

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Resources, Energy and Tourism Portfolio

Supplementary Budget Estimates

18 October 2012

Question: SR50
Topic: Travel Costs
Proof Hansard Page: Written

Senator Bushby asked:

Financial Year to Date

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 the department/agency following the advice? 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.

2011-12 Financial Year

1. For 2011-12, 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 2011-12, 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).

Answer:

The Department

Financial Year to Date

1. Refer to the response to question 2.

2. Breakdown of total travel costs for all departmental officers for 2012-13 financial year as at 31 October 2012:

Airfares	\$558,024.42
Accommodation	\$163,828.03
Meals	\$67,881.79
Other	\$64,213.31
Total*	\$853,947.55

* Of this total approximately \$32,026.20 relates to travel undertaken by departmental officers travelling with the Minister. The Department is unable to break this amount down any further.

Breakdown of airfare type:

Domestic		International	
Airfare Class	Percentage Use	Airfare Class	Percentage Use
Dom A	8.4%	Economy	17.8%
Dom B	35.7%	Business	79.4%
Dom C	2.3%	First	2.8%
Dom D	24.1%		
Dom E	24.6%		
Other	4.9%		

3. All officers that travel on behalf of the Department are required to follow the Government's Lowest Practical Fare and Best Fare of the Day travel policies. The Department is able to monitor this through its Travel Management Company.
4. The Department provides lounge membership to some employees in limited circumstances.
- (a) The Department provides Qantas and Virgin lounge memberships.
- (b) The Department has provided the following number of employees lounge memberships:

Employment Classification	Number
SES3	0
SES2	1
SES1	3
EL2	8
EL1	11
APS6	2
APS5	0
APS4	0
Total	25

- (c) A delegate may approve lounge membership for a staff member where it is anticipated that the officer will be undertaking eight or more trips within a twelve month period.
- (d) The total cost of lounge memberships incurred by the Department for the 2012-13 financial year as at 31 October 2012 is \$9,619.25
5. When Senior Executive Services (SES) officers travel on behalf of the Department they do not generally take support or administrative staff with them.

2011-12 Financial Year

1. Refer to the response to question 2.
2. Breakdown of total travel costs for all departmental officers for the 2011-12 financial year:

Expense	Cost
Airfares	\$2,732,857.28
Accommodation	\$632,751.59
Meals	\$223,755.18
Other	\$44,506.91
Total*	\$3,633,870.96

* Of this total approximately \$155,000 relates to travel undertaken by departmental officers travelling with the Minister. The Department is unable to break this amount down any further.

Breakdown of airfare type:

Domestic	
Airfare Class	Percentage Use
Dom A	11%
Dom B	16%
Dom C	40%
Dom D	16%
Dom E	16%
Other	1%

International	
Airfare Class	Percentage Use
Economy	12%
Business	84%
First	4%

Australian Renewable Energy Agency

1. No officers from the Australian Renewable Energy Agency (ARENA) accompanied the Minister on travel during the 2012-13 financial year to date.
2. As at 31 October 2012 \$28,814.93 has been spent on travel. A breakdown is provided below. This includes travel by the ARENA Board and Chief Executive Officer (CEO).

Domestic Airfares	21,562.73
Travel Allowance -	
Domestic Travel	2,726.57
Domestic Ground	2,576.40
Accommodation and	
Incidentals - Domestic	1,949.23
	<u>28,814.93</u>

3. Yes. The agencies travel provider indicates the lowest practical fare to the traveller. It is monitored through quarterly reporting to the CEO and Chief Financial Officer (CFO) detailing where the policy has not been followed and providing explanations or remedial action where necessary.
4. Yes. A Qantas Club membership was provided to the ARENA CFO due to travel requirements of the position at a cost of \$410 (GST inclusive)
5. No support or administrative staff travelled with SES officers.

2011-12 Financial Year

Questions relating to the 2011-12 financial year are not applicable because ARENA was established on 1 July 2012.

