

QUESTION TAKEN ON NOTICE

BUDGET ESTIMATES HEARINGS: 19 NOVEMBER 2013

IMMIGRATION AND BORDER PROTECTION PORTFOLIO

(SE13/0172) PROGRAM – Internal Product

Senator Ludwig (Written) asked:

- a) 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).
- b) 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). Also provide a reason and brief explanation for the travel.
- c) What travel is planned for the rest of the year from 7 September 2013? Also provide a reason and brief explanation for the travel.
- d) What is the policy for business class airfare tickets?
- e) 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.
- f) 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.
- g) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

Answer:

a) Departmental officers accompanying Minister and/or Parliamentary Secretary

For the financial year to date, to 30 September 2013, four departmental officers accompanied the Minister on trips. The total cost for these four trips was \$18,828.

Type of Airfare	Airfare	Accommodation	Meals & Incidentals
International	\$4 548	\$ 385	\$ 325
International	RAAF	\$ 458	\$ 434
International	\$5 785	\$ 895	\$ 496
International	\$4 626	\$ 179	\$ 697

b) Staff travel costs

Staff travel costs for the financial year to date, to 30 September 2013, are as follows:

	FYTD 30 September 2013
Domestic	
Airfares	\$ 2 307 391
Accommodation & allowances	\$ 3 309 126
Sub-total	\$ 5 616 517
International	
Airfares	\$ 2 896 668
Accommodation & allowances	\$ 2 299 712
Sub-total	\$ 5 196 380
Other	
Taxi fares	\$ 527 658
Sub-total	\$ 527 658
Total of all travel expenditure	\$ 11 340 555

Factors contributing to travel expenditure in the department for the financial year to date include travel of departmental officers:

- to/from/between the department's approximately 80 offices in Australia and offshore
- to/from/between detention centres within Australia, including on Christmas Island
- to/from regional processing centres (RPCs) on Manus Island in Papua New Guinea (PNG) and Nauru
- to state offices and overseas posts to monitor operations and conduct interviews
- to accompany people who are being involuntarily removed from Australia
- to attend meetings and conferences as part of Australia's international engagement with other immigration jurisdictions, including Indonesia, Malaysia, the United Kingdom and the United States of America
- between venues to attend meetings, training, conferences and workshops.

c) What travel is planned for the rest of the year, from 7 September 2013? Also provide a reason and brief explanation for the travel.

Travel for the rest of the year is yet to be determined. Operational requirements that will impact travel costs are as specified at b) above.

d) What is the policy for business class airfare tickets?

The department's travel policy provides that all domestic air travel (including the domestic leg of any international flight) must be in economy class unless there is an entitlement to travel business class or an approved written business case to fly business class. Approval should be on an exceptions basis. All international air travel must be in economy class or business class.

e) Lounge memberships

The department's travel policy states that if an employee is required to fly regularly (eight or more times a year) and there is a business need, a delegate may approve an airline lounge membership for that employee.

The department has record of 428 employees holding a Corporate Lounge Membership as at 1 December 2013 as follows:

Classification	Number of memberships
APS 4-6	106
Executive Level 1-2	277
SES	45
Total	428

The whole of Australian government's lounge membership rates paid by the department are:

- Annual Virgin Lounge Membership : \$249.00 - plus one off joining fee of \$199.00,
- Annual Qantas Lounge Membership : \$290.00 - plus one off joining fee of \$220.00.

f) Administrative staff travel

The department spent \$845 in the financial year to date, to 30 September 2013, on travel for one staff member to accompany an SES officer. Their duties included facilitating stakeholder discussions and familiarisation with the staff and work location.

g) Carbon Offsets

The department does not offset emissions for employee's work related travel.