

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS
ATTORNEY-GENERAL'S DEPARTMENT

Portfolio

Question No. 159

Senator Humphries asked the following question at the hearing on 24 May 2012:

Travel Costs

- 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).
- 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).
- c) 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 this monitored? If the guidelines are not being followed, please explain why.
- d) 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.
- e) 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.

The answer to the honourable senator's question is as follows:

See below:

Attorney-General's Department

a)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------------|---|
| Short Term Vehicle Hire | | N/A |
| Domestic Travel Allowance & Motor Vehicle Allowance | | |
| Overseas Airfares | Economy | |
| | Business/First | \$27,691.74 |
| Domestic Airfares | Economy | |
| | Business | |
| Domestic Accommodation | | |
| Overseas Travel Allowance and Accommodation | | \$7,341.27 |
| Total (YTD) | | \$35,033.01 |

b)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|--|---|
| Short Term Vehicle Hire (includes taxi) | | \$526,023.41 |
| Domestic Travel Allowance & Motor Vehicle Allowance | | \$662,939.03 |
| Overseas Airfares | Economy/Business split not readily available | \$1,297,473.21 |
| | | |
| Domestic Airfares | Economy/Business split not readily available | \$1,433,477.91 |
| | | |
| Domestic Accommodation | | \$323,422.95 |
| Overseas Travel Allowance and Accommodation | | \$289,489.23 |
| Total (YTD) | | \$4,532,825.74 |

c) Yes the department follows the government's guidelines. The travel management company offers both LPF on domestic and IBFoD on international travel against each booking.

d) The department provides membership to Qantas Club and Virgin Lounge for 76 current employees; 23 x SES employees, 16 x EL2 or equivalents, 23 x EL1 or equivalents and 12 x APSL5/6. Two SES staff have entitlements to both Qantas Club and Virgin Lounge. SES have an entitlement to the memberships, non-SES employees are required to undertake 16 flight sectors per calendar year and have their membership approved by their Division Head/Group Manager.

Qantas Club costs \$275 per year, plus a \$210 joining fee, when joining for the first time. Virgin Lounge memberships cost \$249 for one year with a \$199 joining fee when joining for the first time.

e) No

Administrative Appeals Tribunal

a) N/A – portfolio level response only.

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|-----------------------|---|
| Short Term Vehicle Hire | | \$3,256.89 |
| Domestic Travel Allowance & Motor Vehicle Allowance | | \$159,644.86 |
| Overseas Airfares | Economy | Nil |
| | Business | Nil |
| Domestic Airfares | Economy and Business* | \$164,267.55 |
| Domestic Accommodation | | \$69,478.77 |
| Overseas Travel Allowance and Accommodation | | Nil |
| Total (YTD) | | \$396,648.07 |

* The Tribunal does not record travel data in a way that would readily allow airfare data to be provided by class type in answer to this question. The work required to provide this level of detail would involve unreasonable diversion of agency resources.

c) The lowest practical fare guidelines are followed. The Tribunal's travel management company assists in managing compliance by requiring travellers to enter a reason for not selecting the lowest fare within the period around their desired departure time. A report is provided to the CFO each month detailing lowest fare compliance rates and reasons for not using the lowest fare available.

| Annual Memberships (\$) | Virgin Blue | Qantas Club |
|---------------------------|-------------|-------------|
| Joining Fee (one off fee) | N/A | \$190.91 |
| One Year | N/A | \$250.00 |
| Two Years | N/A | \$413.64 |

The Tribunal provides memberships to 10 staff:

- Registrar
- SES1 x 2
- EL2 x 2
- EL1 x 4
- APS6 x 1

A number of other Members and staff have availed themselves of memberships on a full cost recovery basis as part of salary packaging arrangements. Fees paid (excluding those recoverable through salary packaging) for the year to date total \$1,431.82 ex-GST.

e) No.

