

**Senate Standing Committee on Environment and Communications
Legislation Committee**

Answers to questions on notice
Environment and Energy portfolio

Question No: 174
Hearing: Additional Estimates
Outcome: Corporate
Program: Corporate Strategies Division (CSD)
Topic: Departmental functions
Hansard Page: n/a
Question Date: 10 March 2017
Question Type: Written

Senator Bilyk, Catryna asked:

In relation to expenditure on any departmental functions or official receptions etc since 1 October 2016, can the following please be provided:

- List of functions;
- List of attendees;
- Function venue;
- Itemised list of costs (GST inclusive);
- Details of any food served;
- Details of any wines or champagnes served including brand and vintage; and
- Details of any entertainment provided.

Answer:

Detail of departmental functions since 1 October 2016 is provided at **Attachment A**.

**Senate Standing Committee on Environment and Communications
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Attachment A

Answers to questions on notice
Environment and Energy portfolio

Function	Attendees	Function Venue	Itemised list of costs (GST inclusive)	Details of any food served	Details of any wines or champagnes served including brand and vintage	Details of any entertainment provided
Reception hosted by the Australian Antarctic Division for international delegates attending the annual meeting of the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) 25 October 2016	24 Department officials 150 International delegates	Bar Celona, 23 Salamanca Square, Hobart Tasmania	<ul style="list-style-type: none"> • Food and beverage: \$6,416.50 Total: \$6,416.50 	<ul style="list-style-type: none"> • Canapes 	<ul style="list-style-type: none"> • Wine, beer and soft drink as determined by caterers 	None provided
2016 Directors' (EL2) Conference 2 November 2016	146 Executive Level 2 employees, 4 SES, 5 EL/APS support staff	Hellenic Club, Woden, ACT	<ul style="list-style-type: none"> • Venue and catering: \$15,885 • Guest speakers: \$25,079 • Printing: \$1,056 Total: \$42,020 	<ul style="list-style-type: none"> • Morning and afternoon tea – selection of cakes/biscuits • Lunch – selection of sandwiches/wraps • Dinner - main meal and dessert 	None provided	None provided
Financial Services Branch Meeting 31 October 2016	All staff in Financial Services Branch were invited	4 National Business Centre - M21/M22 Room hire	<ul style="list-style-type: none"> • Room hire: \$732.16 Total: \$732.16 	None provided	None provided	None provided

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Financial Services Branch Meeting 6 December 2016	All staff in Financial Services Branch were invited	4 National Business Centre - M21/M22 Room hire	<ul style="list-style-type: none"> Room hire: \$732.16 Total: \$732.16 	None provided	None provided	None provided
Meeting of the Wetlands and Aquatic Ecosystems Sub Committee 9 November 2016	4 Department officials, 10 external officials	Jerrabomberra Wetlands Centre, Fyshwick, ACT	<ul style="list-style-type: none"> Venue hire: \$330.00 Catering: \$401.20. Total: \$731.20 	<ul style="list-style-type: none"> Pastries Sandwiches Cheese Fruit Orange juice 	None provided	None provided
Macquarie Marshes tour stakeholder lunch 27 October 2016	9 Department officials, 8 external officials	The Mole homestead, Carinda Road, Macquarie Marshes, NSW, 2831	<ul style="list-style-type: none"> Catering: \$396 Total: \$396 	<ul style="list-style-type: none"> Sandwiches 	None provided	None provided
Meeting of the Edward-Wakool Environmental Water Reference Group #2 16 November 2016	5 Department officials, 9 external officials	Caldwell Hall, Caldwell, NSW	<ul style="list-style-type: none"> Catering: \$660 Venue Hire: \$250 Total: \$910 	<ul style="list-style-type: none"> Wraps Zucchini slice Fruit salad Slices Mixed sandwiches Cheese platter Cakes 	None provided	None provided
Commonwealth Environmental Water Office Division Planning Meeting 24 November 2016	50 Department officials	Old Parliament House, Canberra, ACT	<ul style="list-style-type: none"> Venue hire: \$550 Total: \$550.00 	None Provided	None provided	None provided

