

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS

ATTORNEY-GENERAL'S DEPARTMENT

Portfolio

Question No. 112

Senator Humphries asked the following question at the hearing on 16 October 2012:

Travel Costs

1.

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 the department/agency following the advice? 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.

2.

a) 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).

b) 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).

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

See Below:

Attorney-General's Department

a) Nil

b) Travel for Departmental officers

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		227,067
Domestic Travel Allowance & Motor Vehicle Allowance		278,963
Overseas Airfares	Economy/Business split not readily available	271,295
Domestic Airfares	Economy/Business split not readily available	473,176
Domestic Accommodation		Included in travel allowance
Overseas Travel Allowance and Accommodation		102,177
Total (YTD)		1,352,678

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 53 current employees: 19 SES employees, 11 EL2 or equivalents, 12 EL1 or equivalents, 9 APSL5/6 and 1 APSL4. One SES staff has an entitlement 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 \$290 per year, plus a \$220 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

2.

a) Nil

b) Travel for Departmental officers

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		625,200
Domestic Travel Allowance & Motor Vehicle Allowance		1,302,291
Overseas Airfares	Economy/Business split not readily available	1,726,488
Domestic Airfares	Economy/Business split not readily available	1,868,002
Domestic Accommodation		Included in travel allowance
Overseas Travel Allowance and Accommodation		316,710
Total (YTD)		5,838,691

Federal Court of Australia

1.

a) Nil

b) Travel for Departmental officers – 1 July 2012 to 30 September 2012

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$1,624
Domestic Travel Allowance & Motor Vehicle Allowance		\$142,427
Overseas Airfares	Economy/Business split not readily available	\$0
Domestic Airfares	Economy/Business split not readily available	\$117,962
Domestic Accommodation		\$18,825
Overseas Travel Allowance and Accommodation		\$0
Total		\$280,838

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)	Nil	Nil
One Year	Nil	4 x \$275
Two Years	Nil	6 x \$455

The staff involved are EL2 x 2, EL1 x 4 and FCS6 x 2. Memberships are provided to these staff members who travel very frequently in the course of their duties.

e) No

2.

a) Nil

b) Travel for Departmental officers – 2011-12 Financial Year

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$4,854
Domestic Travel Allowance & Motor Vehicle Allowance		\$537,499
Overseas Airfares	Economy/Business split not readily available	\$0
Domestic Airfares	Economy/Business split not readily available	\$556,504
Domestic Accommodation		\$170,392
Overseas Travel Allowance and Accommodation		\$0
Total		\$1,269,249

Australian Law Reform Commission

1.

a) Nil

b) Travel for Departmental officers – 1 July 2012 to 30 September 2012

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$2,242.74
Domestic Travel Allowance & Motor Vehicle Allowance		\$1,443.80
Overseas Airfares	Economy/Business split not readily available	0
Domestic Airfares	Economy/Business split not readily available	\$5,678.42
Domestic Accommodation		\$2,250.67
Overseas Travel Allowance and Accommodation		
Total		\$11,615.63

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 by the ALRC. The ALRC's WOGT supplier ensures that the ALRC always books travel with lowest practical fare and gives us the best fare of the day, whenever possible. Forward planning for travel assists this process.

d) Lounge membership is provided to two employees. Qantas club membership is provided to 1 Commissioner (SES Band 2) and to the Executive Director (SES Band 1) as part of their employment agreements to facilitate the substantial travel that they do on behalf of the ALRC and to assist in their ability to work while on route. Cost is \$485 per annum, per membership.

e) No. When SES employees travel, support or administrative staff do not travel with them.

2.

a) Nil

b) Travel for Departmental officers – 2011-12 Financial Year

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$10,505.03
Domestic Travel Allowance & Motor Vehicle Allowance		\$6,101.76
Overseas Airfares	Economy/Business split not readily available	
Domestic Airfares	Economy/Business split not readily available	\$22,459.02
Domestic Accommodation		\$8,839.28
Overseas Travel Allowance and Accommodation		0
Total		\$47,905.09

Family Court of Australia

Note: Departmental officers excludes Judges

1.

a) Nil

b) FYTD end 30 September 2012

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		\$5,141
Domestic Accommodation, Travel Allowance & Motor Vehicle Allowance		\$87,918
Overseas Airfares	Economy	Nil
	Business	
Domestic Airfares	Economy	\$51,328
	Business	
Overseas Travel Allowance and Accommodation		\$1,035
Total (YTD)		\$145,421

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	Total	Qantas Club	Total
Joining Fee (one off fee)				
One Years	1 x \$249.00	\$249.00	2 x \$290.00	\$580.00
Two Years				

Classification: 2 x EL2 and 1 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) does not usually travel with SES officers.