Australian Crime Commission

- a) N/A
- b) The ACC does not record travel data in a way that would readily allow answers to be provided to this question. Effort to provide this level of detail would involve unreasonable diversion of agency resources. The table below outlines the expenditure YTD April 2012 by airfares, accommodation and travel allowance.

| | |
|------------------|-------------|
| airfares | \$891,200 |
| accommodation | \$384,722 |
| travel allowance | \$394,454 |
| TOTAL | \$1,670,376 |

c) 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 are being followed. This is monitored through the agency's on line booking tool, where travellers who do not select the lowest practical fare or best fare of the day are required to provide a reason, in accordance with those listed in the Finance Circular, as to why they did not select that fare. Quarterly travel reporting also presents information to delegates on lowest practical fare/best fare compliance.

d) Yes. Qantas or Virgin. A total of 55 ACC officers have airline lounge memberships paid for by the ACC, and they are EL2 level and above. Under the agency's Travel Policy, the costs of airline lounge memberships may be paid for by the ACC where it can be demonstrated that, based on genuine travel requirements and, there are benefits to the operational and support activities of the agency. As a guide, a minimum of twelve (12) completed trips per annum may justify an airline lounge membership. Some of the lounge memberships are due to senior staff entitlement. Membership is \$250 ex GST per year.

e) Support or administrative staff (such as an Executive Assistant) do not usually travel with SES staff. No instances have been identified for the YTD ending 30 April 2012.

Australian Commission for Law Enforcement Integrity

a) Not applicable

b), c), d), e), f) There have been no changes since Additional Estimates 2011-12 (February 2012)

Australian Customs and Border Protection Services

a)

| Description | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) | |
|---|---|---|
| Short Term Vehicle Hire | - | |
| Domestic Travel Allowance & Motor Vehicle Allowance | - | |
| Overseas Airfares | Economy | - |
| | Business | - |
| Domestic Airfares | Economy | - |
| | Business | - |
| Domestic Accommodation | - | |
| Overseas Travel Allowance and Accommodation | - | |
| Total (YTD) | - | |

b)

| Description | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) | |
|---|---|-----------|
| Short Term Vehicle Hire | 351,125 | |
| Meals and other travel expenses (domestic) | 4,073,838 | |
| Overseas Airfares | Economy | 204,917 |
| | Business | 906,227 |
| Domestic Airfares | Economy | 4,215,592 |
| | Business | 1,544,748 |
| Domestic Accommodation | 4,890,455 | |
| Overseas Travel Allowance and Accommodation | 509,692 | |
| Total (YTD) | 16,696,594 | |

c) Yes. The travel management company offers both LPF on domestic and IBFoD on international travel against each booking. Codes are recorded against each booking which indicates that the fare booked is in aligned with the policies. In addition Customs and border Protections internal domestic travel system also records the reason codes selected when booking fares against the LPF policy.

d) Currently there are 773 lounge memberships provided to Customs and Border Protection employees of various classifications (755 Qantas Club memberships and 18 Virgin Australia memberships). Lounge Memberships (either Qantas Club or Virgin Blue) are provided to SES as an entitlement under their individual employee agreements. As outlined in Customs and Border Protection's current Enterprise Agreement CL5 and CL4 employees under are entitled to one lounge membership when they are required to travel. Other employees can request one lounge membership on the basis that they can demonstrate travel of at least 16 sectors (flights) per year. The total cost of current lounge memberships is \$359,147 including GST.

e) Customs and Border Protection SES officers are not accompanied by support or administrative staff while travelling.

Australian Federal Police

- a) Not applicable.
- b) To attempt to provide the requested detail for each trip would involve an unreasonable diversion of AFP resources. However, below is a summary of travel costs for the financial year to date up to 30 April 2012.

