

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES, 21 November 2013

Foreign Affairs and Trade Portfolio/Austrade

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
1.	Austrade	Senator Carol Brown	Tourism Function	Please provide a copy of the letter that was sent by the Tourism Division to state and territory governments regarding the move of the tourism function into Austrade	Proof Hansard, Page 61, 21/11/13	28/1/2014	13/2/2014
2.	Austrade	Senator Carol Brown	Tourism Integration	What date was the letter sent to state and territory governments? Have any responses to that letter been received.	Proof Hansard, Page 62, 21/11/13	28/1/2014	13/2/2014
3.	Austrade	Senator Carol Brown	Tourism Integration	Has the minister received any concerns from the tourism industry about the split between domestic and international tourism?	Proof Hansard, Page 62, 21/11/13	28/1/2014	13/2/2014
4.	Austrade	Senator Carol Brown	T-QUAL Grants	On what date was it approved to discontinue the T-QUAL tourism investment grants programme?	Proof Hansard, Page 64, 21/11/13	28/1/2014	13/2/2014
5.	Austrade	Senator Carol Brown	TIRF Grants	When were the state and territories advised that the TIRF grants would not be going forward?	Proof Hansard, Page 65, 21/11/13	28/1/2014	13/2/2014
6.	Austrade	Senator Carol Brown	Tourism Grant Programmes	What is the cost the industry incurs in preparing grant applications and the cost that departments incur in launching grant rounds and receiving applications?	Proof Hansard, Page 66, 21/11/13	28/1/2014	13/2/2014
7.	Austrade	Senator Carol Brown	T-QUAL Grants review	I understood the date that Minister Cormann gave me for when he reviewed the grants, but on what date did Minister Robb decide to grant them?	Proof Hansard, Page 67, 21/11/13	28/1/2014	13/2/2014
8.	Austrade	Senator Carol Brown	T-QUAL Grant recipients	For the T-QUAL grant recipients where contracts have been entered into, have they received their grant funds yet?	Proof Hansard, Page 67, 21/11/13	28/1/2014	13/2/2014
9.	Austrade	Senator Carol Brown	Tourism – Change in Department	<ol style="list-style-type: none"> 1. Can you provide me with details of the process the department has worked through to change to the new department? 2. What was the process, what did you have to change and what has happened to stocks of paper etc that have the old title? 3. Who actually did all the changeover work, how many staff were involved and how long did it take to make all the changes? 4. Can you provide the committee with a breakdown of all the costs, including the cost of staff time, associated with the change? 	Written	28/1/2014	13/2/2014

10.	Austrade	Senator Carol Brown	Charter letters	<ol style="list-style-type: none"> 1. Has the Minister received a charter letter from the Prime Minister or is it expected that a charter letter will be received by the Minister? 2. Can you detail the division of responsibilities between the Minister, assistant Ministers and the Parliamentary Secretary(ies). 3. Are those arrangements finalised or could they change on receipt of a charter letter from the Prime Minister. 4. Where are these arrangements recorded – where can we find them. 	Written	28/1/2014	13/2/2014
11.	Austrade	Senator Carol Brown	Ministerial office budgets	<ol style="list-style-type: none"> 1. What are the funding arrangements for the Ministers' offices and the Parliamentary Secretary's office. 2. Is there a specific budget for both offices. 3. Or has a specific funding allocation been set aside within the department to meet the costs of operating the ministerial offices in the portfolio. 4. Are there administrative arrangements that apply to these budgets. 5. Obviously the Minister(s) or his office cannot spend these funds on anything they like. 6. Can you provide details of those administrative arrangements? 7. Do the same rules apply to the Parliamentary Secretary for Industry? 8. Can you advise the Committee of the arrangement for expenditure by the minister or his office on hospitality? 9. Have the minister or his office used the office budget or directly drew on departmental funds for hospitality purposes? 10. If so what are the details? 11. For example, has the Minister or his office purchased wine funded through the office budget or directly drawing on departmental funds. 12. If so, what are the details? 13. I understand that a number of Ministers, or their offices, have required new crockery and cutlery for ministerial suits? 14. Has that happened in this portfolio? 15. If so, how was it funded and how was the cost met? 16. Which budget did the funding come from – the minister's office budget or the department? 17. Can you provide me with advice of the basis for approving this sort of purchase? 	Written	28/1/2014	13/2/2014
12.	Austrade	Senator Carol Brown	Regulatory Reform	<ol style="list-style-type: none"> 1. In relation to the Government's regulatory reform policy announced before the election: 2. What methodology will this department use to calculate the cost of regulation within the portfolio? 3. The policy suggests there will be a standard approach based on a model used in Victoria. 4. The policy requires this department to establish a dedicated unit led by an officer of at least SES1 level. 5. Has the unit been established, how many staff have been assigned to this new unit and from where have the staff be redeployed? 6. Is this a full time job for these officers? 	Written	28/1/2014	13/2/2014