2.

a) Nil

b) Financial Year 2011 - 2012

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)	
Short Term Vehicle Hire	\$30,124	
Domestic Accommodation, Travel Allowance & Motor Vehicle Allowance	\$462,906	
Overseas Airfares	Economy	
	Business	\$32,209
Domestic Airfares	Economy	\$324,605
	Business	
Overseas Travel Allowance and Accommodation	\$17,796	
Total (YTD)	\$867,640	

Federal Magistrates Court of Australia

Note: Departmental officers excludes Federal Magistrates

1.

a) Nil

b) FYTD end 30 September 2012:

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		Nil
Domestic Accommodation, Travel Allowance & Motor Vehicle Allowance		7260
Overseas Airfares	Economy	4863
	Business	Nil
Domestic Airfares	Economy	7927
	Business	Nil
Overseas Travel Allowance and Accommodation		Nil
Total (YTD)		20,050

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. For the financial year to date to following lounge memberships have been provided:

Annual Memberships (\$)	Virgin Blue	Total	Qantas Club	Total
Joining Fee (one off fee)		Nil		Nil
One Years		Nil	2 x \$290.00	\$580.00
Two Years		Nil		Nil

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 travels for the Court (or both).

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

Note: Departmental officers excludes Federal Magistrates

1.

a) Nil

b) Financial Year 2011 – 2012

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		1,803
Domestic Accommodation, Travel Allowance & Motor Vehicle Allowance		60,188
Overseas Airfares	Economy	Nil
	Business	Nil
Domestic Airfares	Economy	43,596
	Business	Nil
Overseas Travel Allowance and Accommodation		Nil
Total (YTD)		\$105,587

ASIO

For security reasons, it would not be appropriate to provide details of ASIO's travel costs.

1. a) – e) and 2. a) – b)

Office of Commonwealth Director of Public Prosecutions

1.

a) Nil

b)

Travel for Departmental officers – 1 July 2012 to 30 September 2012		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$8,423.72 (GST exclusive) \$9,266.09 (GST inclusive)
Domestic Travel Allowance & Motor Vehicle Allowance		\$64,098.59
Overseas Airfares	Economy/Business split not readily available	Nil
Domestic Airfares	Economy/Business split not readily available	\$157,427.29 (GST exclusive) \$173,170.02 (GST inclusive)
Domestic Accommodation		\$44,662.64 (GST exclusive) \$49,128.90 (GST inclusive)
Overseas Travel Allowance and Accommodation		Nil
Total		\$274,612.24 (GST exclusive) \$295,663.61 (GST inclusive)

Note: Data is not readily accessible to provide the detail and split costs between Economy airfares and Business airfares. 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). 44 employees currently have QCM. The classification of the memberships is set out in the table below.

<u>Qantas Club Memberships</u>					
SES		32	EL 2		2
PLO		1	EL 1		3
SLO		2	APS 6		1
LO2		1	APS 5		1
LO1		1	Total memberships		44

There is a joining fee of \$220 and annual membership is \$290 (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. The annual cost of the lounge memberships is \$10,440 taking into account that 8 of the current memberships are complimentary due to their levels of membership.

e) No

2.

a) Nil

b)

Travel for Departmental officers – 2011-12 Financial Year		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$51,678.68 (GST exclusive) \$56,846.55 (GST inclusive)
Domestic Travel Allowance & Motor Vehicle Allowance		\$249,727.22
Overseas Airfares	Economy/Business split not readily available	\$58,403.90
Domestic Airfares	Economy/Business split not readily available	\$443,516.01 (GST exclusive) \$487,867.61 (GST inclusive)
Domestic Accommodation		\$163,535.49 (GST exclusive) \$179,889.04 (GST inclusive)
Overseas Travel Allowance and Accommodation		\$16,550.30
Total		\$983,411.60 (GST exclusive) \$1,049,284.62 (GST inclusive)

Note: Data is not readily accessible to provide the detail and split costs between Economy airfares and Business airfares. To provide this level of detail would involve an unreasonable diversion of departmental resources.