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Overseas Airfares | Economy | \$4,232,093 |
| | Business | \$1,368,145 |
| Domestic Airfares | Economy | \$4,575,309 |
| | Business | \$306,367 |
| Domestic Accommodation | | \$8,158,011* |
| Overseas Travel Allowance and Accommodation | | \$170,013** |

*Accommodation includes both domestic and international as to provide this level of detail separately would involve an unreasonable diversion of AFP resources

** Meals (international – but may contain some domestic) – AFP does not provide a per diem for international travel

- c) Yes. It is monitored by delegates when approving travel requests. In addition, the AFP's Travel Manager monitors bookings on a daily basis.
- d) See below

| Lounge Memberships paid for the AFP 1 July 2011 – 30 April 2012 | | |
|--|---------------|-------|
| QANTAS CLUB | VIRGIN LOUNGE | OTHER |
| 180 | 2 | 2 |

| No of Employee and Classification Provided with Lounge Membership | | | | | | |
|---|-----|--|---|------------------------|------------------|-------------------------------------|
| Total provided | SES | Superintendent or equivalent and above | Overseas Senior Liaison Officers (Band 3-9) | Sergeant or equivalent | Protection Teams | Operational Requirement (Bands 3-7) |
| 184 | 13 | 82 | 8 | 6 | 33 | 42 |

| Costs of Providing Lounge Membership | | |
|--------------------------------------|-----------------|-------------|
| Type | Number and Cost | Membership |
| | 138 x \$275 | Qantas Club |

| | | |
|------------------------|----------------------|------------------|
| Renewals | 1 x \$249 | Virgin Lounge |
| New members | 36 x \$485 | Qantas Club |
| | 1 x \$850 | Qantas Club |
| | 1 x \$385 | Virgin Lounge |
| Priority Pass | 1 x \$412/ 1 x \$385 | Various Airlines |
| Tier status changes | 3 x \$460 | Qantas Club |
| Transfer of membership | 2 x \$40 | Qantas Club |

- e) Yes, on a few occasions when the trip is justified for AFP purposes. To attempt to provide the requested detail for each trip would involve an unreasonable diversion of AFP resources.

Australian Government Solicitor (AGS)

a) Not applicable - AGS employees have not accompanied the Attorney-General (or other Ministers) on travel in the financial year to 30 April 2012.

b) AGS's records for travel costs for 2011-12 to 30 April 2012 show a figure of approximately \$1.47m. This includes both travel by AGS employees for the purpose of client business (which is generally reimbursed by AGS clients) and also for internal purposes. It includes airfares, accommodation, car hire, taxis, parking, meals and other expenses.

AGS does not record travel data in a way that would readily allow answers on the further details sought. To attempt to provide this level of detail would involve an unreasonable use of AGS resources.

AGS's Employment Agreement provides that travel should be in economy class, except where the circumstances of the flight justify a higher class or where senior employees had entitlements carried over in 1999 when AGS was established as a separate agency outside the public service.

c) As a government business enterprise AGS is not subject to the travel policies enunciated in Finance Circulars 2009/10 and 2009/11. However, as a matter of internal policy, AGS seeks to secure the lowest airfare available on the day the travel is booked where practical to do so.

d) As at 30 April 2012, 80 employees had Qantas Club memberships funded by AGS. As a government business enterprise, AGS has a broadband classification structure which is significantly different from that for APS agencies. Of the 80 Qantas Club memberships, 65 were for lawyers and 15 were for business support. Qantas Club membership may be provided to an AGS employee for business purposes where the employee is required to undertake significant amounts of work travel. For the financial year 2011-12 to 30 April 2012, AGS paid \$20,400 to fund Qantas Club memberships for its employees.

e) AGS does not have Senior Executive Service (SES) employees. AGS's most senior employees are classified as either Senior Executive Lawyers (if working in a legal capacity) or Senior Executives (if working in a business support role). For the purposes of answering this question, these senior employees are referred to as 'SES equivalents'. On occasions, support or administrative staff may accompany an SES equivalent when they travel where there is a business reason to do so - for example, as part of a legal team working on a legal matter.

AGS does not record travel data in a way that would readily allow the calculation of the total travel costs of AGS support staff. To attempt to do so would involve an unreasonable use of AGS resources.

