (5.4 per cent) of payments made after 30 days, 61 (3.1 per cent) were paid within 31-44 days, 25 (1.3 per cent) within 45-60 days and 20 (1.0 per cent) not within 60 days.

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

- in 2010–11 and in 2011–12, 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
- all invoices recorded in Austrade's financial system for 2011–12, have been paid. A very small number of invoices may still be outstanding for the reasons outlined above.

Question 37

Stationery requirements financial year to date to 30 September 2012

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

Answer

1. Nil.
2. Austrade's systems do not record stationery costs separately from other office consumables. Based on previous information from Austrade's principal stationery supplier in Australia, and after taking into account minor purchases from other suppliers, it is estimated that approximately \$8,000 was spent on stationery in Australia for 2012–13 to 30 September 2012. It is estimated that the stationery costs for Austrade's overseas network were a similar amount.

Question 38

Stationery requirements for 2011–12

1. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) in 2011–12?
2. What were the department/agency's stationery costs for 2011–12?

Answer

1. \$251.11.

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2. Austrade's systems do not record stationery costs separately from other office consumables. Information from Austrade's principal stationery supplier in Australia indicates, after taking into account minor purchases from other suppliers, that approximately \$33,000 was spent on stationery in Australia for 2011–12. It is estimated that the annual stationery costs for Austrade's overseas network would have been a similar amount.

Question 39

Media subscriptions

1. Has there been any change to your pay TV subscription since the 2012–13 Budget Estimates (May 2012)
 - If yes, please provide the reason why, the cost and what channels.
 - What is the cost for this financial year to date?
2. Has there been any change to your newspaper subscriptions since the 2012–13 Budget Estimates (May 2012)
 - If yes, please provide the reason why, the cost and what newspapers.
 - What is the cost for this financial year to date?
3. Has there been any change to your magazine subscriptions since the 2012–13 Budget Estimates (May 2012)
 - If yes, please provide the reason why, the cost and what magazines.
 - What is the cost for this financial year to date?
4. What was the 2011–12 cost for:
 - TV subscriptions
 - Newspaper subscriptions
 - Magazine subscriptions
5. 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.

Answer

1. There has been no change to Austrade's pay TV subscriptions since May 2012. The total cost for 2012–13 to 30 September 2012 was approximately \$1,400.
2. Austrade subscribes to many newspapers and magazines globally. These newspapers and magazines provide political, economic, industry and business intelligence, which together with Austrade's local in-market information, enables improved service and advice to Australian businesses and education service providers in relation to their export, investment and international education interests. The costs of these various types of subscriptions are not recorded separately in Austrade's financial systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified. There may have been some changes to subscriptions since May 2012, but these cannot be easily identified and to do so would

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also entail a significant diversion of resources which, in these circumstances, cannot be justified. The total cost of all subscriptions covering newspapers, magazines, selected online business and news services, and global business reporting databases for 2012–13 to 30 September 2012 was \$0.325 million.

3. See (2) above.
4. The total cost of all subscriptions as outlined at (2) above for 2011–12 was \$1.442 million. Of this, approximately \$5,600 was for TV subscriptions.
5. No.

Question 40

Travel costs financial year to date to 30 September 2012

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
3. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
4. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
5. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.

Answer

1. Austrade provides support to Ministers and Parliamentary Secretaries both within and outside the Foreign Affairs and Trade portfolio while they are travelling overseas, and occasionally in Australia. Itemising all support separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, for 2012–13 to 30 September 2012, Austrade spent a total of \$21,269 comprising \$9,046 on air fares (fare types are not recorded in Austrade's financial system), \$8,133 on accommodation, \$1,906 on meals, \$1,425 on ground transport, and \$759 on all other expense items for travel in support of Ministers and other Parliamentarians.

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2. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, for 2012–13 to 30 September 2012, Austrade spent \$0.6 million on air fares (fare types are not recorded in Austrade's financial system), \$0.4 million on accommodation, \$0.1 million on meals, \$0.2 million on ground transport, and \$0.009 million on all other expense items for travel.
3. Austrade complies with Whole of Government travel policy which requires employees to select fares based on Lowest Practical Fare and Best Fare of the Day. This is monitored through reports from Austrade's Travel Service Provider.
4. Lounge memberships are provided to employees who travel frequently where there is a sound business case to support the memberships. The memberships may be with Australian or overseas airlines (for employees based offshore). There are approximately 100 employees with lounge memberships which cost an average of approximately \$300 per annum. There is a range of employee classifications with memberships but most are senior managers.
5. The only reason an administrative staff member would travel with an SES officer was where that administrative officer had separate responsibilities to discharge and there was a business reason for such travel. Austrade's systems do not record this as a separate travel category. Isolating the costs would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified.

Question 41
Travel costs 2011–12

1. 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).
2. 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).

