

**Senate Standing Committee on Environment and Communications**

**Answers to Senate Estimates Questions on Notice**

**Supplementary Budget Estimates Hearings November 2013**

**Communications Portfolio**

**NBN Co Limited**

**Question No: 218**

**Program No. NBN Co**

**Hansard Ref: In Writing**

**Topic: Travel Costs**

**Senator Ludwig asked:**

- a) For the financial year to date, please detail all travel for Departmental/agency 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.
- b) What travel is planned for the rest of the financial year from 7 September 2013? Also provide a reason and brief explanation for the travel.
- c) What travel is planned for the rest of this calendar year? 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, does 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) NBNCo has a formal travel approval process which requires travellers to seek approval prior to booking hotels, cars and air travel. The reason for the travel is required to be provided to the travel approver but to provide a detailed breakdown of these would involve an unnecessary diversion of resources. The functional classifications of travel (i.e. airfare, rental cars and accommodation) are illustrated below.

Travel expenses excluding (entertainment and fleet costs) for the period 1 July 2013 to 30 November 2013.

	July 2013 to November 2013				
	Air	Hotel	Transport	Meals & Entertainment	Total Travel Expenditure
<b>Grand Total</b>	<b>2,476,355</b>	<b>1,497,243</b>	<b>1,430,962</b>	<b>462,624</b>	<b>5,867,183</b>

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- b) Travel expenses planned (excluding entertainment and fleet costs) for the rest of the financial year (1 September 2013<sup>1</sup> to 30 June 2014)

	Budget September 2013 - June 2014				
	Air	Hotel	Transport	Meals & Entertainment	Total Travel Expenditure
<b>Grand Total</b>	<b>6,642,354</b>	<b>3,347,761</b>	<b>2,439,275</b>	<b>1,302,165</b>	<b>13,731,554</b>

- c) Travel expenses planned (excluding entertainment and fleet costs) for the rest of this calendar year (1 December 2013 to 31 December 2013)

	Budget December 2013				
	Air	Hotel	Transport	Meals & Entertainment	Total Travel Expenditure
<b>Grand Total</b>	<b>592,519</b>	<b>309,425</b>	<b>226,525</b>	<b>118,964</b>	<b>1,247,433</b>

- d) All air travel (domestic and international) must be Economy Class unless approved by the CEO. First class travel is not permitted.
- e) Qantas offered NBN Co employees a status match for Gold and Platinum Virgin Frequent Flyer members at no cost. Should NBN Co employees wish to purchase a lounge membership they can do so at a discounted price offered by Qantas at their own expense and this will not be reimbursed by NBN Co. Chairman lounge memberships are only offered by Qantas direct invitation to certain executives at no cost to NBN Co.
- f) For the period 1 July 2013 to 30 November 2013 there has been one (1) Executive Assistant that has been required to travel with their Executive for inter-state meetings. The employee is required due to the volume of work performed and expertise involved. The cost of travel was \$2,637.34 (excluding GST)
- g) No

<sup>1</sup> Travel expenditure from 1 September 2013 has been disclosed in order to align with the NBNCo Limited month end process.