Australian Human Rights Commission

a) Not applicable.

b)

| Description | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|---|
| Short Term Vehicle Hire | \$19,250 |
| Domestic Travel Allowance (including Accommodation) & Motor Vehicle Allowance | \$270,539 |
| Overseas Airfares (all classes)* | \$212,174 |
| Domestic Airfares (all classes)* | \$198,971 |
| Domestic Accommodation | n/a |
| Overseas Travel Allowance and Accommodation | \$65,885 |
| Total (YTD) to 30 April 2012 | \$766,819 |

* The Commission does not record travel data in a way that would readily enable travel class to be determined. The Commission's policy is that staff and Statutory Office Holders travel economy class in Australia.

c) Yes. Adherence to these guidelines is monitored by the delegate approving the travel itinerary and associated expenses.

d)

| Annual Memberships (\$) | Virgin Blue | Qantas Club |
|---------------------------|-------------|-------------|
| Joining Fee (one off fee) | Nil | \$1470.00 |
| One Year | Nil | \$1925.00 |
| Two Years | Nil | \$4035.00 |
| Four Years | Nil | \$820.00 |

AHRC has paid for 17 Qantas lounge memberships, 16 at classification EL2 and 1 at classification EL1 to enable officers to conduct business whilst in transit. The total cost of the lounge memberships is \$8250.00

e) No.

Australian Institute of Criminology

a)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Short Term Vehicle Hire | | N/A |
| Domestic Travel Allowance & Motor Vehicle Allowance | | N/A |
| Overseas Airfares | Economy | N/A |
| | Business | N/A |
| Domestic Airfares | Economy | N/A |
| | Business | N/A |
| Domestic Accommodation | | N/A |
| Overseas Travel Allowance and Accommodation | | N/A |
| Total (YTD) | | N/A |

b)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Short Term Vehicle Hire | | \$1156.12 |
| Domestic Travel Allowance (including Accommodation) & Motor Vehicle Allowance | | \$69451.75 |
| Overseas Airfares (all classes) | Economy | \$20326.49 |
| | Business | |
| Domestic Airfares (all classes) | Economy | \$64927.62 |
| | Business | |
| Domestic Accommodation | | n/a |
| Overseas Travel Allowance and Accommodation | | \$7987.62 |
| Total (YTD) | | \$163849.60 |

c) The Government's Lowest Practical Fare travel policy for Domestic Air Travel and Best Fare of the Day for International Air Travel guidelines are being followed by the OAIC. Adherence to these guidelines is monitored by the delegate approving the travel itinerary and associated expenses.

d)

| Annual Memberships (\$) | Virgin Blue | Qantas Club |
|---------------------------|-------------|-------------|
| Joining Fee (one off fee) | Nil | Nil |
| One Year | Nil | Nil |
| Two Years | Nil | \$435 |

The OAIC has paid for 1 Qantas lounge membership for the Assistant Commissioner – Policy to enable the Assistant Commissioner to conduct business whilst in transit. The cost of this membership was \$435.00 for 2 years.

e) When SES employees of the OAIC travel, no support or administrative staff accompany them.

Australian Law Reform Commission

a)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Short Term Vehicle Hire | | N/A |
| Domestic Travel Allowance & Motor Vehicle Allowance | | N/A |
| Overseas Airfares | Economy | N/A |
| | Business | N/A |
| Domestic Airfares | Economy | N/A |
| | Business | N/A |
| Domestic Accommodation | | N/A |
| Overseas Travel Allowance and Accommodation | | N/A |
| Total (YTD) | | N/A |

b)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Short Term Vehicle Hire | | 1,150.50 |
| Domestic Travel Allowance & Motor Vehicle Allowance | | 4,209.41 |
| Overseas Airfares | Economy | NIL |
| | Business | NIL |
| Domestic Airfares | Economy | 18,114.30 |
| | Business | 2,110.37 |
| Domestic Accommodation | | 3,690.31 |
| Overseas Travel Allowance and Accommodation | | NIL |
| Total (YTD) | | 29,274.89 |

- c) The Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) is followed as per the ALRC's Travel Policy. All bookings are with the WOG travel provide QBT. This is monitored through our approvals process as stipulated in the ALRC's Travel Policy.

d)

| Annual Memberships (\$) | Virgin Blue | Qantas Club |
|---------------------------|-------------|-------------|
| Joining Fee (one off fee) | | 427.30 |
| One Year | | |
| Two Years | | |

This is part of the Executive Director's remuneration package. Executive Director is at SES Band 1.