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Stakeholder meeting with Lower Balonne landholders 21 February 2017	4 Department officials, 4 external officials	Dirranbandi Hotel / Motel, Dirranbandi, QLD	<ul style="list-style-type: none"> Venue hire: \$132 Catering: \$99 Total: \$231 	<ul style="list-style-type: none"> Sandwiches Tea and coffee 	None provided	None provided
Black Box Working Group workshop – two workshops: developing a Black Box vegetation management framework to guide long term ecological outcomes 25 November 2016	2 Department officials, 10 external officials	DPI Complex, Corner Koorlong Ave & Eleventh St, Irymple, Victoria.	<ul style="list-style-type: none"> Catering: \$305.80 Total: \$305.80 	<ul style="list-style-type: none"> Scones Sandwiches Fruit Orange juice 	None provided	None provided
Local engagement, communicators' forum 24-26 October 2016	12 Department officials, 11 external officials	Macquarie Inn, Dubbo	<ul style="list-style-type: none"> Venue hire: \$2,089.50 Package included room hire, AV, digital projector, screen and whiteboard hire and catering 	<ul style="list-style-type: none"> Tea and coffee Scones Assorted sandwiches Assorted slices Fruit 	None provided	None provided

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Beef Cattle Herd Management Stakeholder Workshop 16 February 2017	19 attendees	Watermark Hotel Brisbane, 551 Wickham Terrace, Spring Hill Brisbane QLD 4000	<ul style="list-style-type: none"> • Function hire and catering: \$1062 • Data projector: \$190 • Teleconference equipment: \$75 Total: \$1327	<ul style="list-style-type: none"> • Banquet – price included in function hire • Morning tea: muffins, mini salmon bagels. • Lunch: Barramundi fingers, fries, pasta pappardelle, sliced seasonal fruit, Caesar salad. • Afternoon tea: assorted sliced fruit, chocolate brownies 	None provided	None provided

Function	Attendees	Function Venue	Itemised list of costs (GST inclusive)	Details of any food served	Details of any wines or champagnes served including brand and vintage	Details of any entertainment provided
Darwin Savanna Methods Workshop 22-24 November 2016	45 attendees	Vibe Hotel Darwin Waterfront, 7 Kitchener Drive, Darwin City, NT, 0800 and Travelodge Mirambeena, 64 Cavenagh St, Darwin City, NT, 0800	<p>22 November</p> <ul style="list-style-type: none"> • Arrival tea and coffee: \$75 • Venue Hire: \$300 • Polycom Hire: \$50 • LCD Data Projector: \$175 <p>23 November</p> <ul style="list-style-type: none"> • Full day delegate package: \$3250 • Polycom hire: \$50 <p>24 November</p> <ul style="list-style-type: none"> • Arrival tea and coffee: \$300 • Lunch: \$1500 • Morning tea: \$500 • Afternoon tea: \$135 • Venue hire: \$400 • Polycom hire: \$50 • LCD Data projector: \$175 <p>Total: \$6957.00</p>	<ul style="list-style-type: none"> • Morning tea: fruit kebabs • Working lunch: Chef's selection of 2 seasonal salads, rolls, fruit platter • Afternoon tea: fruit kebabs • Morning tea: fruit platter and cookies • Buffet lunch: bread rolls, hot dishes – roast meat option, seafood option, vegetarian option and potato dish, two salads of the day with dressings, cold sliced meat platter, cakes and slices, fruit platter 	None provided	None provided

Function	Attendees	Function Venue	Itemised list of costs (GST inclusive)	Details of any food served	Details of any wines or champagnes served including brand and vintage	Details of any entertainment provided
Industrial Electricity and Fuel Efficiency method review workshop 18 November 2016	16 attendees	Ausindustry Office, Level 5, 341 George Street, SYDNEY NSW 2000	<ul style="list-style-type: none"> Catering: \$199.50 	<ul style="list-style-type: none"> Mini ricotta and tomato pies Raspberry and white chocolate scones served with cream cheese Mediterranean scones served with butter Chocolate filled croissants Individual mini muesli pots topped with yoghurt and berries Cheesecake slice 	None provided	None provided
Working Lunch with Dr Adrian Bothe, Head of the Australia-Germany Energy and Resources Group 8 February 2017	2 Department officials, 3 International officials	Maple + Clove Café, Hotel Realm, Canberra.	<ul style="list-style-type: none"> Total: \$146.00 Breakdown of costs not available 	<ul style="list-style-type: none"> Café style lunch 	None provided	None provided
28th Australia-Korea Joint Committee on Energy and Minerals - Official Lunch 26 October 2016	4 Department officials, 49 external officials	Hotel President, Seoul, Korea	<ul style="list-style-type: none"> Total: \$1,157.71 Breakdown of costs not available 	<ul style="list-style-type: none"> Buffet lunch 	None provided	None provided
28th Australia-Korea Joint Committee on Energy and Minerals - Packed lunch for site visit 25 October 2016	4 Department officials, 10 external officials	Paris Croissant, Seoul, Korea	<ul style="list-style-type: none"> Catering: \$421.10 Total: 421.10 	<ul style="list-style-type: none"> Packed lunch 	None provided	None provided