13.	Austrade	Senator Carol Brown	Departmental Organisation and staffing	<ol style="list-style-type: none"> 1. Can you confirm that the organisational chart on the Department of Foreign Affairs and Trade website is up to date and reflects the current structure of the department? 2. If not, what are the changes that are not reflected in that chart? 3. Where does tourism sit within the chart? 4. What was the FTE staff establishment for the department – That is, what was the establishment as at the 2013/14 budget? 5. Can you provide those FTE numbers by division? 6. Can you also provide the actual staffing levels in each division? 7. How many staff are employed on fixed term contracts or are employed on a temporary basis? 8. Have there been any appointments to the department since the election? 9. If so, who was appointed, to what position where they appointed, what was the process followed and are they permanent or fixed term appointments? 10. What will the department do to meet the Government's job cuts target? 11. Will the target be met through voluntary redundancies or with there be some compulsory redundancies as well – if so, how many job cuts will come via compulsory redundancies? 12. Has this department offered any packages to staff as a means of achieving the job cuts target? 13. Have any departmental officers been seconded to the Minister's office or the office of the Parliamentary Secretary? 14. If so, what are the details of those appointments and how were they made? 15. Are they temporary or permanent? 16. Who is paying for them – are they on the department's books or have them been engaged under the MOPS Act and are therefore on the minister's books? 	Written	28/1/2014	13/2/2014
14.	Austrade	Senator Carol Brown	Graduate Programs	<ol style="list-style-type: none"> 1. What has been the intake of graduates into the tourism division over the last three years on a graduate program? 2. What are the benefits of running this program – it is obviously important for renewal within the department. 3. Has there been any change to this program since the last election? 4. If so, what is the nature of those changes? 5. Will that mean for the department in the medium term? 	Written	28/1/2014	13/2/2014
15.	Austrade	Senator Carol Brown	National Long Term Tourism Strategy	<ol style="list-style-type: none"> 1. What is the strategy? 2. Who is a member of the working group? 3. Have there been any changes to appointments since the election and what are those changes? 4. How will the strategy be resourced or funded? Has the government indicated any changes to this? 	Written	28/1/2014	13/2/2014

16.	Austrade	Senator Carol Brown	Australian Standing Committee on Tourism (ASCOT)	<ol style="list-style-type: none"> 1. Has there been any change to the structure, membership or function of the group since the election? 2. The ASCOT Secretariat was previously provided by the Department of Resources, Energy and Tourism. Who is providing it now? 3. How many staff are on the Secretariat? Are they full time roles? If not, what are their other functions? 4. Have there been any changes to ASCOT's structure, membership (including Chair, Members or Observers), function or role? 5. What progress did ASCOT achieve in the implementation of the National Long-Term Tourism Strategy and Tourism 2020 between 2007-2013? 	Written	28/1/2014	13/2/2014
17.	Austrade	Senator Carol Brown	Tourism Grants Programs – T-QUAL and TIRF	<ol style="list-style-type: none"> 1. What day did the government announce it would review the successful T-QUAL grants announced in July 2013? 2. Who conducted the review? 3. What day was the review completed? 4. What were the findings of the review? 5. Were tourism operators, industry bodies or other stakeholders consulted? 6. If yes, what were their views? 7. Is the review publicly available? 8. If not, why not? 9. Did the department receive any feedback from grant recipients during the review process? 10. If so, what did they say? 11. Did any operators express concern 12. If so, how many. 13. If so, in which states and which projects? 14. Was there any media attention 15. If yes, did this help inform the decisions of the Minister in relation to the final decision to honour the grants? 	Written	28/1/2014	13/2/2014
18.	Austrade	Senator Carol Brown	TIRF Grants Program	<ol style="list-style-type: none"> 1. Has the department received any feedback from stakeholders in relation to the axing of the TIRF program? 2. If so, what was the nature of the feedback? 3. How many applicants contacted the department after being notified of the cuts? 4. What tourism grants program is the government planning to replace them with? 5. When can tourism operators expect to have certainty around availability of further support? 	Written	28/1/2014	13/2/2014
19.	Austrade	Senator Wong	Staffing	<ol style="list-style-type: none"> 1. How many FTE staff do you currently have employed? 2. Do you have any unfilled positions? 3. How is AUSTRADE affected by the Government's freeze on recruitment? 4. Have you been directed to reduce staffing? 	Written	28/1/2014	13/2/2014