- e) When SES employees travel, no support or administrative staff (such as an Executive Assistant) travel with them.

Australian Security Intelligence Organisation

a) – e) For operational security reasons, it would be inappropriate to provide a breakdown of ASIO's travel costs.

AUSTRAC

a) Not Applicable

b)

| Description | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) | |
|---|---|---------|
| Short Term Vehicle Hire | 290 | |
| Domestic Travel Allowance & Motor Vehicle Allowance | 274,869 | |
| Overseas Airfares | Economy | 78,901 |
| | Business | 370,691 |
| Domestic Airfares | Economy | 196,166 |
| | Business | 3,702 |
| Domestic Accommodation | 85,277 | |
| Overseas Travel Allowance and Accommodation | 381,805 | |
| Total (YTD) | 1,391,701 | |

c) Yes, both Finance Circular No 2009/10 and 2009/11 are followed. The policies are available on the agency intranet and delegates are required to comply with the policy when booking travel. The agency monitors compliance with these guidelines through internal reporting processes. Analysis is also available through the external travel provider.

d)

| Annual Memberships (\$) | Virgin Blue | Qantas Club |
|---------------------------|-------------|-------------|
| Joining Fee (one off fee) | 0 | 0 |
| One Year | 0 | 3,025 |
| Two Years | 0 | 0 |

AUSTRAC does provide lounge membership to its employees.

Qantas Club membership is provided in limited circumstances to frequent non-SES travellers who undertake 24 or more flight sectors per annum. Membership is also provided to SES officers.

Cost per membership \$275.

SES 10

Non SES 1

e. Administrative and/or support staff do not accompany SES officers when travelling.

CrimTrac

a)

| CrimTrac 30 April 2012 YTD Travel Accompanying Minister/Secretary | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|--|----------|---|
| Short Term Vehicle Hire | | Nil |
| Domestic Travel Allowance & Motor Vehicle Allowance | | Nil |
| Overseas Airfares | Economy | Nil |
| | Business | Nil |
| Domestic Airfares | Economy | Nil |
| | Business | Nil |
| Domestic Accommodation | | Nil |
| Overseas Travel Allowance and Accommodation | | Nil |
| Total (YTD) | | Nil |

b)

| CrimTrac 30 April 2012 YTD Travel | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|--|---|
| Short Term Vehicle Hire (inc. Taxis) | | 28,328 |
| Domestic Travel Allowance & Motor Vehicle Allowance | | 45,813 |
| Overseas Airfares | Economy/Business split not readily available | 49,705 |
| | | |
| Domestic Airfares | Economy/Business split not readily available | 103,633 |
| | | |
| Domestic Accommodation | | 54,187 |
| Overseas Travel Allowance and Accommodation | | 8,136 |
| Total (YTD) | | 289,802 |

c) Yes. The policies are monitored via monthly usage reports from the travel management company which provide information on airfare selection.

d) No lounge memberships have been provided to CrimTrac employees other than lounge memberships salary packaged by CrimTrac employees at no cost to CrimTrac.

e) No.

