

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry Portfolio
Additional Budget Estimates Hearing 2013-14
27 February 2013

AGENCY/DEPARTMENT: CSIRO

TOPIC: CSIRO Travel Costs and Plans

REFERENCE: Written Questions – Senator Kim Carr

QUESTION No.: AI-112

1. For the 2012-13 financial year and 2013-14 financial years to date please detail all travel for CSIRO employees that either individually, or as a delegation, exceeded a cost of \$20,000. Please include a total cost plus a breakdown that includes airfares (and type of airfare), accommodation, meals another travel expenses (such as incidentals).
2. What travel is planned for the rest of the financial year?
3. What travel is planned for the rest of the calendar year?
4. What is the CSIRO budget for travel in 2011-12, 2012-13, 2013-14?
5. Please provide a copy of CSIRO's travel policy.

ANSWER

1. This information is provided at **Attachment A**. Please note that in compiling this information CSIRO has only responded in relation to international travel. This has been done in recognition of two primary factors: that the revised travel requirements that came in to place in December 2014 relate to international travel only; and that CSIRO does not run a centralised travel process nor does it hold details relating to specific trips in the organisation's financial system. As a result the assessment of domestic travel across CSIRO to determine whether individual trips cumulatively qualify for classification as a delegation would have required an unreasonable diversion of resources.
2. CSIRO manages travel expenditure within approved budgets but does not develop forward plans for travel. CSIRO is therefore unable to answer this question.
3. As advised in response to question 2, CSIRO manages travel expenditure within approved budgets but does not develop forward plans for travel. Further, the travel budgets for the 2014-15 Financial Year have not yet been set. CSIRO is therefore unable to answer this question.
4. CSIRO's travel budget for all travel is as follows:

2011-12 : \$38.3 million
2012-13 : \$43.8 million
2013-14 : \$43.9 million

5. CSIRO's travel procedure is set out below.

Travel Procedure

Designed to streamline the official travel process this Procedure looks at Approvals, Air travel, Credit cards, Non-air travel costs, Accommodation, Expenses, Receipts and reconciliation, Remote locations, International travel, Insurance, CSIRO travel grants, Visitor/guest workers, OHS&E, Spouse travel benefit and Leave.

About

Intent

This procedure outlines mandatory requirements for domestic and international travel in CSIRO.

The procedure is designed to streamline the official travel process. It:

- provides for a wide range of staff to incur expenditure on travel without having to seek prior approval;
- places accountability with the traveller and the relevant manager;
- is based on provision of a professional travel management service to enable direct communication between the traveller and the travel agent; and
- provides for official credit cards as the normal mechanism for charging fares and travel related expenses.

Nevertheless, official travel still requires effective process controls to ensure that accountability requirements are met.

Application

This procedure applies to all staff members and CSIRO affiliates travelling on CSIRO business.

Supporting Information

General requirements for travel

It is a requirement of CSIRO that:

1. Official travel should be at no personal expense or monetary gain to staff, and should apply equitably and consistently throughout CSIRO.
2. Travel arrangements should be the most economical to CSIRO given the nature and purpose of the trip.
3. CSIRO will meet the costs of all reasonable expenses incurred in undertaking official travel.
4. Where economic and practical, audio or video conferencing facilities and other means of communication should be used.
5. Managers of business units are responsible for the effective management of travel within their units and are required to maximise efficiencies consistent with good risk management strategies.
6. CSIRO Credit Cards are to be the normal means of incurring travel costs.

7. In determining whether an expense is reasonable, managers should consider the purpose, specific circumstances and total costs of trips, including accommodation, taxi fares, meals, etc.
8. Any payments to staff in relation to travel costs do not serve as or incorporate compensation for other entitlements, eg. overtime, of any type.
9. All air travel which is paid for by CSIRO must be arranged and booked through CSIRO's contracted travel management company. Hotel reservations, rental car bookings and other bookings may also be made through the appropriate travel management company.

