

**Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
Industry, Innovation, Science, Research and Tertiary Education Portfolio  
Additional Estimates Hearing 2012-13  
13 February 2013

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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.:** AI-136

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 includes 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 includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. 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 the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
6. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and what is their classification, what is the reason for the provision of lounge memberships and the total costs of the lounge memberships.
7. When SES employees travel, do any support / 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 their travel.
8. Does the department/agency elect to offset emissions for employees' work-related travel? If yes, what is the cost?

**ANSWER**

Please refer to SI-166 for details on travel costs for the period 1 July 2012 to 31 October 2012.

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

1. Details on Departmental officers who accompanied the Minister on official overseas travel for the period 1 November 2012 to 31 January 2013 is as follows.

**Minister O'Connor– United States, 9-17 December 2012**

<b>Departmental Officer</b>	<b>Travel (airfares including type)</b>	<b>Accommodation</b>	<b>Travel expenses (such as incidentals)</b>	<b>Cost (GST exclusive)</b>
1	\$12,543 business class	\$1,930	\$666	\$154,139

2. Details on all travel for departmental officers for the period 1 November 2012 to 31 January 2013 is as follows.

	<b>Domestic \$ (GST exclusive)</b>	<b>Overseas \$ (GST exclusive)</b>
<b>Airfares</b>	545,011	195,030
<b>Accommodation</b>	429,408	44,212
<b>Meals</b>	127,361	26,519
<b>Travel Expenses (such as incidentals)</b>	652,881	8,857

- 3 and 4.

Based on the department's current spend to date it is estimated that the total cost of travel for 2012-13 year will be approximately \$11,750,000 and for the 2013 calendar year approximately \$12,000,000. Travel by departmental officials is undertaken to meet business requirements while ensuring the effective and efficient use of resources.

5. 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 2012/04 and 2015/05. The department receives regular reports from the travel service provider which are monitored for compliance.
6. Lounge membership is provided annually to employees on the basis that it provides effective and efficient use of the traveller's time and is not based on classification level. For the period 1 November 2012 to 31 January 2013, 508 Qantas and 55 Virgin memberships are currently in use by departmental officials. These have purchased at a cost ranging from \$249 to \$900 depending on the length of the membership and pricing under Whole-of-Australian-Government travel arrangements.
7. No.
8. 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. Please refer to the response provided by DIISRTE.
2. AIMS is Australia's Tropical Marine Research Agency undertaking research across northern Australia. Travel is a core component of AIMS activities Details on all travel for agency officers for the period 1 November 2012 to 31 January 2013 is as follows.

	<b>Domestic Cost \$ (GST exclusive)</b>	<b>Overseas Cost \$ (GST exclusive)</b>
<b>Airfares</b>	217,406	37,158
<b>Accommodation</b>	79,391	4,938
<b>Meals</b>	28,403	881
<b>Travel Expenses (such as incidentals)*</b>	7,081	14,662

\*Please note this does not include hire car costs as per previous responses. Please refer to AI-143 for these costs.

3. AIMS travel relates to the delivery of AIMS' research program and other business requirements. Based on current spending, AIMS anticipates that its travel costs for the financial year to end of June 2013 will be \$1million and for the calendar year January 2013 to December 2013 \$1.2 million.
4. Please refer to the response provide to question 3.
5. 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.
6. AIMS provides lounge memberships to its employees on the basis that it provides effective and efficient use of the traveller's time. For the period 1 November 2012 to 31 January 2013, two Qantas membership have been purchased at a cost ranging from \$627 to \$645 depending on the length of the membership.
7. No.
8. No.

## AUSTRALIAN NUCLEAR SCIENCE & TECHNOLOGY ORGANISATION (ANSTO)

1. Please refer to the response provided by DIISRTE.
2. Details on all travel for agency officers for the period 1 November 2012 to 31 January 2013 is as follows.

	<b>Domestic Cost \$ (GST exclusive)</b>	<b>Overseas Cost \$ (GST exclusive)</b>
<b>Airfares</b>	132,896	481,830
<b>Accommodation</b>	24,322	77,037

<b>Meals (included in Accommodation)</b>	n/a	n/a
<b>Travel Expenses (such as incidentals)</b>	10,710	38,070

3 and 4.

The travel pattern for ANSTO personnel is dependent upon business requirements as each Institute / Division has its unique travel requirements, and such the exact nature and volume of travel will vary. Based on ANSTO's current spend to date it is anticipated that the total cost of travel for 2012-13 year will be \$3,600,000. It also anticipates that for the full calendar year the full cost of travel will be \$3,700,000.

5. ANSTO is not an FMA agency and is not subject to the policy outlined in the Finance Circulars, however where possible employees are required to take the lowest practical fare of the day.
6. ANSTO provides lounge memberships to its employees on the basis that it provides effective and efficient use of the traveller's time. During the period 1 November 2012 to 31 January 2013, ANSTO purchased no additional memberships.
7. No.
8. No

#### **AUSTRALIAN RESEARCH COUNCIL (ARC)**

1. Please refer to the response provided by DIISRTE.
2. ARC officers undertook a total of 30 trips for the period 1 November 2012 to 31 January 2013 at a cost of \$17,364. 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 resources.
3. The ARC's travel pattern is dependent upon varying unique business requirements and as such the exact nature and volume of travel can never be fully estimated.
4. See response to question 3.
5. Please refer to the response provided by DIISRTE.
6. ARC provides lounge memberships to its employees on the basis that it provides effective and efficient use of the traveller's time. For the period 1 November 2012 to 31 January 2013, ARC purchased no additional memberships.
7. No.
8. No.

## AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA)

1. Please refer to the response provided by DIISRTE.
2. Details on all travel for agency officers for the period 1 November 2012 to 31 January 2013 is as follows.

