

**Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
Industry, Innovation, Science, Research and Tertiary Education Portfolio  
Budget Estimates Hearing 2012-13  
28 and 29 May 2012

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**AGENCY/DEPARTMENT:** DEPARTMENT OF INDUSTRY, INNOVATION, SCIENCE, RESEARCH AND TERTIARY EDUCATION

**TOPIC:** Travel Costs

**REFERENCE:** Written Question – Senator Bushby

**QUESTION No.:** BI-195

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
3. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is this monitored? If the guidelines are not being followed, please explain why.
4. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
5. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.

**ANSWER**

**DEPARTMENT OF INDUSTRY, INNOVATION, SCIENCE, RESEARCH AND TERTIARY EDUCATION (DIISRTE)**

1. Please refer to question AI-241 for information on 1 July 2011 to 29 February 2012. The following departmental officers accompanied the Minister on official overseas travel from 1 March 2012 to 31 May 2012.

**Minister Lundy – India (30 April – 4 May 2012)**

Accompanied by Mr Tony Weber, Acting Head of Division, Innovation, DIISTRE. The travel costs are as follows:

<b>Travel (airfares)</b>	<b>Accommodation</b>	<b>Travel Allowance (meals, incidentals, other and official hospitality)</b>	<b>Passport and visa fees</b>	<b>Total</b>
\$7580	\$604	\$53	Nil	\$8237

2. Please refer to AI-241 for travel costs for departmental officers from 1 July 2011 to 29 February 2012. For the period from 1 March 2012 to 31 May 2012 please refer to the following table.

	<b>Domestic \$</b>	<b>Overseas \$</b>
<b>Airfares</b>	1,122,882	928,735
<b>Accommodation</b>	671,411	120,438
<b>Meals</b>	149,946	156,976
<b>Travel Expenses (such as incidentals)</b>	763,986	103,218

3. Where possible employees of the department and portfolio agencies are required to take the lowest practical fare when travelling in line with principles set out in Finance Circulars 2009-10 and 2009-11. The department receives regular reports from the travel service provider which are monitored for compliance.
4. Please refer to AI-241 for lounge membership information from 1 July 2011 to 29 February 2012. Lounge memberships are provided on an annual basis. For the financial year to 31 May 2012, the department provided 511 Qantas and 69 Virgin Australian memberships at a cost ranging from \$249 to \$665 depending on the length of the membership.
5. No.

**AUSTRALIAN INSTITUTE OF ABORIGINAL AND TORRES STRAIT ISLANDER STUDIES (AIATSIS)**

AIATSIS does not record travel data in a way that would readily allow answers to be provided to these questions, without an unreasonable diversion of Agency resources.

**AUSTRALIAN INSTITUTE OF MARINE SCIENCE (AIMS)**

1. Not applicable. Please refer to response to question 1 by DIISRTE.
2. Breakdown between domestic and overseas travel for the 2011-12 financial year is provided in the following table:

	<b>Domestic</b>	<b>Overseas</b>
<b>Airfares</b>	\$552,784	\$146,371
<b>Accommodation</b>	\$182,702	\$36,616
<b>Meals</b>	\$68,404	\$7,219
<b>Travel Expenses (such as incidentals)</b>	Not available	Not available

3. AIMS is not an FMA Agency and is not subject to the policy outlined in the Finance Circulars, however, its travel guidelines are based on lowest practical fare.
4. The Agency provides lounge memberships to its employees on the basis that it provides effective and efficient use of the traveller's time. For the financial year to 31 May 2012, 34 Qantas memberships have been purchased at a cost ranging from \$249 to \$690 depending on the length of the membership.
5. No.

#### **AUSTRALIAN NUCLEAR SCIENCE & TECHNOLOGY ORGANISATION (ANSTO)**

1. Please refer to response to question 1 by DIISRTE.
2. Please refer to AI-241 for travel costs from 1 July 2011 to 29 February 2012. The travel cost from 1 March to 31 May 2012 is detailed in the following table below.

	<b>Domestic</b>	<b>Overseas</b>
<b>Airfares</b>	\$111,931	\$1,050,398
<b>Accommodation &amp; Meals</b>	\$27,020	\$164,926
<b>Travel Expenses (such as incidentals)</b>	\$13,298	\$78,500

3. As a CAC Agency, ANSTO is not required to follow Finance Circulars 2009/10 and 2009/11, however where possible employees are required to take the lowest practical fare of the day.
4. The Agency provides lounge memberships to its employees ranging from the APS 6 to SES Band 2 Level on the basis that it provides effective and efficient use of the traveller's time. For the period 1 March 2012 to 31 May, 32 Qantas memberships have been purchased at a cost ranging from \$249 to \$860 depending on the length of the membership.
5. No.

#### **AUSTRALIAN RESEARCH COUNCIL**

1. Please refer to response to question 1 by DIISRTE.
2. Please refer to AI-241 for travel costs from 1 July 2011 to 29 February 2012. The cost of travel from 1 March to 31 May 2012 is \$65,613. The ARC does not record travel data in a

way that would readily allow answers to be provided to the question, without an unreasonable diversion of Agency resources.