Answer

1. Austrade provides support to Ministers and Parliamentary Secretaries both within and outside the Foreign Affairs and Trade portfolio while they are travelling overseas, and occasionally in Australia. Itemising all support separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, for 2011–12, Austrade spent a total of \$190,747 comprising \$86,724 on air fares (fare types are not recorded in Austrade's financial system), \$56,352 on accommodation, \$18,777 on meals, \$12,220 on ground transport, \$2,740 on

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entertainment, \$911 on gifts and \$13,023 on all other expense items for travel in support of Ministers and other Parliamentarians.

2. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, for 2011–12, Austrade spent \$3.8 million on air fares (fare types are not recorded in Austrade's financial system), \$2.5 million on accommodation, \$0.9 million on meals, \$1.3 million on ground transport, and \$0.1 million on all other expense items for travel.

Question 42

Legal costs 2011–12

1. What sum did each portfolio department and agency spend on legal services for 2011–12? Please provide a list of each service and costs.
2. 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.
3. What sum did each portfolio department and agency spend on legal services for 2011–12? Please provide a list of each service and costs.
4. 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.

Answer

1. For the period 1 July 2011 to 30 June 2012, \$1,442,538 was spent on legal services. As this is a combination of all internal and external legal costs it cannot be defined in terms of cost per service.
2. For the period 1 July 2011 to 30 June 2012, Austrade spent the sum of \$130,761 on legal services from the Australian Government Solicitor for the services as described below:
 - Commercial advice – \$ 2,805
 - Litigation and dispute resolution – \$ 84,444
 - General advice including statutory interpretation and employment law – \$ 43,512
3. Refer to question 1, above.
4. For the period 1 July 2011 to 30 June 2012, Austrade did not spend any amount on legal services from any other source than those listed at 1) and 2) above.

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Question 43

Legal costs financial year to date to 30 September 2012

1. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.
3. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.
4. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.

Answer

1. For the period 1 July 2012 to 30 September 2012, \$116,446 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 2012 to 30 September 2012 Austrade spent the sum of \$86,334 on legal services from the Australian Government Solicitor for the services as described below:
 - Commercial advice – \$ 0
 - Litigation and dispute resolution – \$54,560
 - General advice including statutory interpretation and employment law – \$31,774
3. For the period 1 July 2012 to 30 September 2012, Austrade spent the sum of \$ 118,043 on legal services from private firms as described below:
 - Commercial advice – \$51,002
 - Litigation and dispute resolution – \$31,229
 - General advice including statutory interpretation and employment law – \$35,812
4. For the period 1 July 2012 to 30 September 2012, Austrade did not spend any amount on legal services from any other source than those listed at 1), 2) and 3) above.

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Question 44

Education expenses

1. 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.
2. For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

Answer

1. There has not been any change to Austrade's guidelines on study since the 2012–13 Budget Estimates (May 2012).
2. Study Assistance Expenditure for 2012–13 to 30 September is nil.

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

There are currently 32 students studying in the 2012–13 financial year who are yet to submit for reimbursement.

Study Assistance students 2012–13

Australian-based	Overseas Engaged Employees
APL5 x 3 (EL2)	
APL4 x 6 (EL2)	AOPL4 x 8
APL3 x 5 (EL1)	AOPL3 x 4
APL2 x 6 (APS5-6)	

The Asialink Leaders Program Scholarship expenditure for 2012–13 to September is nil. The scholarship is run annually and offers two places to Austrade Australian-based staff. To date, no expenditure has occurred as the program has only just commenced.

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Question 45

Executive coaching and leadership training financial year to date to 30 September 2012

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

2. For each service purchased from a provider listed under (1d), 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 (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package).

3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location.

Answer

1. Nil.

2. Nil.

3. Nil.

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Question 46

Executive coaching and leadership training 2011-12

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for 2011–12:
 - e. Total spending on these services
 - f. The number of employees offered these services and their employment classification
 - g. 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)
 - h. The names of all service providers engaged.

2. For each service purchased from a provider listed under (1d), please provide:
 - g. The name and nature of the service purchased
 - h. Whether the service is one-on-one or group based
 - i. The number of employees who received the service and their employment classification
 - j. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - k. The total amount spent on the service
 - l. A description of the fees charged (i.e. per hour, complete package).

3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - e. The location used
 - f. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 - g. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - h. Any costs the department or agency's incurred to use the location.

Answer

1.
 - a. \$14,090.
 - b. Two staff members used executive coaching services; one at SES Band 1 level, and one at SES Band 3 level.
 - c. Study leave is not used when undertaking executive coaching or leadership training.
 - d. The Institute of Executive Coaching was the service provider engaged for all the executive coaching.

2.
 - a. Executive coaching.
 - b. Executive coaching is provided on a one on-one-basis.
 - c. Two staff members undertook executive coaching; one SES Band 1 and one SES Band 3.
 - d. A combined total of 42 hours for the two staff members.
 - e. \$14,090.
 - f. The executive coaching services is a complete package of a minimum of 10 hours.

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3. Not applicable.

Question 47

Media training financial year to date to 30 September 2012

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (1d), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location.