20.	Austrade	Senator Wong	Export Market Development Grants	<ol style="list-style-type: none"> 1. The Coalition's Policy for Trade says that it will provide an initial boost of \$50 million to the program. Has this funding been provided? 2. How and when will the Government determine to provide additional funds? 3. Will new guidelines be established given this additional increase in funding? 4. Have you been asked to 'pause' grants by the Government, as they have done to other discretionary grants? 5. Applications for grants closed on 2 December – are these being processed? 6. When will the grants be announced? 	Written	28/1/2014	13/2/2014
21.	Austrade	Senator Wong	Asian Century Business Engagement Plan	<ol style="list-style-type: none"> 1. Have the grants under this plan been 'paused' by the Government, as they have done to other discretionary grants? 2. Will the new grant round proceed in full in March 2014 as scheduled? 	Written	28/1/2014	13/2/2014
22.	Austrade	Senator Dastyari	Export Market Development Grant (EMDG)	<ol style="list-style-type: none"> 1. What is the size of the annual funding pool for EMDG? 2. Briefly, what is the process for applying for an EMDG? 3. Is there an 'estimated workload' (administrative burden) for completing an EMDG application? (possibly measured in hours) 4. Do applicants typically engage professional services (such as lawyers or consultants) to assist with EMDG applications? 5. What proportion of EMDG applications are completed with professional assistance compared to those completed independently? 6. How much do firms typically pay in fees for provide professional services to assist with EMDG applications? 7. Does AusTrade promote, approve, or endorse any professional services to assist with EMDG applications? 8. What is known of the prevalence of former AusTrade staff providing professional services to assist with EMDG applications? 9. What is the estimated proportion of the total grant pool being paid in fees for professional services to assist with EMDG? Would it be above 10%? (estimates are that 15-20% of the EMDG is paid in application fees) 10. Has AusTrade considered any changes to the application process to reduce the 'estimated workload' (administrative burden) on companies applying for EMDG? 	Written	28/1/2014	13/2/2014

23.	Austrade	Senator Ludwig	Reviews	<p>1. Since 7 September 2013, how many new Reviews have been commenced? Please list them including:</p> <ol style="list-style-type: none"> a) the date they were ordered b) the date they commenced c) the minister responsible d) the department responsible e) the nature of the review f) their terms of reference g) the scope of the review h) Whom is conducting the review i) the number of officers, and their classification level, involved in conducting the review j) the expected report date k) If the report will be tabled in parliament or made public <p>2. For any review commenced or ordered since 7 September 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ol style="list-style-type: none"> a) If so, please list them, including their name and/or trading name/s and any known alias or other trading names b) If so, please list their managing director and the board of directors or equivalent c) If yes, for each what are the costs associated with their involvement, broken down to each cost item d) If yes, for each, what is the nature of their involvement e) If yes, for each, are they on the lobbyist register, provide details. f) If yes, for each, what contact has the Minister or their office had with them g) If yes, for each, who selected them h) If yes, for each, did the minister or their office have any involvement in selecting them, <ol style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur <p>3. Since 7 September 2013, what reviews are on-going? Please list them.</p> <p>4. Since 7 September 2013, have any reviews been stopped, paused or ceased? Please list them.</p> <p>5. Since Budget estimates, what reviews have concluded? Please list them.</p> <p>6. Since 7 September 2013, how many reviews have been provided to Government? Please list them and the date they were provided.</p> <p>7. When will the Government be responding to the respective reviews that have been completed?</p>	Written	28/1/2014	13/2/2014
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24.	Austrade	Senator Ludwig	Commissioned reports	a) Since 7 September 2013, how many Reports have been commissioned by the Government in your department/agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. b) How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level? c) What is the current status of each report? When is the Government intending to respond to these reports?	Written	28/1/2014	13/2/2014

