

QUESTION TAKEN ON NOTICE

ADDITIONAL ESTIMATES HEARING : 08 February 2016

IMMIGRATION AND BORDER PROTECTION PORTFOLIO

(AE16/176) - CN3317378 - EL Conference - Venue Hire - Internal Product (DIBP)

Senator Bilyk, Catryna (L&CA) written:

In relation to contract CN3317378 notified on Austender on 29 January 2016, titled “EL Conference - Venue Hire”:

- 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 for conference attendees included in the contract, and if so for how many rooms/people?
- What was the total cost of holding the conference? Please provide an itemised breakdown of all costs associated with holding the conference.

Answer:

The dates of three conferences are: 18-19 February 2016, 31 March-1 April 2016 and 7-8 June 2016.

Two hundred and thirty three (233) staff attended the conference in February.

At the 18-19 February 2016 Conference the following EL staff attended:

Location	Total
ACT	188
NSW	12
NT	2
QLD	5
SA	2
VIC	14
WA	9
Other	1*
Total	233

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

The total cost of catering for 18-19 February 2016 Conference was \$51,492.84 (ex GST), this included:

- 18 and 19 February 2016: Full Day Delegate Package for two days (morning tea, lunch and afternoon tea)

- 18 February 2016 only: 3 Course Dinner (no alcohol in package)

Catering for the next two Conferences will be the same package.

No accommodation was included in the contract.

The cost for the 18-19 February Conference was \$97,111.84 (ex GST), which equates to \$416.79 (ex GST) per head. Itemised breakdown is:

Item	Cost (\$ ex GST)
QT Venue Hire	5,636.36
QT Catering	51,492.84
AV Hire and Technician	8,203.64
Keynote Speakers	27,199.00
Printing	4,580.00
Total	97,111.84