



Australian Government
**Department of Agriculture
and Water Resources**

Senator the Hon. Bill Heffernan
Chair
Rural and Regional Affairs and Transport Legislation Committee
Parliament House
Canberra ACT 2600

Dear Chair

At the February 2016 Additional Estimates hearing, Senator Joe Bullock requested the department provide a detailed breakdown of expenditure relating to meetings of the Agricultural Industry Advisory Council prior to each Rural and Regional Affairs and Transport Legislation Committee hearing.

A summary of the meeting costs are provided in the table below. Further details are in the referenced attachments.

2014	Location	Total	Full cost breakdown
29 January 2014	Teleconference	N/A	-
11-12 April 2014	Rutherglen, Victoria	\$13 244.87	Attachment A
10 June 2014	Teleconference	N/A	-
17 June 2014	Teleconference	N/A	-
21-22 August 2014	Darwin, Northern Territory	\$22 291.44	Attachment B
30-31 October 2014	Sydney, New South Wales	\$13 748.70	Attachment C
2015	Location	Total	Full cost breakdown
31 March–1 April 2015	Devonport, Tasmania	\$17 497.66	Attachment D
17 June 2015	Teleconference	N/A	-
14-15 July 2015	Bunbury, Western Australia	\$21 873.49	Attachment E
18 November 2015	Brisbane, Queensland	\$17 355.49	Attachment F
2016	Location	Total	Full cost breakdown
31 March–1 April 2016	Armidale, New South Wales	\$22 110.70	Attachment G

Yours sincerely

Melissa Brown
A/g Assistant Secretary
Governance Branch
Corporate Strategy and Governance Division
28 April 2016

RUTHERGLEN, VICTORIA

11-12 APRIL 2014

MEETING COSTS

Number of meeting attendees = 17*

Break down travel expenses	
Accommodation	\$ 1,850.00
Flights & QBT fees	\$ 6,625.60
Staff incidentals**	\$ 351.50
Members' incidentals**	\$ 948.09
Sub-total	\$ 9,775.19
Other costs associated with meeting	
Venue	\$ -
Catering	\$ 210.00
Meals (including non-alcoholic beverages)	\$ 1,748.00
Alcoholic beverages	combined food and beverage package (see meals row)
Equipment	\$ 396.00
Transport	\$ 1115.68
Sub-total	\$ 3,469.68
Total	\$ 13,244.87

***Total meeting attendees includes departmental staff and minister's office advisers = 17 people**
(minister, eight council members, two minister's advisers and six departmental staff incl. two secretariat)

15 people attended the dinner and the networking function was organised by the host, no attendees list provided.

****Incidentals include meal costs when a meal is not provided as part of a member's attendance at a meeting and transport expenses such as taxis, parking and mileage.**

DARWIN, NORTHERN TERRITORY 21-22 AUGUST 2014**MEETING COSTS****Number of meeting attendees = 20***

Breakdown of travel expenses	
Accommodation	\$ 4,777.00
Flights & QBT fees	\$ 12,046.47
Staff incidentals**	\$ 823.14
Members' incidentals**	\$ 618.33
Sub-total	\$ 18,264.94
Other costs associated with meeting	
Venue	\$ -
Catering	\$ 324.00
Meals (including non-alcoholic beverages)	\$ 1,805.50
Alcoholic beverages	\$ 912.00
Equipment	\$ -
Transport	\$ 985.00
Sub-total	\$ 4026.50
Total	\$ 22,291.44

***Total meeting attendees includes departmental staff and minister's office advisers = 20 people**
(minister, 11 council members, two minister's advisers and six departmental staff incl. two secretariat)

19 people attended the dinner, no networking function held.

****Incidentals include meal costs when a meal is not provided as part of a member's attendance at a meeting and transport expenses such as taxis, parking and mileage.**

SYDNEY, NEW SOUTH WALES

30-31 OCTOBER 2014

MEETING COSTS

Number of meeting attendees = 18*

Break down travel expenses	
Accommodation	\$ 3,516.00
Flights & QBT fees	\$ 5,311.22
Staff incidentals**	\$ 468.14
Members' incidentals**	\$ 597.49
Sub-total	\$ 9,892.85
Other costs associated with meeting	
Venue	\$ -
Catering (includes 10% service tip in meal and beverage costs)	\$ 788.50
Meals (includes non-alcoholic beverages)	\$ 1,775.95
Alcoholic beverages	\$ 1,291.40
Equipment	\$ -
Sub-total	\$ 3,855.85
Total	\$ 13,748.70

***Total meeting attendees includes departmental staff and minister's office advisers = 18 people**
(minister, 10 council members, two minister's advisers and five departmental staff incl. two secretariat)

14 people attended the dinner and 29 the networking function. The networking function costs were covered by the host.