Function	Attendees	Function Venue	Itemised list of costs (GST inclusive)	Details of any food served	Details of any wines or champagnes served including brand and vintage	Details of any entertainment provided
Dinner with the Australian Energy Sector Group and government officials 8 November 2016	10 Industry officials, 5 external officials	Jasmin Indian Restaurant, Adelaide, SA	<ul style="list-style-type: none"> Total Cost: \$816.00 Breakdown of costs not available 	<ul style="list-style-type: none"> Banquet style menu 	None provided	None provided
2017-18 National Taxonomy Research Grant Programme External Assessors Finalisation Meeting 30 November 2016	9 Department officials, 6 External officials	Australian National Botanic Gardens, Dickson Room	<ul style="list-style-type: none"> Catering: \$136.36 Total: 136.36 	<ul style="list-style-type: none"> Sandwiches 	None provided	None provided
Minister's end of year address to Department staff 30 November 2016	Approximately 250 Department officials and Minister's office staff	John Gorton Building, King Edward Terrace, Parkes ACT	<ul style="list-style-type: none"> Stage hire and AV equipment: \$1044.85 Catering: \$1665 Total: \$2709.85 	<ul style="list-style-type: none"> Tea Coffee Pastries Fruit 	None provided	None provided
Alligator Rivers Region Technical Committee meeting 37 29-30 November 2016	14 Department officials, 14 External officials	Supervising Scientist Branch conference room, Darwin	<ul style="list-style-type: none"> Business catering: \$1762 Total: \$1762 	<ul style="list-style-type: none"> Sandwiches Wraps Mini quiches Fruit Scones 	None provided	None provided
Supervising Scientist Branch Planning Day 24 February 2017	15 Department officials	Supervising Scientist Branch conference room, Darwin	<ul style="list-style-type: none"> Business catering: \$275.50 Total: \$275.50 	<ul style="list-style-type: none"> Sandwiches Wraps Mini quiches Fruit 	None provided	None provided
Ranger mine site Revegetation workshop 19 October 2016	3 Department officials, 7 External officials	Jabiru Field Station, Jabiru, NT	<ul style="list-style-type: none"> Business catering: \$317 Total: \$317 	<ul style="list-style-type: none"> Sandwiches Wraps Fruit Tart 	None provided	None provided

Function	Attendees	Function Venue	Itemised list of costs (GST inclusive)	Details of any food served	Details of any wines or champagnes served including brand and vintage	Details of any entertainment provided
Season of Science: Science communication workshop 2 November 2016	40 Department officials, 2 External officials	Dialogue Business Centre, 4 National Circuit, Barton	<ul style="list-style-type: none"> Venue Hire: \$1,164.82 Catering: \$833.64 Total: \$1,998.44 	<ul style="list-style-type: none"> Light refreshments 	None provided	None provided
Season of Science: GIS Day 16 November 2016	150 Department officials	John Gorton Building foyer, King Edward Terrace, Parkes ACT	<ul style="list-style-type: none"> Business catering: \$314.75 Total: 314.75 	<ul style="list-style-type: none"> Morning tea 	None provided	None provided
Australian Heritage Council Meeting AHC90 – two day meeting 28-29 November 2016	3 Department officials, 7 Council members	Uluru Room, John Gorton Building.	<ul style="list-style-type: none"> Catering: \$512.80 Total: \$512.80 	<ul style="list-style-type: none"> Fruit Cheese platter Curry puffs Mini spring rolls Mini dim sims Sausage rolls Meat balls 	None provided	None provided
Lunch reception hosted by the Australian Government at the biennial meeting of the International Whaling Commission - Portorož, Slovenia 24 October 2016	200 attendees, 6 Department officials	Emerald Room Grand Hotel Bernardin, Obala 2, 6320 Portorož, Slovenia	<ul style="list-style-type: none"> Catering: \$3406.92 Total: \$3406.92 <p>This was paid in a cost sharing arrangement with the Government of New Zealand – Australia paid \$3406.92, New Zealand paid \$1874.</p>	<ul style="list-style-type: none"> Sandwiches Bruschetta Sweets Fresh fruit 	None provided	None provided