25.	Austrade	Senator Ludwig	Briefings for other parties	<p>1. Have any briefings and/or provision of information have been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> a) How are briefings requests commissioned? b) What briefings have been undertaken? Provide details and a copy of each briefing. c) Provide details of what information has been provided and a copy of the information. d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e) How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. <p>2. Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> a) How are briefings requests commissioned? b) What briefings have been undertaken? Provide details and a copy of each briefing. c) Provide details of what information has been provided and a copy of the information. d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. f) Which Independents have requested briefings and/or information? <p>3. Have any briefings and/or provision of information been provided to parties other than Labor or the Greens? If yes, please include:</p> <ul style="list-style-type: none"> a) How are briefings requests commissioned? b) What briefings have been undertaken? Provide details and a copy of each briefing. c) Provide details of what information has been provided and a copy of the information. d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. f) Which parties have requested briefings and/or information? 	Written	28/1/2014	13/2/2014
26.	Austrade	Senator Ludwig	Appointments	<ul style="list-style-type: none"> a) Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members. b) What is the gender ratio on each board and across the portfolio? c) Please detail any board appointments made from 7 September to date 	Written	28/1/2014	13/2/2014

27.	Austrade	Senator Ludwig	Stationary requirements	1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from 7 September 2013 to date?	Written	28/1/2014	13/2/2014
28.	Austrade	Senator Ludwig	Media subscriptions	<p>1. What pay TV subscriptions does your department/agency have?</p> <p>a) Please provide a list of what channels and the reason for each channel.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>2. What newspaper subscriptions does your department/agency have?</p> <p>a) Please provide a list of newspaper subscriptions and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>3. What magazine subscriptions does your department/agency have?</p> <p>a) Please provide a list of magazine subscriptions and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>4. What publications does your department/agency purchase?</p> <p>a) Please provide a list of publications purchased by the department and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p>	Written	28/1/2014	13/2/2014
29.	Austrade	Senator Ludwig	Media monitoring	<p>1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date?</p> <p>a) Which agency or agencies provided these services?</p> <p>b) What is the estimated budget to provide these services for the year 2012-13?</p> <p>c) What has been spent providing these services from 7 September 2013 to date?</p> <p>2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <p>a) Which agency or agencies provided these services?</p> <p>b) What is the estimated budget to provide these services for the year 2012-13?</p> <p>c) What has been spent providing these services from 7 September 2013 to date?</p>	Written	28/1/2014	13/2/2014

30.	Austrade	Senator Ludwig	Media training	<p>1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <ol style="list-style-type: none"> Total spending on these services The number of employees offered these services and their employment classification 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) The names of all service providers engaged <p>2. For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> The name and nature of the service purchased Whether the service is one-on-one or group based The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) The total number of hours involved for all employees (provide a breakdown for each employment classification) The total amount spent on the service A description of the fees charged (i.e. per hour, complete package) <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> The location used The number of employees who took part on each occasion The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) Any costs the department or agency's incurred to use the location 	Written	28/1/2014	13/2/2014
31.	Austrade	Senator Ludwig	Communications staff	<p>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>By Department or agency:</p> <ol style="list-style-type: none"> How many ongoing staff, the classification, the type of work they undertake and their location. How many non-ongoing staff, their classification, type of work they undertake and their location How many contractors, their classification, type of work they undertake and their location How many are graphic designers? How many are media managers? How many organise events? <p>2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?</p>	Written	28/1/2014	13/2/2014

32.	Austrade	Senator Ludwig	Provision of equipment	<p>a) For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>b) For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs from 7 September 2013 to date?</p> <p>c) Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>d) 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 is provided.</p>	Written	28/1/2014	13/2/2014
33.	Austrade	Senator Ludwig	Travel Costs	<p>a) For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b) 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). Also provide a reason and brief explanation for the travel.</p> <p>c) What travel is planned for the rest of from 7 September 2013? Also provide a reason and brief explanation for the travel.</p> <p>d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>e) What is the policy for business class airfare tickets?</p> <p>f) Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.</p> <p>g) When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p> <p>h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>	Written	28/1/2014	13/2/2014