****Incidentals include meal costs when a meal is not provided as part of a member's attendance at a meeting and transport expenses such as taxis, parking and mileage.**

DEVONPORT, TASMANIA

31 MARCH-1 APRIL 2015

MEETING COSTS

Number of meeting attendees = 18*

Break down travel expenses	
Accommodation	\$ 3,740.00
Flights & QBT fees	\$ 7,549.61
Staff incidentals**	\$ 675.97
Members' incidentals**	\$ 894.62
Sub-total	\$ 12,860.20
Other costs associated with meeting	
Venue	\$ -
Catering	\$ 3,850.00 Itemised invoice for meals, beverages and catering not provided by venue.
Meals (including non-alcoholic beverages)	
Alcoholic beverages	
Equipment	\$ -
Transport	\$ 787.46
Sub-total	\$ 4,637.46
Total	\$ 17,497.66

***Total meeting attendees includes departmental staff and minister's office advisers = 18 people**
(minister, 10 council members, two minister's advisers and five departmental staff incl. two secretariat)

16 people attended the dinner and 59 the networking function.

****Incidentals include meal costs when a meal is not provided as part of a member's attendance at a meeting and transport expenses such as taxis, parking and mileage.**

BUNBURY, WESTERN AUSTRALIA

14-15 JULY 2015

MEETING COSTS

Number of attendees = 17*

Break down travel expenses	
Accommodation	\$ 4,509.00
Flights & QBT fees	\$ 10,843.12
Staff incidentals**	\$ 500.50
Members' incidentals**	\$ 1,423.77
Sub-total	\$ 17,276.39
Other costs associated with meeting	
Venue and catering	\$ 1,227.49
Meals (including non-alcoholic beverages)	\$ 1,480.00
Alcoholic beverages	\$ 935.90
Equipment	\$ -
Transport	\$ 953.71
Sub-total	\$ 4,597.10
Total	\$ 21,873.49

***Total meeting attendees includes departmental staff and minister's office advisers = 17 people**
(minister, 10 council members, two minister's advisers and four departmental staff incl. two secretariat)

15 people attended the dinner and 28 the networking function.

****Incidentals include meal costs when a meal is not provided as part of a member's attendance at a meeting and transport expenses such as taxis, parking and mileage.**

BRISBANE, QUEENSLAND

18 NOVEMBER 2015

MEETING COSTS

Number of meeting attendees = 18*
and 4 invited guests/presenters

Break down travel expenses	
Accommodation	\$ 4,878.00
Flights & QBT fees	\$ 6,301.55
Staff incidentals**	\$ 473.00
Members' incidentals**	\$ 1,184.64
Sub-total	\$ 12,837.19
Other costs associated with meeting	
Venue and catering	\$ 1,240.80
Meals (including non-alcoholic beverages and includes \$225.00 for dinner venue room hire)	\$ 1,415.00
Alcoholic beverages	\$ 525.00
Equipment	\$ 852.72
Transport	\$ 295.00
Parking and taxis	\$ 189.78
Sub-total	\$ 4,518.30
Total	\$ 17,355.49

***Total meeting attendees includes departmental staff and minister's office advisers = 18 people + 4 invited guest/presenters**

(minister, 10 council members, three minister's advisers, four departmental staff incl. two secretariat, and four invited guests/presenters from Telstra and the Australian Competition and Consumer Commission)

14 people attended the dinner. AIAC members also attended a networking function with Australian agriculture ministers and senior officials as part of the Australian agriculture ministers' meeting. These function costs were covered by the Australian agriculture ministers' meeting.

****Incidentals include meal costs when a meal is not provided as part of a member's attendance at a meeting and transport expenses such as taxis, parking and mileage.**

ARMIDALE, NEW SOUTH WALES

31 MARCH – 1 APRIL 2016

MEETING COSTS

Number of meeting attendees = 19*

Break down travel expenses	
Accommodation	\$ 5,216.00
Flights & QBT fees	\$ 7,579.88
Staff incidentals**	\$ 312.20
Members' incidentals**	\$ 2,082.18
Sub-total	\$ 15,190.26
Other costs associated with meeting	
Venue and catering	\$ 970.00
Meals (including networking function catering)	\$ 2,691.00
Alcoholic beverages - set package (including non-alcoholic beverages and one-hour networking function – there were 91 attendees)	\$ 2,377.50
Equipment	\$ 250.00
Transport	\$ 550.00
Parking and taxis	\$ 81.94
Sub-total	\$ 6,920.44
Total	\$ 22, 110.70

*Total meeting attendees includes departmental staff and minister's office advisers = 19 people (minister, 12 council members, two minister's advisers, four departmental staff incl. two secretariat)

18 people attended the dinner, and 91 the networking function.

**Incidentals include meal costs when a meal is not provided as part of a member's attendance at a meeting and transport expenses such as taxis, parking and mileage. In this instance, two AIAC members drove to the meeting and claimed associated mileage for the trip.