3. Please refer to response to question 3 by DIISRTE.
4. The Agency provided lounge memberships on its employees on the basis that it provides effective and efficient use of the traveller's time. From 1 July 2011 to 29 February 2012, 6 Qantas memberships were purchased at a cost ranging from \$249 to \$665 depending on the length of the membership. There were no memberships purchased from 1 March to 31 May 2012.
5. No.

#### **AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA)**

1. Please refer to response to question 1 by DIISRTE.
2. ASQA officers undertook a total of 372 trips for the period 1 July 2011 to 31 May 2012 at a cost of \$614,944. To provide the requested level of detail would involve an unreasonable diversion of agency resources.
3. Please refer to response to question 3 by DIISRTE.
4. Between the dates of 1 July 2011 to 31 May 2012, 14 ASQA staff who held a lounge membership are detailed in the following table:

CLASSIFICATION	NUMBER OF MEMBERSHIPS	COST \$
Commissioners	2	Complimentary Qantas Club Memberships due to Frequent Flyer Status (no cost to ASQA)
SES Band 1	1	485
EL 2	5	2,425
EL 1	4	1,730
APS 6	2	970
APS 5	0	0
APS 4	0	0
APS 3	0	0
<b>TOTAL</b>	14	<b>5,610</b>

As per the ASQA Travel Policy to qualify for an airline lounge memberships it must be anticipated that the staff member will be required to undertake eight or more business trips in a 12 month period and have approval from their delegate.

5. No.

## COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATION (CSIRO)

1. Please refer to response to question 1 by DIISRTE.
2. Please refer to AI-241 for travel costs from 1 July 2011 to 29 February 2012. CSIRO's cost of domestic and international travel for the period 1 March to 31 May 2012 is \$11,278,294. This includes fares and similar transport costs such as taxis and rental cars, and travel expenses such as accommodation and meals.
3. Where possible employees of the department and Portfolio agencies are required to take the lowest practical fare when travelling in line with the Finance Circulars 2009-10 and 2009-11 principles.

The Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines have been incorporated in CSIRO's Travel Procedures. The effective management of compliance with the Travel Procedures is the responsibility of each business unit within the Organisation. The central travel area also receives and monitors reports from the Service provider detailing usage and compliance. Some CSIRO travellers undertake travel for and on behalf of external parties. In such cases, those parties may arrange and subsidise the travel outside of the requirements of the Finance Circulars.

4. Airline lounge memberships are available to all CSIRO employees under the travel policy. CSIRO may pay for lounge membership for eligible travellers on official CSIRO business travel, at the managers' discretion. To be eligible for lounge membership, travellers must make more than eight flights per year. Lounge membership is not restricted by classification level.

For the period 1 March to 31 May 2012 there has been 58 Qantas and 3 Virgin Australia memberships purchased at a cost range from \$249 to \$860 depending on the length of the membership.

5. No.

### IP AUSTRALIA

1. Please refer to response to question 1 by DIISRTE.
2. Please refer to AI-241 for travel costs from 1 July 2011 to 29 February 2012. The travel cost from 1 March 2012 to 31 May 2012 is detailed in the following table:

	<b>Domestic</b>	<b>Overseas</b>
<b>Airfares</b>	\$109,806	\$174,580
<b>Accommodation</b>	\$44,437	\$65,223
<b>Meals</b>	\$14,070	Included in accommodation total
<b>Travel Expenses (such as incidentals)</b>	\$6,020	\$2,442

3. Please refer to response to question 3 by DIISRTE.
4. The Agency provided lounge memberships from 1 March 2012 to 31 May 2012 to their employees ranging from the APS 6 to SES Band 2 Level on the basis that it provides effective and efficient use of the traveller's time. For the financial year to date there have been five Qantas and one Virgin Australia memberships purchased at a cost range from \$275 to \$665 depending on the length of the membership.
5. No.

#### **TERTIARY EDUCATION QUALITY AND STANDARDS AGENCY (TEQSA)**

1. Please refer to response to question 1 by DIISRTE.
2. TEQSA's travel cost from 1 July 2011 to 31 May 2012 is detailed in the following table:

	<b>Domestic</b>	<b>Overseas</b>
<b>Airfares</b>	\$186,876	\$1,191
<b>Accommodation</b>	\$46,593	\$1,857
<b>Meals</b>	\$17,570	\$1,094
<b>Travel Expenses (such as incidentals)</b>	\$36,945 (includes Taxi)	\$593

3. TEQSA's travel policy requires staff to take the lowest practical fare when travelling. This is monitored through the monthly acquittal of the travel invoice.
4. The Agency provided lounge memberships to its employees on the basis that it provides effective and efficient use of the traveller's time. In the financial year to date TEQSA purchased seven Qantas at a cost range from \$249 to \$665 depending on the length of the membership.
5. No.