Answer

1.
 - a. \$2,530 (including GST).
 - b. Nine employees were required to participate in the training as a preparation for posting abroad. Their employment classification was at the executive level, and the overseas equivalent, as well as SES.
 - c. Nine employees. Their employment classification was at the executive level, and the overseas equivalent, as well as SES. No study leave taken.
 - d. Talkforce Consultants and Trainers.
2.
 - a. Media training for Austrade staff going on posting.
 - b. Group-based.
 - c. Nine full-time employees. Their employment classification was at the executive level, and the overseas equivalent, as well as SES.
 - d. 2.75 hours per person.
 - e. \$2,530 (including GST).

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- f. Complete package.
- 3.
- a. The training occurred on Austrade premises.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.

Question 48

Media training 2011–12

1. In relation to media training services purchased by each department/agency, please provide the following information for 2011–12:
- a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (1d), please provide:
- a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
- a. The location used
 - b. The number of employees who took part on each occasion
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location.

Answer

- 1.
- a. \$5,060 (including GST).
 - b. Fifteen employees were required to participate in the training as a preparation for posting abroad. Their employment classification was at the executive level, and the overseas equivalent, as well as SES.
 - c. Fifteen employees. Their employment classification was at the executive level, and the overseas equivalent, as well as SES. No study leave was taken.
 - d. Talkforce Consultants and Trainers.

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2.
 - a. Media training for Austrade staff going on posting.
 - b. Group-based.
 - c. Fifteen employees. Their employment classification was at the executive level, and the overseas equivalent, as well as SES.
 - d. 2.75 hours per person.
 - e. \$5,060 (including GST).
 - f. Complete package.

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

Question 49

Paid parental leave financial year to date to 30 September 2012

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

Answer

1. All employees with more than 12 months service who earn less than \$150,000 per annum and are the primary care giver of the child are eligible to receive payment under the Government's Paid Parental Leave Scheme. As eligibility is based on primary caring responsibility, the number of eligible staff within Austrade cannot be identified.
2. Austrade has had 5 employees who received Paid Parental Leave payments for 2012–13 to 30 September 2012. The employees are of the following classifications:

EL2: 1

EL1: 2

APS6: 2

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Question 50

Paid parental leave 2011–12

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.

Answer

Austrade has had five employees receive Paid Parental Leave payments during 2011–12. The employees are of the following classification:

EL2: 1
EL1: 2
APS6: 2

Question 51

Training for Portfolio Minister and Parliamentary Secretaries financial year to date to 30 September 2012

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

Answer

1. Nil.
2. Nil.
3. Nil.

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Question 52

Training for Portfolio Minister and Parliamentary Secretaries 2011–12

1. 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.
2. 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.
3. 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.

Answer

1. Nil.
2. Nil.
3. Nil.

Question 53

Corporate Cars 2012–13

Please update if there have been any changes since Budget Estimates 2012–13 (May 2012):

- 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?

Answer

- Austrade maintains 120 vehicles (leased and owned) – 13 are located in Australia and 107 are located offshore.

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- Cars are located in the following 75 locations:

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

- 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.
- Running costs for vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. The total running costs for motor vehicles for 2012–13 to 30 Sept 2012 was \$121,143.
- Odometer readings are not all centrally recorded. Data is only collected for FBT purposes, averaged over the age of the vehicle, for vehicles predominantly used by Australian based employees in Australia or overseas.

Location	Estimated Annual Km
Abu Dhabi	30,685
Accra	<i>Not Available</i>
Adelaide vehicle 1	7,884
vehicle 2	4,215
Ahmedabad	<i>Not Available</i>
Amman	10,648
Auckland vehicle 1	5,474
vehicle 2	<i>Not Available</i>
Bangalore	<i>Not Available</i>
Bangkok vehicle 1	8,828
vehicle 2	7,907

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Location		Estimated Annual Km
Beijing	vehicle 1	6,666
	vehicle 2	6,252
	vehicle 3	12,073
Brisbane	vehicle 1	5,060
	vehicle 2	10,832
Chandigarh		<i>Not Available</i>
Chennai	vehicle 1	11,379
	vehicle 2	11,408
	vehicle 3	<i>Not Available</i>
Chicago		<i>Not Available</i>
Colombo		<i>Not Available</i>
Dhaka		<i>Not Available</i>
Dubai	vehicle 1	21,033
	vehicle 2	16,296
	vehicle 3	<i>Not Available</i>
	vehicle 4	<i>Not Available</i>
	vehicle 5	<i>Not Available</i>
Frankfurt	vehicle 1	<i>Not Available</i>
	vehicle 2	12,261
Fukuoka		9,806
Guangzhou	vehicle 1	16,021
	vehicle 2	25,501
Hanoi		24,906
Ho Chi Minh City		11,756
Hong Kong		3,687
Hyderabad		<i>Not Available</i>
Islamabad		<i>Not Available</i>
Istanbul	vehicle 1	13,556
	vehicle 2	10,760
Jaipur		<i>Not Available</i>
Jakarta	vehicle 1	15,883
	vehicle 2	15,547
	vehicle 3	8,910
	vehicle 4	16,287
Johannesburg	vehicle 1	8,092
	vehicle 2	27,963
Karachi		<i>Not Available</i>
Kochi		<i>Not Available</i>
Kolkata		<i>Not Available</i>
Kuala Lumpur	vehicle 1	10,183
	vehicle 2	10,956
Kuwait		<i>Not Available</i>
Lahore		<i>Not Available</i>
Lima		16,137