The [Traveller's Kit](#) is designed to provide CSIRO travellers with all the information they need to know to travel safely and effectively on CSIRO business.

Actions Required

Definitions

| | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CSIRO affiliates | CSIRO affiliates are people associated with CSIRO namely: visiting scientists, secondees, students and trainees, contractors and consultants, and honorary, post retirement or volunteer fellows. |
| Manager | <p>Manager is the staff member or CSIRO affiliate to whom you report and who has responsibility for:</p> <ul style="list-style-type: none"> • managing you in the organisation structure • the conduct and resourcing of the activity in which you are engaged. |
| Staff member | Staff member is a person appointed by CSIRO under section 32 of the Science and Industry Research Act 1949. |
| Senior Manager | <p>Senior manager is the staff member or CSIRO affiliate who manages the Division, Portfolio or function in which you work. Depending on where you work your senior manager is the Chief Executive or an Executive Director, Chief of Division, Portfolio Leader including Flagship Director or the General Manager of an Enterprise Service group.</p> <p>Staff related decisions will be managed by your host Division or Function.</p> |
| International Travel | International travel is defined as official travel to any destination outside Australia. |
| Domestic travel | Domestic travel is defined as official travel away from the traveller's normal place of work within Australia. |

Resources

- [Summary of amendments made to the CSIRO Travel Procedure in July 2010 \[Word 34KB\]](#).
- Includes an explanation of the 'Minor Expenses' payment - \$15 per day domestic, \$30 per day international.

ATTACHMENT A

CSIRO Travel Costs and Plans FY 2012-13

| Delegation/ Individual | Purpose Of Trip | Total Cost | Airfares | Fare Type | Accommodation | Meals | Other |
|---------------------------|-----------------------------------------------------------------------------------------------|------------|----------|------------------------------|---------------|---------|----------|
| Delegation | Attend AFSI (L'Aquila Food Security Initiative) Phase 3 Design Mission. | \$23,298 | \$19,489 | Economy | \$3,203 | \$109 | \$497 |
| Delegation | Attend AFSI (L'Aquila Food Security Initiative) Burkina Faso Meeting. | \$45,176 | \$15,902 | Economy | \$16,431 | \$388 | \$12,455 |
| Delegation | Attend (L'Aquila Food Security Initiative) AFSI Phase 3 ABD BecA Project Review. | \$35,169 | \$21,345 | Economy | \$10,671 | \$971 | \$2,182 |
| Delegation | Attend (L'Aquila Food Security Initiative) AFSI Ecological Intensification Project. | \$26,794 | \$20,477 | Economy | \$3,770 | \$251 | \$2,296 |
| Delegation | Bayer Europe Client Technical & Management Committee Meetings. | \$57,263 | \$50,572 | 3 Economy/ 4 Business | \$6,234 | \$186 | \$272 |
| Delegation | 16th International Symposium of the World Association of Veterinary Laboratory Diagnosticians | \$25,007 | \$17,743 | Business x 1, Economy x 3 | \$3,949 | \$913 | \$2,403 |
| Delegation | Attend the EMBRAPA (Brazilian Enterprise for Agricultural Research) | \$30,923 | \$15,376 | Economy | \$10,244 | \$2,839 | \$2,465 |
| Delegation | Attend JSTCC (Joint Science & Technology) Meeting. | \$8,326 | \$6,806 | Business | \$1,312 | \$134 | \$74 |
| Delegation | Attend ACCA Mid Term Project Review. | \$23,686 | \$6,438 | Economy | \$11,243 | \$221 | \$5,784 |
| Delegation | Attend the International Association of Hydrogeologists Conference | \$20,578 | \$12,830 | Economy | \$6,296 | \$1,452 | \$0 |
| Delegation | Meetings/Workshop with EMBRAPA (Brazilian Enterprise for Agricultural Research) | \$27,706 | \$11,281 | 4 Economy | \$12,251 | \$1,648 | \$2,526 |
| Delegation | Travel to Chile for various meetings. | \$35,744 | \$26,480 | Business | \$6,805 | \$1,361 | \$1,098 |
| Delegation | Chilean board meetings and participation in the Chile Working Group | \$27,734 | \$19,611 | Business | \$5,965 | \$1,156 | \$1,001 |
| Delegation | ALMA Science Conference | \$22,577 | \$18,518 | Economy | \$2,409 | \$203 | \$1,448 |
| Delegation | SPICES Symposium (South Pacific Integrated Ecosystem Studies Program) | \$21,040 | \$17,260 | Economy / Business | \$2,770 | \$320 | \$690 |
| Delegation | Progress AusAID project on river basin management in the Copiapó Basin in the Atacama Desert | \$20,853 | \$17,719 | Economy | \$1,811 | \$1,258 | \$65 |
| Delegation | Combined trip to Vale (Client Premises) & CSIRO ICE (International Centre of Excellence) | \$20,968 | \$18,417 | Economy | \$1,813 | \$163 | \$575 |
| Delegation | 2012 CAANEVI (China Australia Alliance for New Energy Vehicle Innovation) Summit | \$22,685 | \$10,745 | Economy | \$6,120 | \$3,490 | \$2,330 |
| Delegation | CAS (Chinese Academy of Sciences) Group Mission | \$51,785 | \$40,100 | Business | \$10,800 | \$0 | \$885 |