	<b>Domestic Cost \$ (GST exclusive)</b>	<b>Overseas Cost \$ (GST exclusive)</b>
<b>Airfares</b>	126,127	0
<b>Accommodation</b>	38,899	0
<b>Meals</b>	13,396	0
<b>Travel Expenses ( such as incidentals)</b>	62,532	0

Details on all travel for agency officers for the period 1 July 2012 to 31 January 2013 is as follows.

	<b>Domestic Cost \$ (GST exclusive)</b>	<b>Overseas Cost \$ (GST exclusive)</b>
<b>Airfares</b>	329,038	0
<b>Accommodation</b>	148,169	0
<b>Meals</b>	30,121	0
<b>Travel Expenses ( such as incidentals)</b>	136,953	0

3 and 4.

ASQA's travel pattern is dependent upon business requirements. The bulk of ASQA's travel spending relates to auditor travel and auditor moderation. Based on ASQA's current spending pattern, it is anticipated that the total cost of travel for the 2012-13 year will be \$1,280,000 and \$1,230,000 for the full calendar year. Please note, both these figures assume that ASQA workload and functionality will remain as at January 2013.

5. ASQA complies with the Lowest Practical Fare travel policy for domestic air travel. ASQA receives a monthly report detailing why the lowest fare was not purchased.
6. 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. For the period 1 July 2012 to 31 January 2013, eight Qantas lounge memberships have been purchased at a cost ranging from \$290 to \$510 depending on the length of the membership.
7. No.
8. No.

## **COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATION (CSIRO)**

1. Please refer to the response provided by DIISRTE.
2. CSIRO's total cost of domestic and international travel for the period 1 November 2012 to 31 January 2013 is \$8,595,491. This includes fares and similar transport costs such as taxis and rental cars, and travel expenses such as accommodation and meals. CSIRO receives over \$400 million per annum in co-investment revenue from partners and collaborators in relation to the science that it performs and this funding is available for labour and operating costs including travel. CSIRO is not able to readily distinguish between flights funded by government appropriation or external clients. The effective management of all travel (for direct research or broader organisational reasons) is the responsibility of each unit within the organisation acting in accordance with CSIRO's policy and procedures and as such the detailed data supporting the reason for travel is not readily available. The organisation can obtain the information at this level of detail however it would involve an unreasonable diversion of the organisation's resources.

3 and 4.

CSIRO's travel pattern is dependent upon business requirements as far as they can be anticipated. Each science group has its unique travel requirements aligned to the clients and industry that it supports and works with and as such, the exact nature and volume of travel is very difficult to plan. Funding for travel is a component of the total organisational supplier expenses and decisions as to how these funds are allocated for activities such as travel are taken at the business unit level.

5. 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.

6. 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 November 2012 to 31 January 2013 there has been 116 Qantas and 13 new memberships, and nil Virgin Australia memberships purchased at a cost range from \$290 to \$900 depending on the length of the membership.

The breakdown of classification is:

CSOF3	1
CSOF4	3
CSOF5	19
CSOF6	39
CSOF7	41
CSOF8	24
CSOF9	1
Hon. Fellow	1

The total cost of lounge memberships for the period 1 November 2012 to 31 January 2013 is \$67,475.

7. Administrative staff such as Executive Assistants and Personal Assistants do not travel with CSIRO Executives unless there is a business case requirement to do so.

8. No.

## IP AUSTRALIA

1. Please refer to the response provided by DIISRTE.

2. Details on all travel for agency officers for the period 1 November 2012 to 31 January 2013 is as follows:

	<b>Domestic Cost \$ (GST exclusive)</b>	<b>Overseas Cost \$ (GST exclusive)</b>
<b>Airfares</b>	56,515	145,629
<b>Accommodation</b>	105,894	169,652
<b>Meals</b>	34,639	Included in Accommodation
<b>Travel Expenses (such as incidentals)</b>	9,243	Included in Accommodation

3 and 4.

IP Australia's travel pattern is dependent upon business requirements as far as they can be anticipated. Each Division has its unique travel requirements and industry that it supports in various ways and as such the exact nature and volume of travel can never be fully estimated. IP Australia does not separate its travel expenses but more in line with the total cost of administering the functions supporting its clients. Based on current spend to date it is anticipated that the total cost of travel for 2012-13 year will be \$1,455,000. IP Australia also anticipates that for the full calendar year the full cost of travel will be \$1,550,000. Please note that both these figures incorporate all activities based on the functionality as at January 2013.

5. Please refer to the response provided by DIISRTE.

6. IP Australia provides lounge memberships to its employees on the basis that it provides effective and efficient use of the traveller's time. For the period 1 November 2012 to 31 January 2013 there have been 3 Qantas and 1 Virgin Australia memberships purchased at a cost range from \$303 to \$475 depending on the length of the membership.
7. No.
8. No.

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

1. Please refer to the response provided by DIISRTE.
2. Details on all travel for agency officers for the period 1 November 2012 to 31 January 2013 is as follows.

	<b>Domestic Cost \$ (GST exclusive)</b>	<b>Overseas Cost \$ (GST exclusive)</b>
<b>Airfares</b>	98,916	508
<b>Accommodation</b>	14,480	0
<b>Meals</b>	2,121	377
<b>Travel Expenses (such as incidentals)</b>	13,959	78

- 3 and 4.

Travel is undertaken based on business requirements as they arise and it is not possible to provide an accurate estimate for the rest of the financial and calendar year.

5. 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.
6. TEQSA provides lounge memberships to its employees on the basis that it provides effective and efficient use of the traveller's time. There were no memberships purchased during the period 1 November 2012 to 31 January 2013.
7. No.
8. No.