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Location	Estimated Annual Km
London	1,475
Madrid	13,876
Manila vehicle 1	11,829
vehicle 2	7,196
Melbourne vehicle 1	5,639
vehicle 2	6,182
Mexico City	8,439
Milan	14,144
Moscow vehicle 1	<i>Not Available</i>
vehicle 2	5,416
Mumbai vehicle 1	612
vehicle 2	446
vehicle 3	10,185
vehicle 4	19,071
vehicle 5	<i>Not Available</i>
Nairobi	<i>Not Available</i>
Newcastle	7,909
New Delhi vehicle 1	11,008
vehicle 2	6,798
vehicle 3	19,332
vehicle 4	7,506
New York	10,899
Osaka	3,850
Paris	5,465
Perth vehicle 1	5,377
vehicle 2	9,465
vehicle 3	11,985
Port Moresby vehicle 1	6,110
vehicle 2	4,909
Port Louis	<i>Not Available</i>
Prague	<i>Not Available</i>
Pune	<i>Not Available</i>
Riyadh vehicle 1	21,604
vehicle 2	<i>Not Available</i>
vehicle 3	<i>Not Available</i>
San Francisco	12,688
Santiago	8,083
Sao Paulo vehicle 1	4,564
vehicle 2	15,456
vehicle 3	<i>Not Available</i>
Sapporo	8,391
Seoul vehicle 1	12,346
vehicle 2	16,741
Shanghai vehicle 1	12,596

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Location	Estimated Annual Km
vehicle 2	5,138
vehicle 3	3,589
Singapore vehicle 1	18,472
vehicle 2	10,034
vehicle 3	10,612
Suva vehicle 1	<i>Not Available</i>
vehicle 2	12,003
Sydney vehicle 1	8,824
vehicle 2	13,168
Taipei	8,257
Tel Aviv	<i>Not Available</i>
Tokyo vehicle 1	4,797
vehicle 2	4,461
Toronto	15,498
Tripoli	<i>Not Available</i>
Ulaan Baatar	4,563
Vancouver	<i>Not Available</i>
Vladivostok	8,942
Warsaw	5,761
Washington	5,283
Wollongong	11,050

Question 54
Corporate Cars 2011–12

For 2011–12:

- 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?

Answer

- Austrade maintains 127 vehicles (leased and owned) – 18 are located in Australia and 109 are located offshore.
- Cars are located in the following 80 locations:

AbuDhabi	Dhaka	Kolkata	New York	Shanghai
Accra	Dubai	Kuala Lumpur	Noumea	Singapore
Adelaide	Frankfurt	Kuwait	Osaka	Suva
Ahmedabad	Fukuoka	Lahore	Paris	Sydney

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Amman	Guangzhou	Lima	Parramatta	Taipei
Atlanta	Hanoi	London	Perth	Tel Aviv
Auckland	Hobart	Madrid	Port Moresby	Tokyo
Bangalore	Ho Chi Minh City	Manila	Port Louis	Toronto
Bangkok	Hong Kong	Melbourne	Prague	Townsville
Beijing	Hyderabad	MexicoCity	Pune	Tripoli
Brisbane	Istanbul	Milan	Riyadh	Ulaanbaatar
Canberra	Jaipur	Moscow	San Francisco	Vancouver
Chandigarh	Jakarta	Mumbai	Santiago	Vladivostok
Chennai	Johannesburg	Nairobi	Sao Paulo	Warsaw
Chicago	Karachi	New Delhi	Sapporo	Washington
Colombo	Kochi	Newcastle	Seoul	Wollongong

- 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.
- Running costs for vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. The total running costs for motor vehicles for 2011–12 to 30 June 2012 was \$681,226.
- Odometer readings are not all centrally recorded. Data is only collected for FBT purposes, averaged over the age of the vehicle, for vehicles predominantly used by Australian based employees in Australia or overseas.

Location		Estimated Annual Km
Abu Dhabi		30,685
Accra		<i>Not Available</i>
Adelaide	vehicle 1	4,751
	vehicle 2	8,383
Ahmedabad		<i>Not Available</i>
Amman		10,648
Atlanta		18,703
Auckland	vehicle 1	5,474
	vehicle 2	<i>Not Available</i>
Bangalore		<i>Not Available</i>
Bangkok	vehicle 1	8,828
	vehicle 2	7,907
Beijing	vehicle 1	6,666
	vehicle 2	6,252
	vehicle 3	12,073
Brisbane	vehicle 1	5,522
	vehicle 2	10,737