CrimTrac

1.

a) Nil

b)

Travel for Departmental officers – 1 July 2012 to 30 September 2012		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		7,818
Domestic Travel Allowance & Motor Vehicle Allowance		17,044
Overseas Airfares	Economy/Business split not readily available	20,568
Domestic Airfares	Economy/Business split not readily available	24,319
Domestic Accommodation		13,037
Overseas Travel Allowance and Accommodation		2,634
Total		85,420

c) Yes, the polices 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 membership's salary packaged by CrimTrac employees at no cost to CrimTrac.

e) No.

2.

a) Nil

b)

Travel for Departmental officers – 2011-12 Financial Year		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		37,093
Domestic Travel Allowance & Motor Vehicle Allowance		63,579
Overseas Airfares	Economy/Business split not readily available	102,617
Domestic Airfares	Economy/Business split not readily available	127,658
Domestic Accommodation		65,797
Overseas Travel Allowance and Accommodation		20,405
Total		417,149

Australian Institute of Criminology

1.

a) N/A

b)

Travel for Departmental officers – 1 July 2012 to 30 September 2012		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		3,891
Domestic Travel Allowance & Motor Vehicle Allowance		4,204
Overseas Airfares	Economy/Business split not readily available	0
Domestic Airfares	Economy/Business split not readily available	19,946
Domestic Accommodation		2,924
Overseas Travel Allowance and Accommodation		7,059
Total		38,024

c) Government policy is being followed. All AIC staff take most direct/shortest route when travelling to minimise travel costs. All travel is booked adhering to concept of 'Lowest practical fare' and 'Best fare of the day' to get cheapest fares.

All travel bookings must be made in accordance with the AIC's travel policies and require delegate approval prior to flights being booked. All travel is booked centrally and as far in advance as practicable.

d) Lounge memberships are provided to 4 employees @\$275 per membership. 1 EL2 Research Manager and 3 EL1 Principle Research Analysts.

Employees are provided with memberships as part of their employment agreements and on the basis that they travel frequently for AIC business.

e) No

2.

a) N/A

b)

Travel for Departmental officers – 2011-12 Financial Year		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		25,069
Domestic Travel Allowance & Motor Vehicle Allowance		18,556
Overseas Airfares	Economy/Business split not readily available	22,518
Domestic Airfares	Economy/Business split not readily available	50,389
Domestic Accommodation		24,061
Overseas Travel Allowance and Accommodation		14,896
Total		155,489

Office of the Australian Information Commissioner

1.

a) N/A

b)

Travel for Departmental officers – 1 July 2012 to 30 September 2012		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		nil
Domestic Travel Allowance & Motor Vehicle Allowance (Includes Accommodation)		17,569.10
Overseas Airfares	Economy/Business split not readily available	nil
Domestic Airfares	Economy/Business split not readily available	20,005.55
Domestic Accommodation		n/a
Overseas Travel Allowance and Accommodation		0
Total		\$37,574.65

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

d) Yes. The OAIC has paid for two Qantas lounge memberships to facilitate business travel. The staff involved are EL2 and SES B1. The total cost is \$1186.35.

e) No.

2.

a) N/A

b)

Travel for Departmental officers – 2011-2012 Financial year		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		1,777.75
Domestic Travel Allowance & Motor Vehicle Allowance		112,126.43
Overseas Airfares	Economy/Business split not readily available	24,478.80
Domestic Airfares	Economy/Business split not readily available	107,980.46
Domestic Accommodation		n/a
Overseas Travel Allowance and Accommodation		11,076.15
Total		\$257,439.59

Australian Government Solicitors

Australian Government Solicitor (AGS) is a government business enterprise operating on a commercial and competitive basis in providing legal and related services to government and its agencies. AGS does not receive any Budget or other appropriations and its employees are engaged outside of the Public Service Act 1999. The question is therefore not applicable to AGS.