Family Court of Australia

Note: Departmental officers excludes Judges

a)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Short Term Vehicle Hire | | nil |
| Domestic Travel Allowance & Motor Vehicle Allowance | | nil |
| Overseas Airfares | Economy | nil |
| | Business | nil |
| Domestic Airfares | Economy | nil |
| | Business | nil |
| Domestic Accommodation | | nil |
| Overseas Travel Allowance and Accommodation | | nil |
| Total (YTD) | | nil |

b)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|--|----------|---|
| Short Term Vehicle Hire | | 26,086 |
| Domestic Accommodation, Travel Allowance & Motor Vehicle Allowance | | 695,878 |
| Overseas Airfares | Economy | 1,694 |
| | Business | 59,010 |
| Domestic Airfares | Economy | 288,348 |
| | Business | 81,342 |
| Overseas Travel Allowance and Accommodation | | 26,087 |
| Total (YTD) | | 1,178,445 |

c) Yes, 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 are being followed. Our travel provider offers fares to Departmental officers in accordance with the Government's travel policy and guidelines, and assists the Court to monitor compliance, by providing frequent and extensive reporting and analysis.

d) Yes, lounge memberships are provided.

| Annual Memberships (\$) | Virgin Blue | Qty | Total Cost | Qantas Club | Qty | Total Cost |
|---------------------------|-------------|----------|-----------------|-------------|-----------|-----------------|
| Joining Fee (one off fee) | | | | \$200 | 2 | \$400 |
| One Year | \$249.00 | 1 | \$249.00 | \$275 | 14 | \$3,850 |
| Two Years | | | | \$455 | 19 | \$8,645 |
| TOTAL | | 1 | \$249.00 | | 35 | \$12,895 |

Classification: 10 x EL1, 16 x EL2, 3 x SES, 2 x APS 5, and 4 x APS6

Reason for the provision of lounge membership: Lounge membership is provided either as part of remuneration or as these staff frequently travel for the Court (or both).

e) No, support or administrative staff (such as an executive assistant) do not usually travel with SES officers.

Federal Court of Australia

a) N/A

b)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Short Term Vehicle Hire | | 0 |
| Domestic Travel Allowance & Motor Vehicle Allowance | | 528,518 |
| Overseas Airfares | Economy | 0 |
| | Business | 0 |
| Domestic Airfares | Economy | 499,117 |
| | Business | 20,430 |
| Domestic Accommodation | | 153,259 |
| Overseas Travel Allowance and Accommodation | | 0 |
| Total (YTD) | | 1,201,324 |

c) Yes. It is monitored through information provided by the Court's travel provider.

d)

| Annual Memberships (\$) | Virgin Blue | Qantas Club |
|---------------------------|-------------|-------------|
| Joining Fee (one off fee) | | |
| One Year | | 2 x \$275 |
| Two Years | | 14 x \$455 |

The staff involved are EL, EL1 and FCS6. Memberships are provided to these staff members who travel very frequently in the course of their duties.

e) No.

Federal Magistrates Court of Australia

Note: Departmental officers excludes Magistrates

a)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Short Term Vehicle Hire | | nil |
| Domestic Travel Allowance & Motor Vehicle Allowance | | nil |
| Overseas Airfares | Economy | nil |
| | Business | nil |
| Domestic Airfares | Economy | nil |
| | Business | nil |
| Domestic Accommodation | | nil |
| Overseas Travel Allowance and Accommodation | | nil |
| Total (YTD) | | nil |

b)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|--|----------|---|
| Short Term Vehicle Hire | | 15,709 |
| Domestic Accommodation, Travel Allowance & Motor Vehicle Allowance | | 310,620 |
| Overseas Airfares | Economy | nil |
| | Business | nil |
| Domestic Airfares | Economy | 104,858 |
| | Business | 9,311 |
| Overseas Travel Allowance and Accommodation | | nil |
| Total (YTD) | | 440,498 |

c) Yes, 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 are being followed. Our travel provider offers fares to Departmental officers in accordance with the Government's travel policy and guidelines, and assists the Court to monitor compliance, by providing frequent and extensive reporting and analysis.

d) Yes, lounge memberships are provided.

| Annual Memberships (\$) | Virgin Blue | Qantas Club | Qty | Total Cost (\$) |
|---------------------------|-------------|-------------|----------|-----------------|
| Joining Fee (one off fee) | | | | |
| One Year | | \$275 | 2 | 550 |
| Two Years | | | | |
| TOTAL | | | 2 | 550 |

Classification: 1 x EL1, and 1 x EL2

Reason for the provision of lounge membership: Lounge membership is provided either as part of remuneration or as these staff frequently travel for the Court (or both).

e) No, support or administrative staff (such as an executive assistant) do not usually travel with SES officers.