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Location	Estimated Annual Km
Canberra	12,018
Chandigarh	<i>Not Available</i>
Chennai	11,379
vehicle 1	11,408
vehicle 2	<i>Not Available</i>
vehicle 3	
Chicago	<i>Not Available</i>
Colombo	<i>Not Available</i>
Dhaka	<i>Not Available</i>
Dubai	21,033
vehicle 1	16,296
vehicle 2	<i>Not Available</i>
vehicle 3	<i>Not Available</i>
vehicle 4	
Frankfurt	<i>Not Available</i>
vehicle 1	12,261
vehicle 2	
Fukuoka	9,806
Guangzhou	16,021
vehicle 1	25,501
vehicle 2	
Hanoi	24,906
Hobart	4,594
Ho Chi Minh City	11,756
Hong Kong	3,687
Hyderabad	<i>Not Available</i>
Istanbul	13,556
vehicle 1	10,760
vehicle 2	
Jaipur	<i>Not Available</i>
Jakarta	15,883
vehicle 1	15,547
vehicle 2	8,910
vehicle 3	16,287
vehicle 4	
Johannesburg	8,092
vehicle 1	27,963
vehicle 2	
Karachi	<i>Not Available</i>
Kochi	<i>Not Available</i>
Kolkata	<i>Not Available</i>
Kuala Lumpur	10,183
vehicle 1	10,956
vehicle 2	
Kuwait	<i>Not Available</i>
Lahore	<i>Not Available</i>
Lima	16,137
London	1,475
Madrid	13,876
Manila	11,829
vehicle 1	7,196
vehicle 2	
Melbourne	5,367
vehicle 1	5,845
vehicle 2	

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Location		Estimated Annual Km
	vehicle 3	12,056
Mexico City		8,439
Milan		14,144
Moscow	vehicle 1	<i>Not Available</i>
	vehicle 2	5,416
Mumbai	vehicle 1	612
	vehicle 2	446
	vehicle 3	10,185
	vehicle 4	19,071
	vehicle 5	<i>Not Available</i>
Nairobi		<i>Not Available</i>
Newcastle		7,807
New Delhi	vehicle 1	11,008
	vehicle 2	6,798
	vehicle 3	19,332
	vehicle 4	7,506
New York		10,899
Noumea		<i>Not Available</i>
Osaka	vehicle 1	17,762
	vehicle 2	3,850
Paris		5,465
Parramatta		9,276
Location		<i>Estimated Annual Km</i>
Perth	vehicle 1	5,528
	vehicle 2	8,995
	vehicle 3	10,861
Port Moresby	vehicle 1	6,110
	vehicle 2	4,909
Port Louis		<i>Not Available</i>
Prague		<i>Not Available</i>
Pune		<i>Not Available</i>
Riyadh	vehicle 1	21,604
	vehicle 2	<i>Not Available</i>
	vehicle 3	<i>Not Available</i>
San Francisco		12,688
Santiago	vehicle 1	15,414
	vehicle 2	8,083
Sao Paulo	vehicle 1	4,564
	vehicle 2	15,456
Sapporo		8,391
Seoul	vehicle 1	12,346
	vehicle 2	16,741
Shanghai	vehicle 1	12,596
	vehicle 2	5,138

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Location		Estimated Annual Km
	vehicle 3	3,589
Singapore	vehicle 1	18,472
	vehicle 2	10,034
	vehicle 3	10,612
Suva	vehicle 1	<i>Not Available</i>
	vehicle 2	12,003
Sydney	vehicle 1	8,612
	vehicle 2	11,709
Taipei		8,257
Tel Aviv		<i>Not Available</i>
Tokyo	vehicle 1	4,797
	vehicle 2	4,461
Toronto		15,498
Townsville		8,438
Tripoli	vehicle 1	<i>Not Available</i>
	vehicle 2	<i>Not Available</i>
Ulaan Baatar		4,563
Vancouver		<i>Not Available</i>
Vladivostok		8,942
Warsaw		5,761
Washington		5,283
Wollongong		15,252

Question 55

Taxi costs financial year to date to 30 September 2012

1. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for taxi costs?

Answer

1. Expenditure on ground transport, which includes costs associated with taxis, hire cars, bus and coach hire, motor vehicle allowances, road tolls and other ground transport costs for 2012–13 to 30 September 2012 was \$0.227 million. This comprised \$0.114 million for International Operations, \$0.058 million for Australian Operations, \$0.048 million for Education and Corporate Operations and \$0.007 million for Export Market Development Grants Division. Taxi costs cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified.
2. The majority of taxi costs are incurred by Austrade officials while travelling in countries or cities outside their normal place of work, commuting from airports to offices and accommodation and for meetings with clients and other officials. Some

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costs are incurred by officials in their normal place of work for the purpose of attending meetings with clients and other officials.

Question 56
Taxi costs 2011–12

1. How much did each department/agency spend on taxis in 2011–12? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for taxi costs?

Answer

1. Expenditure on ground transport, which includes costs associated with taxis, hire cars, bus and coach hire, motor vehicle allowances, road tolls and other ground transport costs for 2011–12 was \$1.134 million. This comprised \$0.715 million for International Operations, \$0.216 million for Australian Operations, \$0.183 million for Education and Corporate Operations and \$0.020 million for Export Market Development Grants Division. Taxi costs cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified.
2. The majority of taxi costs are incurred by Austrade officials while travelling in countries or cities outside their normal place of work, commuting from airports to offices and accommodation and for meetings with clients and other officials. Some costs are incurred by officials in their normal place of work for the purpose of attending meetings with clients and other officials.