Australian Human Rights Commission

1.

a) N/A

b)

Travel for Departmental officers – 1 July 2012 to 30 September 2012		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		4,700
Domestic Travel Allowance & Motor Vehicle Allowance (Includes Accommodation)		109,416
Overseas Airfares	Economy/Business split not readily available	46,157
Domestic Airfares	Economy/Business split not readily available	42,301
Domestic Accommodation		n/a
Overseas Travel Allowance and Accommodation		27,746
Total		230,320*

*\$94,748 of this amount is related to the Human Rights Technical Cooperation Program and fully cost recovered from AUSAID.

\$12,799 of this amount is related to Australian Defence Force Review and is fully cost recovered from Dept of Defence.

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

d) Yes, AHRC has paid for 14 Qantas lounge membership, 12 at classification EL2 and 2 at classification EL1 to enable officers to conduct business whilst in transit. The total cost of lounge memberships is \$6,059.

Annual Memberships (\$)	Virgin Blue	Qantas Club
Joining Fee (one off fee)	Nil	\$186
One Year	Nil	\$1,250
Two Years	Nil	\$1,600
Four Years	Nil	\$3,023

e) No

2.

a) N/A

b)

Travel for Departmental officers – 1 May 2012 – 30 June 2012 Data for previous period ending 30 April 2012 supplied in Question #159 from previous round		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		9,081
Domestic Travel Allowance & Motor Vehicle Allowance		71,981
Overseas Airfares	Economy/Business split not readily available	51,051
Domestic Airfares	Economy/Business split not readily available	46,495
Domestic Accommodation		n/a
Overseas Travel Allowance and Accommodation		32,414
Total		\$211,022*

*\$97,797 of this amount is related to the Human Rights Technical Cooperation Program and fully cost recovered from AUSAID.

\$12,859 of this amount is related to Australian Defence Force Review and is fully cost recovered from Dept of Defence.

Australian Federal Police

1.

a) Travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary –
1 July 2012 to 30 September 2012

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		
Domestic Travel Allowance & Motor Vehicle Allowance		
Overseas Airfares	Economy	
	Business/First	25,334
Domestic Airfares	Economy	
	Business	
Domestic Accommodation		
Overseas Travel Allowance and Accommodation		11,480
Total		36,814

b) AFP travel summary for the current financial year 1 July – 30 September 2012

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Overseas Airfares	Economy	1,121,586
	Business	223,969
Domestic Airfares	Economy	1,135,485
	Business	91,208
Accommodation		3,190,062
Overseas Meal Expenditure		92,345
Domestic Travel Allowance		2,263,286

Car Rental	241,533
Taxi Fares	360,729

c) The AFP is following the Government's most recent guidance on Lowest Practical Fare of the Day (LPF) (2012/04) and Best Fare of the Day for International Air Travel (IBF) (2012/05).

The AFP's Travel Management Company (TMC) offers both LPF on domestic and IBF on international travel bookings and assists in managing compliance by requiring a reason code if not selecting the lowest fare. Reporting on compliance is provided to the AFP regularly by its TMC.

Compliance is also monitored by delegates when approving travel requests and the AFP's Travel Manager monitors domestic bookings on a daily basis.

d) First quarter of the current financial year is provided below.

Lounge Memberships paid for the AFP		
1 July 2012 – 30 September 2012		
QANTAS CLUB	VIRGIN LOUNGE	TOTAL
42	1	43

SES	Superintendent or equivalent and above (Band 9)	Operational Requirement (Bands 3-7)
3	11	29
TOTAL COSTS: \$16,929		

Lounge memberships (either Qantas or Virgin Australia) are provided to Executive Band 9s and SES as an entitlement under their individual employee agreements. Other employees can request consideration of a lounge membership on the basis of 15 completed trips per annum (operational requirements).

e) Yes, on a few occasions when the expenditure is justified for operational and/or business purposes. The AFP does not record travel data in a way that would readily allow for the cost of support staff travel to be identified. To attempt to provide this level of detail would be an unreasonable diversion of AFP resources.

2.

a) Not applicable – It has been confirmed no Departmental Officers travelled with the Minister during May and June 2012.

b) AFP travel summary for 2011-12.