| Delegation/ Individual | Purpose Of Trip | Total Cost | Airfares | Fare Type | Accommodation | Meals | Other |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-----------------------------------------------|---------------|---------|----------|
| Delegation | International Astronomical Union General Assembly XXVII. | \$45,424 | \$17,550 | Economy | \$24,466 | \$1,465 | \$1,944 |
| Individual | Newton Turner Award for Professional Development to attend and present talks for 2 high profile conferences (Computational Statistics 2012 and 1st European Actuarial Journal conference). | \$27,074 | \$1,859 | Economy | \$15,591 | \$1,198 | \$8,425 |
| Individual | Plant BioIndustrial Oils & KBBE Workshop | \$22,459 | \$16,339 | 1 x Business/ 1 x Economy | \$4,828 | \$323 | \$970 |
| Delegation | Fraunhofer/CSIRO Workshop June 2013 | \$51,534 | \$37,173 | Business (2)/ Economy (9) | \$7,203 | \$4,700 | \$2,459 |
| Individual | Julius Career Award. | \$30,112 | \$12,807 | Economy | \$16,952 | \$353 | \$0 |
| Delegation | Attend 12th Aus-EU Joint Science Meeting in Germany with additional meetings in the UK. | \$37,503 | \$29,295 | Business/ Economy | \$6,138 | \$1,120 | \$950 |
| Delegation | Attend GRA (Groundwater Resources Association) Meeting. | \$15,253 | \$11,543 | Economy/ Business | \$3,393 | \$67 | \$250 |
| Delegation | Attend GHGT 2011 (Greenhouse Gas Control Technologies) | \$25,850 | \$12,200 | Economy | \$10,300 | \$650 | \$2,700 |
| Delegation | Biannual CSIRO GE Strategic Relationship Committee Meeting | \$19,152 | \$11,256 | Business | \$5,313 | \$502 | \$2,081 |
| Delegation | Attend Solar Paces Conference. | \$38,300 | \$30,500 | Economy / Business / Premium Economy | \$5,300 | \$400 | \$2,100 |
| Delegation | Workshop with the International Centre for Integrated Mountain Development on multidisciplinary aspects of transboundary river management. | \$36,334 | \$34,994 | Economy | \$0 | \$0 | \$1,340 |
| Delegation | Attend AOGS (Asia Oceania Geosciences Society) & AGU (American Geophysical Union) Meetings. | \$31,705 | \$11,485 | Economy | \$12,803 | \$1,579 | \$5,838 |
| Delegation | Attend Pacific Climate Change and Adaptation Conference - Honiara Workshop, Solomon Islands | \$45,313 | \$15,509 | Economy | \$15,523 | \$5,984 | \$8,298 |
| Delegation | To discuss plans for ongoing solar thermal research with Spanish leaders in the field. One CSIRO officer combined the return trip to Australia with a visit to India for commercial discussions with potential Indian licensees. | \$28,000 | \$22,800 | Business | \$3,500 | \$800 | \$900 |
| Individual | Secondment at Swedish Institute of Computer Science (SICS), as planned in the awarded Julius Career Award application. | \$28,560 | \$9,474 | Economy | \$384 | \$7,646 | \$11,055 |
| Delegation | Prospectors and Developers Association of Candada conference | \$38,440 | \$35,667 | Business | \$1,123 | \$0 | \$1,650 |
| Delegation | International Research Ship Operators Conference (IRSO) | \$21,712 | \$16,213 | Economy | \$3,558 | \$891 | \$1,050 |
| Individual | Interview for FHLSI (Food Health & life Sciences) Group Executive Position | \$20,326 | \$20,326 | Business | \$0 | \$0 | \$0 |