High Court of Australia

a)

| Description | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|--|---|
| Domestic Travel, Accommodation and Motor Vehicle Allowance | nil |
| Overseas Airfares | nil |
| Domestic Airfares | nil |
| Domestic Accommodation | nil |
| Overseas Travel Allowance and Accommodation | nil |
| Total (YTD) | nil |

b)

| Description | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|--|---|
| Domestic Travel, Accommodation and Motor Vehicle Allowance | 169,865 |
| Overseas Airfares | 3,330 |
| Domestic Airfares | 172,071 |
| Overseas Travel Allowance and Accommodation | 2,625 |
| Total (YTD) | 347,891 |

c) Not applicable – The High Court of Australia is not subject to the *Financial Management and Accountability Act 1997*.

d) Qantas club lounge membership is provided to all SES employees (there are 4 SES employees). This lounge membership is an employment entitlement. The average cost per year per employee is \$338 (excluding GST).

e) No.

Insolvency and Trustee Service Australia

a)

| Description | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) | |
|---|---|-----|
| Short Term Vehicle Hire | N/A | |
| Domestic Travel Allowance & Motor Vehicle Allowance | N/A | |
| Overseas Airfares | Economy | N/A |
| | Business | N/A |
| Domestic Airfares | Economy | N/A |
| | Business | N/A |
| Domestic Accommodation | N/A | |
| Overseas Travel Allowance and Accommodation | N/A | |
| Total (YTD) | N/A | |

b)

| Description | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) | |
|---|---|-----------|
| Short Term Vehicle Hire | | |
| Domestic Travel Allowance & Motor Vehicle Allowance | | |
| Overseas Airfares | Economy | \$7,489 |
| | Business | \$21,397 |
| Domestic Airfares | Economy | \$429,647 |
| | Business | \$58,294 |
| Domestic Accommodation | | |
| Overseas Travel Allowance and Accommodation | | |
| Total (YTD) | \$516, 827 | |

Travel

allowance is payable to employees for accommodation, food, beverages, gifts and entertainment, when travelling. A breakdown of expenditure on accommodation, meals and other travel expenses is not available.

All travel is booked in accordance with ITSA's procedural rules, whereby officials are entitled to the following class of travel:

Domestic: Non SES – Economy

Domestic: SES – Business Class with the expectation that Economy will be used for short journeys

Overseas: SES/Non SES - Business Class

An official's class of travel may be upgraded

c) Wherever possible employees take the most direct route when travelling. All travel is booked in accordance with ITSA's Procedural Rules and the 'Use of the Best Fare of the Day (BFOD) for Official Travel' Finance Circular, to minimise costs and time for employees and the agency.

d) Qantas Club lounge memberships are available to all National Managers and SES at ITSAs' expense.

National Managers may also approve QANTAS Club corporate membership at ITSA expense for non-SES staff (all APS levels) if officials are travelling more than 10

return trips per annum. The cost for each employee to hold a Qantas Club membership for a 12 month period including a one off joining fee. is \$620.00

| Annual Memberships (\$) | Virgin Blue | Qantas Club |
|---------------------------|-------------|-------------|
| Joining Fee (one off fee) | 1 x \$330 | 5 x \$210 |
| One Year | 1 x \$420 | 16 x \$275 |
| Two Years | nil | nil |

e) Support or administrative staff do not travel with SES officers.