34.	Austrade	Senator Ludwig	Grants	<p>a) Could the department/agency provide an update list of all grants, including ad hoc and one-off grants from 7 September 2013 to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>b) Have all grant agreement details been published on its website</p> <p>c) Please list all grants that were approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants. Please lists which grant applicants had been contacted advising of their success. Please provide the current status of these grants. Have any of these grants been cancelled, paused, discontinued or cut?</p>	Written	28/1/2014	13/2/2014
35.	Austrade	Senator Ludwig	Government payments of accounts	<p>a) From 7 September 2013 to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?</p> <p>b) 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)</p> <p>c) 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?</p> <p>d) Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written	28/1/2014	13/2/2014
36.	Austrade	Senator Ludwig	Consultancies	<p>a) How many consultancies have been undertaken from 7 September 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>b) How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>	Written	28/1/2014	13/2/2014
37.	Austrade	Senator Ludwig	Meeting costs	<p>a) What is the Department/Agency's meeting spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total meeting spend from 7 September 2013 to date. Detail date, location, purpose and cost of each event including any</p> <p>c) catering and drinks costs.</p> <p>d) What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>e) For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	28/1/2014	13/2/2014

38.	Austrade	Senator Ludwig	Hospitality and entertainment	<p>a) What is the Department/Agency's hospitality spend for this all events including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c) What is the Department/Agency's entertainment spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>e) What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>f) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>g) What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>h) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>i) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are they?</p>	Written	28/1/2014	13/2/2014
39.	Austrade	Senator Ludwig	Public Service efficiencies	<p>1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>2. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?</p> <p>3. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?</p> <p>4. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much?</p> <p>5. Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?</p>	Written	28/1/2014	13/2/2014

40.	Austrade	Senator Ludwig	Ministerial office security classifications	<ol style="list-style-type: none"> 1. What is the policy for ministerial staff security clearances? 2. How many staffers employed by the government under the MOPS Act have security clearances? <ol style="list-style-type: none"> a. At what level? b. If not, why not? 3. How many seconded departmental officers acting in ministerial offices, including DLOs have security clearances? <ol style="list-style-type: none"> a. At what level? b. If not, why not? 	Written	28/1/2014	13/2/2014
41.	Austrade	Senator Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged For each service purchased from a provider listed under (4), please provide: <ol style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package) 5. Where a service was provided at any location other than the department or agency's own premises, please provide: <ol style="list-style-type: none"> 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 	Written	28/1/2014	13/2/2014
42.	Austrade	Senator Ludwig	Staffing reductions	<ol style="list-style-type: none"> a) How many staff reductions/voluntary redundancies have occurred from 7 September 2013 to date? What was the reason for these reductions? b) Were any of these reductions involuntary redundancies? If yes, provide details. c) Are there any plans for further staff reductions/voluntary redundancies? 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. d) If there are plans for staff reductions, please give the reason why these are happening. e) Are there any plans for involuntary redundancies? If yes, provide details. 	Written	28/1/2014	13/2/2014

43.	Austrade	Senator Ludwig	Staffing cessations	<p>a) How many ongoing staff left the department/agency from 7 September 2013 to date? What classification were these staff?</p> <p>b) How many non-ongoing staff left department/agency from 7 September 2013 to date? What classification were these staff?</p>	Written	28/1/2014	13/2/2014
44.	Austrade	Senator Ludwig	Staffing recruitment	<p>a) How many ongoing staff recruited from 7 September 2013 to date? What classification are these staff?</p> <p>b) How many non-ongoing positions exist or have been created from 7 September 2013 to date? What classification are these staff?</p> <p>c) From 7 September 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	28/1/2014	13/2/2014
45.	Austrade	Senator Ludwig	Coffee machines	<p>1. Has the department/agency purchased coffee machines for staff useage since 7 September 2013?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b) Why were coffee machines purchased?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff useage?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b) Why are coffee machines rented?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where does the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>	Written	28/1/2014	13/2/2014
46.	Austrade	Senator Ludwig	Printing	How many documents (include the amount of copies) have been printed from 7 September 2013 to date? How many of these printed documents were also published online?	Written	28/1/2014	13/2/2014