| Delegation/ Individual | Purpose Of Trip | Total Cost | Airfares | Fare Type | Accommodation | Meals | Other |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|------------------------------|----------------------|-----------------|------------------|
| Individual | Julius Career Award for professional development involving 3 months at the MD Anderson Cancer Center and attendance at three conferences. | \$35,261 | \$1,002 | Economy | \$24,550 | \$617 | \$9,093 |
| Delegation | GE Business Development visit. | \$28,239 | \$21,160 | Business/ Economy | \$4,429 | \$1,667 | \$983 |
| Individual | For multiple business meetings, 2 Sponsor Review meetings and two conferences (Procemin & Geomet) doing poster presentations. | \$36,200 | \$31,000 | Business | \$2,600 | \$2,350 | \$250 |
| Delegation | Boeing Steering Committee meeting 2012. | \$63,466 | \$53,412 | Economy (4)/ Business (3) | \$7,454 | \$2,100 | \$500 |
| Delegation | GE CSIRO Alliance Meeting. | \$104,873 | \$82,726 | Business | \$13,696 | \$5,567 | \$2,883 |
| Delegation | 244th American Chemical Society (ACS) meeting. | \$28,949 | \$22,804 | Economy (3)/ Business (1) | \$4,655 | \$1,004 | \$487 |
| Delegation | WLAN - CSIRO v CISCO Mediation | \$22,018 | \$17,346 | Business | \$3,680 | \$218 | \$774 |
| Delegation | Trip to AGU (American Geophysical Union) Conference. | \$30,836 | \$23,015 | Economy | \$1,857 | \$5,456 | \$508 |
| Delegation | AGU (American Geophysical Union) Fall Meeting. | \$31,700 | \$19,500 | Economy | \$8,950 | \$1,450 | \$1,800 |
| Delegation | AGU (American Geophysical Union) Meeting. | \$37,070 | \$19,173 | Economy | \$9,310 | \$2,879 | \$5,707 |
| Individual | Attend the World Biotech Congress. | \$29,563 | \$11,770 | Economy | \$11,881 | \$566 | \$5,346 |
| Individual | Sabbatical to UC (University of California). | \$20,228 | \$6,998 | Economy | \$6,802 | \$1,134 | \$5,294 |
| Individual | CU (Columbia University) Fellowship. | \$22,499 | \$6,131 | Economy | \$4,549 | \$1,185 | \$10,634 |
| Delegation | Attend Clearwater Clean Coal Conference. | \$37,800 | \$27,800 | Economy/ Business | \$7,700 | \$1,000 | \$1,300 |
| Delegation | Attend Global Methane Initiative conference and, manufacturer visit and mine methane utilisation meetings | \$23,100 | \$18,000 | Economy/ Business | \$3,600 | \$900 | \$600 |
| Delegation | Meet with members of the Vietnamese Academy of Science and other members of the Global Research Alliance (GRA). | \$32,970 | \$22,359 | Economy | \$7,908 | \$1,343 | \$1,359 |
| Delegation | Attend Global Innovation Summit. | \$27,267 | \$24,055 | Business | \$2,807 | \$205 | \$200 |
| | TOTALS | \$1,722,403 | \$1,122,350 | | \$386,899 | \$74,382 | \$138,773 |