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Overseas Airfares	Economy	5,106,192
	Business	806,007
Domestic Airfares	Economy	4,729,613
	Business	272,085
Accommodation		10,880,491
Overseas Meals		469,589
Domestic Travel Allowance		8,699,320
Car Rental		677,105
Taxi Fares		1,399,010

National Native Title Tribunal

Please note: From 1 July 2012 the National Native Title Tribunal is no longer a Financial Management and Accountability Act 1997 Agency, and is funded to carry out its functions as a sub-program of the Federal Court of Australia's appropriation.

For question one, please refer to the Federal Court's response.

2.

a) N/A for NNTT

b)

Travel for Departmental officers – 2011-12 Financial Year		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		75,907.00
Domestic Travel Allowance & Motor Vehicle Allowance		262,174.00
Overseas Airfares	Economy/Business split not readily available	
Domestic Airfares	Economy/Business split not readily available	344,332.00
Domestic Accommodation		
Overseas Travel Allowance and Accommodation		
Total		682,412.00

Australian Customs and Border Protection Service

1.

a) AGs have confirmed that this QoN component will be collated by them and Custom's input is not required.

b) Travel for Departmental officers – 1 July 2012 to 30 September 2012

Travel for Departmental officers – 1 July 2012 to 30 September 2012		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		419,847
Domestic Travel Allowance & Motor Vehicle Allowance		1,055,731
Overseas Airfares (Trans-Tasman and International)	Economy	212,350
	Business	153,439
	Booking Fees (TMC/WoAG)	23,063
Domestic Airfares	Economy	998,868
	Business	593,728
	Booking Fees (TMC/WoAG)	64,696
Domestic Accommodation		1,822,791
Overseas Travel Allowance and Accommodation		152,905
Total		5,077,571

c) Yes. The travel management company offers both LPF on domestic and IBF on international travel, and for 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 Protection's internal domestic and international travel systems also records the reason codes selected when booking fares against the LPF and IBF policies.

d) Currently there are lounge memberships provided to Customs and Border Protection employees of various classifications (969 Qantas Club memberships and 6 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 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 is \$188,441.50.

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

2.

a) AGs have confirmed that this QoN component will be collated by them and Custom's input is not required.

b) Travel for Departmental officers – 2011-12 Financial Year

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		1,530,543
Domestic Travel Allowance & Motor Vehicle Allowance		3,894,221
Overseas Airfares (Trans-Tasman and International)	Economy	341,643
	Business	1,167,845
	Booking Fees (TMC/WOAG)	85,557
Domestic Airfares	Economy	5,107,515
	Business	2,032,916
	Booking Fees (TMC/WOAG)	173,952
Domestic Accommodation		6,504,883
Overseas Travel Allowance and Accommodation		544,877
Total		19,853,409

Australian Crime Commission

1.

a) N/A

2.

b)

Travel for Departmental officers – 1 July 2012 to 30 September 2012		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$70,774
Domestic Travel Allowance & Motor Vehicle Allowance		\$25,688
Overseas Airfares	Economy	\$26,653
	Business	\$49,253
Domestic Airfares	Economy	\$173,271
	Business	\$31,320
Domestic Accommodation		\$156,310
Overseas Travel Allowance and Accommodation		\$25,393
Total		\$558,662

* All non SES staff must travel economy for domestic travel.

c) Yes. The Government’s lowest practical fare 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 followed.

This is monitored through agency reporting. 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) Lounge memberships are provided to some employees. 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, membership is justified. As a guide, a minimum of twelve (12) completed trips per annum may justify an airline lounge membership. A total of 39 ACC officers have

Qantas airline lounge memberships paid for by the ACC and the total costs of the lounge memberships \$15,600. 31 other ACC officers self-fund their airline lounge membership.

e) Occasionally support staff may need to travel with SES officers provide administrative or other support, but this is not routine within the agency. 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.

2.

a) N/A

b)

Travel for Departmental officers – 2011-12 Financial Year		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$276,956
Domestic Travel Allowance & Motor Vehicle Allowance		\$531,802
Overseas Airfares	Economy/	\$42,567
	Business	\$118,249
Domestic Airfares	Economy/	\$786,736
	Business	\$152,363
Domestic Accommodation		\$433,239
Overseas Travel Allowance and Accommodation		\$76,674
Total		\$2,418,586