47.	Austrade	Senator Ludwig	Corporate cars	<ul style="list-style-type: none"> a) How many cars are owned by each department/agency? b) Where is the car/s located? c) What is the car/s used for? d) What is the cost of each car from 7 September 2013 to date? e) How far did each car travel from 7 September 2013 to date? 	Written	28/1/2014	13/2/2014
48.	Austrade	Senator Ludwig	Taxi costs	<ul style="list-style-type: none"> a) How much did each department/agency spend on taxis from 7 September 2013 to date? Provide a breakdown for each business group in each department/agency. b) What are the reasons for taxi costs? 	Written	28/1/2014	13/2/2014
49.	Austrade	Senator Ludwig	Hire cars	<ul style="list-style-type: none"> a) How much did each department/agency spend on hire cars from 7 September 2013 to date? Provide a breakdown of each business group in each department/agency. b) What are the reasons for hire car costs? 	Written	28/1/2014	13/2/2014
50.	Austrade	Senator Ludwig	Credit cards	<ul style="list-style-type: none"> 1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? <ul style="list-style-type: none"> a) What action is taken if the corporate credit card is misused? b) How is corporate credit card use monitored? c) What happens if misuse of a corporate credit card is discovered? d) Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken. e) What action is taken to prevent corporate credit card misuse? 	Written	28/1/2014	13/2/2014
51.	Austrade	Senator Ludwig	Electricity purchasing	<ul style="list-style-type: none"> a) What are the details of the department/agency electricity purchasing agreement? b) What are the department/agency electricity costs from 7 September 2013 to date? 	Written	28/1/2014	13/2/2014
52.	Austrade	Senator Ludwig	Ministerial briefing	<ul style="list-style-type: none"> 1) Does the department provide a regular briefing to the Minister on the activities of the department and/or any upcoming issues and/or any upcoming matters to come before the Minister? 2) In what form does that occur? 3) On what basis it that provided? 4) What title is this briefing given? 	Written	28/1/2014	13/2/2014
53.	Austrade	Senator Ludwig	Departmental senate estimates briefing	<ul style="list-style-type: none"> 1) How many officers were responsible for preparing the Minister's briefing pack for the purposes of senate estimates? 2) How many officer hours were spent on preparing that information? <ul style="list-style-type: none"> a) Please break down the hours by officer APS classification 3) Were drafts shown to the Minister or their office before senate estimates? <ul style="list-style-type: none"> a) If so, when did this occur? b) How many versions of this information were shown to the minister or their office? 4) Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ul style="list-style-type: none"> a) If so, when did this occur? b) What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c) When were the changes made? 	Written	28/1/2014	13/2/2014

54.	Austrade	Senator Ludwig	Freedom of Information	<ol style="list-style-type: none"> 1. Can the department please outline the process it under goes to assess Freedom of Information requests? 2. Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a) If so, when? b) If so, how does this occur? 3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ol style="list-style-type: none"> a) If so, which departments or agencies? b) If so, when? c) If so, how does this occur? 4. Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a) If so, when? b) If so, how does this occur? 5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a) If so, which departments or agencies? b) If so, when? c) If so, how does this occur? 6. What resources does the department commit to its Freedom of Information team? 7. List the staffing resources by APS level assigned solely to Freedom of Information requests 8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests 9. Does the department ever second addition resources to processing Freedom of Information requests? <ol style="list-style-type: none"> a) If so, please detail those resources by APS level 10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department? <ol style="list-style-type: none"> a) How does this differ to the number of officers designated as at 6 September 2013? 11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office? <ol style="list-style-type: none"> a) How does this differ to the number of officers designated as at 6 September 2013? 12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department? 	Written	28/1/2014	13/2/2014
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55.	Austrade	Senator Ludwig	Functions	<p>1. Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:</p> <ol style="list-style-type: none"> The guest list of each function The party or individual who initiated the request for the function The menu, program or list of proceedings of the function A list of drinks consumed at the function <p>2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office</p>	Written	28/1/2014	13/2/2014
56.	Austrade	Senator Ludwig	Red tape reduction	<p>1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?</p> <ol style="list-style-type: none"> What is the progress of that red tape reduction target <p>2. How many officers have been placed in those units and at what level?</p> <p>3. How have they been recruited?</p> <p>4. What process was used for their appointment?</p> <p>5. What is the total cost of this unit?</p> <p>6. Do members of the unit have access to cabinet documents?</p> <p>7. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.</p>	Written	28/1/2014	13/2/2014