Office of Parliamentary Counsel

a) N/A

b)

| Description | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|---|
| Short Term Vehicle Hire | |
| Domestic Travel Allowance & Motor Vehicle Allowance | 19,372 |
| Overseas Airfares (Total) | Economy |
| | Business |
| Domestic Airfares (Total) | Economy |
| | Business |
| Domestic Accommodation | |
| Overseas Travel Allowance and Accommodation | 3,144 |
| Total (YTD) | 62,580 |

c) Yes. Travel is booked centrally and on-line following approval. If the lowest practical fare is not chosen, the reason is documented in the travel system.

d) No

| Annual Memberships (\$) | Virgin Blue | Qantas Club |
|---------------------------|-------------|-------------|
| Joining Fee (one off fee) | | |
| One Year | | |
| Two Years | | |

e) No

National Native Title Tribunal

a)

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Short Term Vehicle Hire | | N/A |
| Domestic Travel Allowance & Motor Vehicle Allowance | | N/A |
| Overseas Airfares | Economy | N/A |
| | Business | N/A |
| Domestic Airfares | Economy | N/A |
| | Business | N/A |
| Domestic Accommodation | | N/A |
| Overseas Travel Allowance and Accommodation | | N/A |
| Total (YTD) | | N/A |

b) Travel cost for the period 1 July 2011 to 30 April 2012

| Description | | Exclusive of GST & Inclusive of Taxes, if Applicable (\$) |
|---|----------|---|
| Short Term Vehicle Hire | | |
| Domestic Travel Allowance & Motor Vehicle Allowance | | \$ 172,884 |
| Overseas Airfares | Economy | 0 |
| | Business | 0 |
| Domestic Airfares | Economy | \$163,276 |
| | Business | \$112,887 |
| Domestic Accommodation | | 0 |
| Overseas Travel Allowance and Accommodation | | 0 |
| Total (YTD) | | \$449,047 |

The officers who usually travel business class are the Registrar, President, Tribunal Members and SES officers (Director of Operations West and Director of Operations East). Frequently travel taken by these officers is long-haul. All those officers also travel in economy class, for 'short-haul' eastern states travel.

c) Yes, the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) guidelines are followed. The principle of 'lowest practical fare' is incorporated into the NNTT's travel policy and procedures. The NNTT's Travel Management Services are provided under a Deed of Standing Offer Arrangement and all travel arrangements are made on an online booking tool. Any arrangements made outside of the online booking tool incurs additional charges and is monitored by the NNTT's finance team.

d)

| Annual Memberships (\$) | Virgin Blue | Qantas Club |
|---------------------------|-------------|-------------|
| Joining Fee (one off fee) | | |
| One Year | | \$535 |
| Two Years | | |

The NNTT provides lounge membership for the two SES officers. The NNTT has provided lounge membership to two employees up to end of April 2012. The classification levels of the staff members are two Executive Level employees. Lounge membership may be provided to staff due to extended transit, or to facilitate preparation for meetings for which they are travelling.

e) No, SES staff are not accompanied by any support or administrative staff when they travel.

The Office of the Director of Public Prosecutions (CDPP)

a) N/A

b) For the FYTD the total cost of travel undertaken by CDPP employees was \$685,456.59 (incl GST).

Data is not readily accessible to provide the detail and split of costs as requested in the question. To provide this level of detail would involve an unreasonable diversion of departmental resources.

c) Government policy states that staff are to utilise the best fare or the lowest practical fare of the day for air travel. The CDPP applies this policy.

d) Yes, Qantas Club Memberships (QCM). 50 employees currently have QCM. Of these 50 employees, 24 have complimentary memberships i.e. Gold, Silver or Platinum status. The classification of the remaining 26 employees is tabled below.

There is a joining fee of \$210 and annual membership is \$275 (GST inc). SES staff are entitled to lounge memberships. Non-SES staff are required to meet work related criteria before they are approved to have QCM.

| CLASSIFICATION | |
|-----------------------|-----------|
| SES | 13 |
| SLO | 1 |
| EL 2 | 1 |
| EL1 | 3 |
| APS 6 | 1 |
| APS 5 | 1 |
| LO2 | 3 |
| LO1 | 3 |
| TOTAL | 26 |

e) No.