Question 57
Credit Cards 2012–13

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - 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?

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Answer

1. Austrade currently has approximately 870 corporate charge cards on issue to its staff across all classifications. The number of cards on issue to each classification is not recorded separately in Austrade's systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified.
2. There have been no changes to the information provided after Budget Estimates 2012–13 in May 2012.

Question 58
Credit Cards 2011–12

For 2011–12 how many instances of corporate credit card misuse were there? List staff classification and what the misuse was, and the action taken.

Answer

In 2011–12, there were 23 instances where corporate charge cards were not used consistently with Section 60 of the Financial Management and Accountability Act 1997. Of these instances, 22 were inadvertent use of the card to pay personal expenses and the amounts were repaid promptly. In all of these instances, the cardholders were counselled and advised that, under Austrade policy, any repeat of personal use, inadvertent or otherwise, would result in the cancellation of their card. The cardholders concerned were spread across all classifications. In one instance, it was suspected that the card was used deliberately to pay personal expenses and in that instance, the cardholder, a foreign national employed overseas in a junior position, was dismissed and the circumstances reported to local authorities.

Question 59
Provision of Equipment financial year to date to 30 September 2012

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs.
2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date? What were the running costs for 2009–10 and 2010–11?
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive (not an inclusive list)) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.
4. Please update if there are any changes since 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 who it was provided.

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Answer

1. Austrade does not provide mobile phones to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a mobile phone to the Austrade Departmental Liaison Officer (DLO) in the office of the Minister for Trade and Competitiveness. The ongoing cost is \$30.00 – \$40.00 per month depending upon usage.
2. Austrade does not provide electronic equipment to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a notebook computer with accessories to the Austrade DLO in the office of the Minister of Trade and Competitiveness.

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

3. Austrade allocates staff with either a notebook computer with accessories or a desktop computer with accessories and a single monitor, depending on their business requirements. A second monitor is only issued if a business requirement is established. A notebook is generally provided to staff who are required to be mobile. All other staff are allocated a desktop computer. These are standard configurations however minor variations may apply depending on the availability of equipment at the time of purchase.

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

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

A mobile phone is only provided to staff where there is a business requirement. The total expenditure on mobile communications for 2012–13 to 30 September 2012 is \$101,519.80.

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

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

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Blackberrys have been provided to 120 staff members where they meet the following user profile:

- staff that spend more than 30 per cent of their time out of the office (1.5 days per week)
- staff that are highly mobile as a fundamental part of their role (travelling or with clients)
- staff that have a need to be immediately contactable both on voice and via email. This could include staff:
 - in recognised business continuity or security roles
 - in senior executive roles
 - involved in visits or ministerial activities
 - who work in a Consular role.

The average cost of the Blackberry is \$607.00 and the ongoing cost per data plan is estimated to be \$42.00 per month.

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

4. There have been no changes since Budget Estimates 2011–12 (May 2012).

Question 60

Provision of Equipment for 2011–12

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided, the cost and what were the ongoing costs for 2011-12?
2. 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?
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive (not an inclusive list)) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

Answer

1. Austrade does not provide mobile phones to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a mobile phone to the Austrade Departmental Liaison Officer (DLO) in the office of the Minister for Trade and Competitiveness. The ongoing cost is \$30.00 – \$40.00 per month depending upon usage.
2. Austrade does not provide electronic equipment to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a notebook computer with

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accessories to the Austrade DLO in the office of the Minister of Trade and Competitiveness.

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

3. Austrade allocates staff with either a notebook computer with accessories or a desktop computer with accessories and a single monitor, depending on their business requirements. A second monitor is only issued if a business requirement is established. A notebook is generally provided to staff who are required to be mobile. All other staff are allocated a desktop computer. These are standard configurations however minor variations may apply depending on the availability of equipment at the time of purchase.

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

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

A mobile phone is only provided to staff where there is a business requirement. The total expenditure on mobile communications for 2011–12 is \$642,684.98.

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

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

Blackberrys have been provided to 120 staff members where they meet the following user profile:

- staff that spend more than 30 per cent of their time out of the office (1.5 days per week)
- staff that are highly mobile as a fundamental part of their role (travelling or with clients)
- staff that have a need to be immediately contactable both on voice and via email. This could include staff:
 - in recognised business continuity or security roles
 - in senior executive roles
 - involved in visits or ministerial activities

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- who work in a Consular role.

The average cost of the Blackberry is \$607.00 and the ongoing cost per data plan is estimated to be \$42.00 per month.

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

Question 61

Electricity purchasing

1. 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).
2. What are the department/agency electricity costs for 2011–12?
3. What are the department/agency electricity costs for this financial year to date?