Geoscience Australia**Financial Year to Date**

1. No officers from Geoscience Australia (GA) accompanied the Minister on travel during the 2012-13 financial year to date.
2. For the 2012-13 financial year to date, travel for officers has totalled \$1,782,436 (ex GST). This is broken up as follows:

Expense	Cost
Airfares Total	\$907,223.00
<i>Domestic</i>	\$261,000.00
<i>International</i>	\$646,223.00
Allowances Total	\$838,693.00
<i>Domestic</i>	\$582,426.00
<i>International</i>	\$256,267.00
Other Expenses	\$36,520.00
Total	\$1,782,436.00

3. GA procures its travel under the Whole of Australian Government Travel arrangements. This is in accordance with the Government's Lowest Practical Fare travel policy for domestic travel and Best Fare of the Day for International Air Travel. The travel management company (TMC) provides monthly reporting against the requirements of these Finance Circulars.
4. Lounge memberships have been provided to employees at a total cost of \$1,353.62 (ex GST):

Number	Classification	Membership	Cost	Reason
2	SES	Qantas Club	\$695.45	Employment Agreement
1	SES	Virgin Australia The Lounge	\$226.36	Employment Agreement
1	APS6 – EL1	Qantas Club	\$431.81	Reduction of excess baggage costs for routine field trips

5. Administrative and support staff do not travel with SES officers on a regular basis.

2011-12 Financial Year

1. No GA officers accompanied the minister and/or Parliamentary Secretary on their travel during the 2012/13 financial year to date.

2. The total cost of travel expenses for GA officers for the 2011-12 financial year was \$4,318,189.00:

Expense	Cost
Airfares Total	\$2,266,867
<i>Domestic</i>	\$730,646.00
<i>International</i>	\$1,536,221.00
Allowances Total	\$1,867,526
<i>Domestic</i>	\$1,194,102.00
<i>International</i>	\$673,424.00
Other Expenses	\$183,796.00
Total	\$4,318,189.00

Tourism Australia

Financial Year to Date

1. No officers from Tourism Australia (TA) accompanied the Minister on travel during the 2012-13 financial year to date.
2. For the 2012-13 financial year to date, travel for officers has totalled \$753,648. This is broken up as follows:

Expense	Cost
Accommodation and Meals – Intra-continental	\$74,973
Accommodation and Meals – Intercontinental	\$50,041
Air Fares/Trains – Intra-continental	\$174,053
Air Fares – Intercontinental	\$178,896
Taxi Fares/Transportation – Intra-continental	\$74,060
Taxi Fares/Transportation – Intercontinental	\$6,097
Mileage Claims	\$888
Other Staff Travel Expenses - In Region	\$6,794
Other Staff Travel Expenses - Out of Region	\$2,144
Staff Travel – other	\$185,702
Total	\$753,648

3. Under Tourism Australia's travel policy staff are required to purchase the cheapest flight available for the class of travel permitted under the policy.
4. As domestic and international travel is a key requirement for relevant Tourism Australia staff, lounge membership expenses are reimbursed for frequent travellers under Tourism Australia's travel policy. Lounge membership costs are included in Tourism Australia's travel costs.
5. Administrative and support staff do not travel with SES officers on a regular basis.

2011-12 Financial Year

1. No officers from Tourism Australia accompanied the Minister on travel during the 2011-12 financial year.
2. For the 2011-12 financial year, travel for officers totalled \$2.11 million. This is broken up as follows:

Expense	Cost
Air Fares/Trains – Intra-continental	\$708,203
Air Fares – Intercontinental	\$935,612
Ground Transport – Intra-continental	\$326,039
Ground Transport – Intercontinental	\$39,171
Mileage Claims	\$4,693
Other Staff Travel Expenses - In Region	\$39,556
Other Staff Travel Expenses - Out of Region	\$21,110
Staff Travel – unallocated	\$36,999
Total	\$2.11 million

National Offshore Petroleum Safety & Environmental Management Authority

Financial Year to Date

1. No officers from the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) accompanied the Minister on travel during this financial year to date.
2. This financial year to date, travel for officers has totalled \$166,697. This is broken up as follows:

Expense	Cost
Airfares & Accommodation*	\$136,475
Incidentals and Other Expenses	\$30,222
Total	\$166,697

* Data is not available for airfares and accommodation separately.

