

QUESTION TAKEN ON NOTICE

ADDITIONAL ESTIMATES HEARING : 08 February 2016

IMMIGRATION AND BORDER PROTECTION PORTFOLIO

(AE16/174) - CN3318899 - Venue and AV Hire EL Leadership Conference - Internal Product (DIBP)

Senator Bilyk, Catryna (L&CA) written:

In relation to contract CN3318899 notified on Austender on 5 February 2016, titled “Venue and AV Hire EL Leadership Conference”:

- What was the date and duration of the conference?
- How many departmental staff attended the conference?
- How many EL-grade staff attended the conference – please provide a breakdown by home state of the employees.
- Was catering provided at the event? Please provide details and itemised breakdown of the costs associated with the catering.
- Was accommodation included in the contract?
- What was the total cost of holding the conference? Please provide an itemised breakdown of all costs associated with holding the conference.

Answer:

The Conference was held on 2-3 November 2015.

Two hundred and nine (209) staff attended the conference.

At the 2-3 November 2015 Conference the following EL staff attended.

Location	Total
ACT	179
NSW	10
NT	1
QLD	6
SA	4
VIC	1
WA	6
Other	1*
Total	209

*Attendee, posted overseas, was already in Canberra for other business, the conference dates coincided with existing travel plans.

Total cost of catering for the 2-3 November 2015 Conference was \$39,327.27 (ex GST), this included:

- 2 and 3 November: Full Day Delegate Package for two days (morning tea, lunch and afternoon tea)
- 2 November only: 3 Course Plated Dinner (no alcohol in package)

No accommodation was included in the contract.

The cost for the 2-3 November Conference was \$77,459.73 (ex GST), which equates to \$370.62 (ex GST) per head. Itemised breakdown is:

Item	Cost (\$) ex GST
Venue Hire*	1,409.09
Catering*	39,327.27
Subtotal	40,736.36
Less 10% discount	4,073.64
Total Venue Hire and Catering	36,662.72
AV Hire and Technician	14,523.54
Keynote Speakers	22,865.47
Printing	3,408.00
Grand Total	\$77,459.73

*Venue Hire and Catering totals include a 10 per cent discount as the requirements were not met.