CSIRO Travel Costs and Plans FY 2013-14

| Delegation/ Individual | Purpose Of Trip | Total Cost | Airfares | Fare Type | Accommodation | Meals | Other |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|----------------------------------|---------------|----------|---------|
| Delegation | CLW Science Review Committee Member - International, Canberra October 2013 | \$34,574 | \$27,807 | Business (3)/ Economy (3) | \$4,648 | \$1,230 | \$890 |
| Individual | Wealth from Oceans Directorship position in CSIRO. Travel from Canada to Australia | \$24,500 | \$23,200 | Business | \$1,300 | \$0 | \$0 |
| Delegation | Attend Discrete Element Methods, DEM6 conference, International Mining Congress & China Mine sites. | \$39,300 | \$20,200 | Economy | \$13,900 | \$2,900 | \$2,300 |
| Delegation | The trip centered on attendance at the 20th International Biohydrometallurgy Symposium (IBS2013), additional meetings were also undertaken. | \$20,509 | \$7,320 | Economy | \$4,318 | \$3,052 | \$5,819 |
| Delegation | Work with Chilean government and industry and research partners on the ICE for Mining and Minerals and progress formation of the CSIRO Fundacion in Chile. | \$45,290 | \$34,183 | Business | \$8,155 | \$1,725 | \$1,227 |
| Delegation | Present the Future of Chilean Mining' report, attend a Global Foresight conference sponsored by the Atlantic Council and attending the CSIRO Chile Board Meeting. | \$50,645 | \$34,410 | Business | \$11,699 | \$3,041 | \$1,495 |
| Delegation | Attend meetings with key stakeholders in 'Future of Mining in Chile' report and attend the CSIRO Chile board meeting . | \$26,193 | \$20,224 | Business | \$4,502 | \$769 | \$699 |
| Delegation | Chilean board meetings and meeting with CSIRO Chile team. Additional meetings with Ausaid in Bogota and Columbia. | \$26,293 | \$13,934 | Business | \$9,624 | \$1,540 | \$1,195 |
| Delegation | Chinese Academy of Science (CAS) three joint CSIRO-CAS Workshops (1) Intelligent Processing, (2) Clean Coal Technology, and (3) Nanotechnology and Chemistry | \$55,814 | \$33,900 | Business (1)/ Economy (17) | \$12,351 | \$5,650 | \$3,913 |
| Delegation | Delegation to Tiandi, China to develop relationships with Tiandi and identify project opportunities in Longwall Automation and Smartcut. | \$29,800 | \$18,000 | Economy / Business | \$8,900 | \$800 | \$2,100 |
| Delegation | WLAN - CSIRO v CISCO Trial | \$50,414 | \$40,101 | Business | \$6,270 | \$1,950 | \$2,093 |
| Delegation | Attend EBM Implementation & ICES (International Council for Exploration of the Sea) | \$35,400 | \$21,260 | Business / Economy Premium | \$9,500 | \$2,400 | \$2,240 |
| Sep-2013 | Progress CSIRO AusAID project in West Africa - Burkina Faso and Senegal. | \$20,461 | \$19,288 | Economy | \$474 | \$379 | \$321 |
| Delegation | Attend Ocean Sciences Conference | \$45,396 | \$17,573 | Economy | \$15,015 | \$10,878 | \$1,930 |
| Delegation | Attend Dow AgroSciences/CSIRO discussion (Plant Industry delegation). | \$50,995 | \$44,251 | Business (4), Economy (2) | \$3,600 | \$2,394 | \$750 |