Answer

1. Austrade is represented in approximately 90 locations in 50 countries. Providing details of all electricity purchasing agreements would entail a significant diversion of resources which, in these circumstances, cannot be justified.
2. Electricity costs are not recorded separately from other utilities charges in Austrade's financial system. To separate them would entail a significant diversion of resources. Total global utility charges, which include electricity, gas, water and sewerage costs were \$1.48 million in 2011–12.
3. Total global utility charges for 2012–13 to 30 September 2012 were \$0.35 million.

Question 62

Briefings for the Australian Greens and Independents financial year to date to 30 September 2012

1. Have any briefings been provided to the Australian Greens in financial year to date? If yes, please include:
 - 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.
2. Have any briefings been provided to Independents in financial year to date? If yes, please include:
 - How are briefings requests commissioned?

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- 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.

Answer

1. No.
2. No.

Question 63

Briefings for the Australian Greens and Independents during 2011–12

1. Were any briefings been provided to the Australian Greens in 2011–12? If yes, please include:
 - 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.
2. Were any briefings been provided to Independents in 2011–12? If yes, please include:
 - 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.

Answer

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

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

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

Question 64
Shredders

1. 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.
2. 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.

Answer

1. Yes, Austrade has purchased two shredders costing \$1,999.09 each in 2011–12. The shredders were determined to be more space and cost efficient than the use of a security bin service and they are used for the destruction of security classified material as required under the Australian Government Protective Security Policy Framework.
2. The shredders detailed at (1) above, were purchased in June 2012. In 2012–13, one standard office shredder has been purchased for a newly opened post at a cost of \$228.07. This shredder is to be used for the destruction of general office material.

Question 65
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.

Answer

Current Compliance Level

- Austrade is working towards achieving compliance to all 33 of the mandatory elements of the PSPF framework in respect of governance, personnel security, information and physical security. Austrade is currently compliant with nine elements.
- Work completed by Austrade to date includes:
 - development of Business Impact Level (BIL) assessments for key business areas
 - development of security training and awareness packages, including online training programs for staff
 - upgrading of physical security for IT server rooms, reception and office areas;

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- updating and enhancement of agency specific policies and procedures such as trade event security management and plans and procedures to move up to heightened security levels in case of emergency and increased threat.

What are you doing to manage risk?

- Austrade manages security risks as part of the overall Agency Risk Management Plan, consistent with the mandatory requirement of the PSPF, Governance, Element No. 6.
- Austrade also develops and maintains an Annual Agency Security Risk Assessment. In addition, Austrade implements an internal program of Post Security Risk Reviews and audits, which includes an annual assessment of Austrade's high risk posts.
- Security threats and risks are reported and identified through close liaison with agencies such as the Attorney-General's Department and the Department of Foreign Affairs and Trade.

Question 66
Office locations

Please provide a list of all office locations for all departments and agencies within the portfolio by:

- 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.

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Answer

Australian Trade Commission (Austrade)

Note: Applies to Australian leased office locations and is accurate as at 30 September 2012.

Location	Size (square metres)	Total staff (APS1 to SES 3)	Rent paid (annually)	Breakdown of rent (\$ per square metre)
Adelaide	300	10	135,736	452
Brisbane	505	15	228,462	452
Canberra	3,390	173	1,737,010	512
Darwin ¹	16	2	nil	nil
Hobart	25	2	6,861	274
Melbourne	1,000	52	568,034	568
Newcastle	27	1	15,856	587
Perth ²	373	8	299,940	804
Sydney	2,650	169	1,526,043	576
Townsville	47	1	21,265	452
Werribee ³		1		
Wollongong	15	1	9,001	600

1 The Darwin office is co-located with the NT Government under a sub-lease arrangement at no cost.

2 Since 30 September Austrade has been able to sublease some of the space in Perth.

3 This staff member is located in an ally office (Wyndham City Council) and therefore has no location details recorded.

Austrade advances Australia's international trade, investment and education interests through information, advice and services to businesses, industry and governments as well as contributes to the protection and welfare of Australians abroad through timely and responsive consular and passport services in specific locations overseas.

Question 67

Staff – public relations, communications and media

For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:

- 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 undertake and their location.

Answer

- There are three ongoing staff positions in the Media and Communications team. They comprise the media manager at APL 5 (EL2 equivalent) level and the senior media adviser and the speechwriter, both at the APL 3 (EL1 equivalent) level. The media manager coordinates the work of the media team, liaises with the Trade Minister's office and manages risk and reputation. The senior media adviser deals with media

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inquiries, writes media releases and provides media support for Austrade's international network. The speechwriter prepares all speeches and talking points for executive staff and the Minister and Parliamentary Secretary for Trade. All positions are located in Austrade's Sydney office.

- Nil.
- Nil.