Function	Attendees	Function Venue	Itemised list of costs (GST inclusive)	Details of any food served	Details of any wines or champagnes served including brand and vintage	Details of any entertainment provided
18 th Japan-Australia Migratory Bird Agreement, 12 th China Australia Migratory Bird Agreement and 5 th Republic of Korea-Australia Migratory Bird Agreement consultative meetings, 25-28 October 2016	Day one: 42 attendees, 5 Department officials Day two and three: 23-27 attendees	Cairns Pacific Hotel, 43 The Esplanade, Cairns, Queensland	<ul style="list-style-type: none"> • Full day delegate package: \$45 pp • Welcome reception: \$29 pp • Official banquet: \$57 pp • Selection of mixed drinks: \$1,100 Total: \$7,817 	<ul style="list-style-type: none"> • Sandwiches, wraps • Salads • Quiche • Morning and afternoon tea • Fruit platter • Juice • Bottled water • Tea and coffee • Canapes • Plated three course 	<ul style="list-style-type: none"> • Local beers • House wine Provided at welcome reception and official banquet only.	None provided
Torres Strait Treaty Environment Management Committee Meeting 23 November 2016	25 attendees	Torres Strait Regional Authority offices, Thursday Island	<ul style="list-style-type: none"> • Catering: \$585 Total: \$585 	<ul style="list-style-type: none"> • Scones • Cakes • Sandwiches • Cold meats • Biscuits and cheese • Fruit 	None provided	None provided
Coral Triangle Initiative – Australian Government Support Program Development Partner Meeting, Melbourne 10-11 October 2016	4 Department officials, 9 Development partners	Day one: Offices of The Nature Conservancy Day two: The Downtowner Hotel conference room - 66 Lygon St, Carlton, VIC	<ul style="list-style-type: none"> • Venue Hire: \$440 • Catering: \$254.40 Total: \$694.40 	<ul style="list-style-type: none"> • Tea and coffee • Muffins • Sandwiches • Individual orders from café 	None provided	None provided
Australian Bird & Bat Banding Scheme (ABBBS) Data Preparation Workshop 28 November 2016	2 Department officials, 22 External officials	Hurley Building Theatre, Australian Antarctic Division (AAD) Kingston Tasmania	<ul style="list-style-type: none"> • Catering: \$240 Total: \$240 	<ul style="list-style-type: none"> • Wraps • Sandwiches • Rolls • Fruit • Tea and coffee 	None provided	None provided

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Rock Art Foundation committee - Discussion on the Burrup conservation agreement with Woodside Pty Ltd 29 – 30 November 2016	4 Department officials, 5 External officials	John Gorton Building meeting room, King Edward Terrace, Parkes ACT	<ul style="list-style-type: none"> Catering: \$321.20 Total: \$321.20 	<ul style="list-style-type: none"> Wraps Sandwiches Rolls Fruit Tea and coffee 	None provided	None provided
Wildlife, Heritage and Marine Division Planning Day 1 December 2016	120 Department officials	Nishi Building, Canberra	<ul style="list-style-type: none"> Catering Speaker Total: \$4985 	<ul style="list-style-type: none"> Scones Sandwiches Mini danishes 	None provided	None provided
UNESCO Ambassadors World Heritage Committee lunch in Paris 27 October 2016	2 Department officials, 2 Government officials, 5 UNESCO ambassadors	Le Pario, 54 Av. Emile Zola, Paris	<ul style="list-style-type: none"> Catering: \$613 Total: \$613 	<ul style="list-style-type: none"> Lunch at local restaurant Tea and coffee 	<ul style="list-style-type: none"> Wine with lunch - Chateldon 	None provided
Wildlife Trade and Biosecurity Branch planning day 15 November 2016	45 Department officials	Australian National Botanic Gardens – Crosbie Room	<ul style="list-style-type: none"> Venue hire: \$660 Catering: \$1224 Total: \$1884 	<ul style="list-style-type: none"> Fresh fruit platter Orange juice Scones Tea and coffee 	None provided	None provided
Environmental Biosecurity Section planning day 24 October 2016	8 Department officials	Australian National Botanic Gardens – Dickson Room	<ul style="list-style-type: none"> Venue hire: \$297 Catering: \$248 Total: \$545 	<ul style="list-style-type: none"> Tea and coffee Scones Sandwiches Cheese and fruit platter 	None provided	None provided