| Delegation/ Individual | Purpose Of Trip | Total Cost | Airfares | Fare Type | Accommodation | Meals | Other |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-------------------------------|----------------------|-----------------|-----------------|
| Delegation | Attend Australasian Virology Society Meeting. | \$20,842 | \$6,929 | Economy | \$9,882 | \$2,801 | \$1,230 |
| Delegation | Progress delivery of the new National Facility Research Vessel. | \$40,578 | \$12,143 | Economy | \$13,800 | \$11,600 | \$3,035 |
| Delegation | Progress delivery of the new National Facility Research Vessel. | \$29,685 | \$12,734 | Economy | \$11,521 | \$2,370 | \$3,060 |
| Delegation | Attend 4th Lead Authors Meeting. | \$25,430 | \$14,325 | Economy | \$7,725 | \$1,840 | \$1,540 |
| Delegation | IPCC (Intergovernmental Panel on Climate Change) Meeting. | \$20,834 | \$14,547 | Economy | \$4,558 | \$626 | \$1,102 |
| Delegation | Annual SKA engineering project meeting. | \$41,186 | \$24,709 | Economy | \$11,043 | \$2,625 | \$2,809 |
| Delegation | Attend INTECOL (International Association for Ecology) 2013 Conference. | \$32,032 | \$22,105 | Economy | \$6,302 | \$978 | \$2,647 |
| Individual | Relocation cost to Australia to take up FHLSI (Food, Health and Life Science Industries) group executive position. | \$37,000 | \$20,000 | Business | \$16,000 | \$1,000 | \$0 |
| Delegation | Attend PRICM-8: 8th Pacific Rim international Congress on Advanced Materials and Processing. | \$68,629 | \$37,546 | Economy | \$20,880 | \$5,800 | \$4,403 |
| Delegation | Boeing Steering Committee meeting 2013. | \$44,071 | \$35,731 | Economy (4) / Business (2) | \$5,840 | \$1,500 | \$1,000 |
| Delegation | Attend 247th American Chemical Society (ACS) national meeting. | \$25,757 | \$17,903 | Business (1) / Economy (3) | \$5,851 | \$1,236 | \$768 |
| Delegation | Attend Robobusiness 2013. | \$20,779 | \$9,500 | Economy | \$5,500 | \$3,500 | \$2,279 |
| Delegation | IFT (Institute of Food Technologists) Conference. | \$20,706 | \$11,955 | Economy | \$5,587 | \$785 | \$2,379 |
| Individual | Newton Turner Award - Duke University Extended Secondment. | \$28,177 | \$5,852 | Economy | \$9,941 | \$8,612 | \$3,772 |
| Delegation | Attend Dow AgroSciences/CSIRO discussion in Indianapolis, USA (Plant Industry delegation) | \$50,995 | \$44,251 | Economy (2) / Business (5) | \$3,600 | \$2,394 | \$750 |
| Delegation | Attend AGU (American Geophysical Union) 2013 Meeting. | \$34,095 | \$14,506 | Economy | \$10,631 | \$3,322 | \$5,636 |
| Delegation | Solar Paces/meetings with US partners. | \$40,600 | \$21,000 | Economy / Business | \$7,700 | \$4,600 | \$7,300 |
| Individual | Researcher Exchange Program - ARENA (Australian Renewable Energy Agency) funded. | \$33,600 | \$1,400 | Economy | \$32,200 | \$0 | \$0 |
| TOTALS | | \$1,170,579 | \$702,786 | | \$302,816 | \$94,296 | \$70,682 |