Question 68
Grants Pause

- a. To date, how much of the 2012–13 budget appropriations has your department received?
- b. For 2012–13 please list each grant program your department administers, and the total funding of each program.
- c. Please list each grant program that has not been paused as part of the Government wide grants pause.
- d. Please provide the total cash value of each program that has not been paused?
- e. Please list each grant program that has currently been "paused" as part of the Government wide grants pause.
- f. Please provide the total cash value of each program that has been paused, and the total value of all grants paused?
- g. On what date did your department receive advice from the government to pause certain grants programs?
 - how was the instruction received, and from whom was it received?
- 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
- i. From what date was your department told to implement the grants pause?
 - when did it do so?
- j. Has your department been provided with information regarding when the grants pause would end?
 - if so, what was the date?
 - was your department advised if it could communicate when the grants pause would end to grant applicants?
- k. Please provide the advice your department gave to Department of Finance regarding which programs should be included in the grants pause.
- 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?
- 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.
- n. Has your department been advised by the Department of Finance of further grants pauses in the future? If so
 - when did you receive notification of future grants pauses?
 - what is the date of future grants to be paused

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- which grants programs will be paused?
 - what is total value of pauses in future grants programs?
 - when will notification of these future grants pauses be made public?
- o. How many staff are employed to administer grant programs within the department?
- p. During the Grants Pause what activities are these staff involved with?
- have staff been moved to other divisions during the grants pause?
- q. During the Grants Pause are decisions on grants being made, but applicants not being alerted?

Answer

- a. In financial year 2012–13 to 30 September 2012, Austrade has drawn down \$48.762 million of its agency appropriation, and \$19.338 million of its administered appropriation.
- b. Austrade does not administer any grants within the meaning of the Commonwealth Grant Guidelines.
- c. to q. See (b) above. Since no Austrade program was affected by the grants pause, these questions are not applicable to Austrade.

Question 69 (asked by Senator McKenzie)

Carbon Tax

1. For the financial year 2011–12, how many kilowatt hour of electricity did the department consume? What was the total cost?
2. What does this cost work out to per employee?

THE REST OF THE QUESTION RELATES TO DFAT ONLY.

Answer

1. For the financial year 2011–12, Austrade consumed 2.199 million kilowatt hours of electricity at a cost of \$0.429 million in Australia.
2. The cost in (a) above equates to \$1,020 per full time equivalent employee in Australia. However, it should be noted that a large part of electricity costs relate to computer centres in Australia which serve Austrade's global network.

Question 70

Secrecy and anti-bribery

Page 81 of proof Hansard (asked by Senator Eggleston).

1. To date, what is the total cost of legal expenses Austrade has incurred during the Secrecy court proceedings?
2. Is Austrade responsible for Ms Elizabeth Masamune's legal costs?

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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?

Answer

1. The total cost of legal expenses Austrade has incurred in relation to the Australian Federal Police investigation into Securrency and Note Printing Australia, and the subsequent Committal Hearing in the Melbourne Magistrates' Court, as at 21 November 2011, is \$168,187 over three financial years, 2010–11 to 2012–13.
2. Yes, in accordance with the Legal Services Directions.
- 3 – 9. These questions relate to matters that are currently before the court and it would not be appropriate to comment.
10. The Austrade CEO has undertaken a comprehensive review of Austrade, strengthening its strategy and governance arrangements. In August 2011, Austrade commissioned the Australia and New Zealand School of Government's Institute for Governance (ANZIG) to provide an independent review of its overall governance framework. ANZIG's report concluded that Austrade's corporate governance structures were of high quality, particularly in the area of anti-corruption training, which represented international best practice. A full copy of the ANZIG report is available on Austrade's website at <http://www.austrade.gov.au/About-Austrade/Corporate-Information/default.aspx>.

Question 71

Trade opportunities in Zimbabwe

Page 82 of proof Hansard.

What trade opportunities does Austrade see with Zimbabwe?

Answer

Austrade supports Australia's commercial interests in Zimbabwe from its office in Johannesburg, South Africa, which has responsibility for trade, investment and education development activities in southern and eastern Africa.

Foreign business confidence in Zimbabwe remains subdued as a result of political uncertainty, poor economic performance, lack of certainty in the rule of law and governance practices, as well as an under-developed financial sector. Hyperinflation has been brought under control however there remains a chronic lack of credit. Zimbabwe's high level of external debt continues to be a significant barrier to economic growth.

Zimbabwe's mineral reserves remain largely unexplored and the country has good prospects for exploration. There is potential for significant improvements in farm productivity which would allow Zimbabwe to regain its position as a net food exporter. More favourable policy settings would open opportunities for increasing commercial engagement with Zimbabwe, particularly in these sectors where Australian businesses offer world class capabilities.

A small number of Australian companies listed on the ASX are currently operating in Zimbabwe, including Rio Tinto and Cape Range. Austrade is aware of additional mining, mining equipment, business services, agribusiness and food and beverage companies considering opportunities in Zimbabwe.

Austrade welcomes the newly established Zimbabwe Australia Business Council (ZABC) as a positive step towards increasing business awareness of opportunities in Zimbabwe and for helping to rebuild business confidence. Austrade's Johannesburg-based Senior Trade Commissioner attended the re-launch of ZABC in August at the invitation of Australia's Ambassador to Zimbabwe.

Austrade also notes that since September 2002, Australia has implemented targeted autonomous sanctions against persons or entities who engage in, or have engaged in, activities that seriously undermine democracy, respect for human rights and the rule of law in Zimbabwe.