Only the Chief Executive Officer (CEO) and SES level staff travel business class, as per NOPSEMA's travel policy. There are no exceptions.

3. Yes. Wherever possible the best fare is selected. Reasons for not following policy:
 - Where there is an extremely high probability the travel will be re-scheduled;
 - Where the lowest fare does not connect to a helicopter flight offshore;
 - Where required flight times are not available to connect to operator flights.

All travel is booked in accordance with the CEO instructions and Australian Public Service (APS) procurement guidelines.

Persons responsible for booking travel are instructed to book the cheapest flight of the day. If there are compelling reasons to book an alternative flight, these reasons must be stated on the booking form and signed off by the departmental manager before the travel is booked.

- The CEO, General Managers and Managers are entitled to membership of an airline lounge club. This currently equates to 20 individual memberships per year. The classifications are CEO, SES and Executive Level (EL).

Reason for membership - part of remuneration package for senior staff.

Cost \$968.

- No, support staff do not travel, without exception.

2011-12 Financial Year

- No officers from NOPSEMA accompanied the Minister on travel during the 2011-12 financial year.
- For the 2011-12 financial year, travel for officers has totalled \$616,754. This is broken up as follows:

Expense	Cost
Airfares & Accommodation*	\$498,840
Incidentals and Other Expenses	\$117,914
Total	\$616,754

* Data is not available for airfares and accommodation separately.

Australian Solar Institute

Financial Year to Date

- No officers from the Australian Solar Institute (ASI) accompanied the Minister on travel during this financial year to date.
- Attachment A** provides a breakdown of travel costs for this financial year to date.
- Wherever possible, the best fare is selected.
- There are no lounge memberships.
- Support staff do not travel with SES officers.

2011-12 Financial Year

- No officers from ASI accompanied the Minister on travel during the 2011-12 financial year.
- Attachment B** provides a breakdown of travel costs for the 2011-12 financial year.

ATTACHMENT A

ASI Travel this Financial Year to Date

Date	Source	Air Travel	Type	Accommodation	Meals	Other	Total
41120	DB Credit Card	1251.44	Economy	545.28	104.62	74.64	1975.98
41120	HT Credit Card	1943.90	Economy	824.23	74.73		2842.86
41120	EL Credit Card	1800.27	Economy				1800.27
41120	OC Credit Card			2018.14	84.71		2102.85
41120	MT Credit Card	992.19	Economy	1139.73	726.95		2858.87
41121	Expense claim HT	121.36	Economy		76.59		197.95
41142	Expense claim EL				17.64	36.82	54.46
41142	Expense claim MT				19.55	17.00	36.55
41142	Expense claim HT				35.91		35.91
41150	DB Credit Card			3344.10	273.31	57.50	3674.91
41150	HT Credit Card	475.30	Economy	578.18	218.18		1271.66
41150	EL Credit Card	2114.82	Economy	3362.74			5477.56
41150	OC Credit Card	297.90	Economy	1585.92	72.96		1956.78
41150	MT Credit Card	1856.45	Economy	3083.15	667.20		5606.80
41152	Expense claim MH			126.36		14.91	141.27
41152	Expense claim MT				41.73	82.18	123.91
41182	DB Credit Card	618.18	Economy			83.66	701.84
41182	OC Credit Card	591.07	Economy		11.36	129.31	731.74
41182	MT Credit Card	268.54	Economy		155.91	172.80	597.25
41199	Expense claim OC				103.61		103.61
41154	Expense claim MT				57.64	17.27	74.91
41211	DB Credit Card	374.54	Economy	219.58			594.12
41211	EL Credit Card	1117.27	Economy		55.45		1172.72
41211	MT Credit Card	1380.38	Economy	479.38	191.77	99.22	2150.75
41211	OC Credit Card	630.99	Economy		29.09		660.08
Total		\$15,834.60		\$17,306.79	\$3,018.91	\$785.31	\$36,945.61

ATTACHMENT B

ASI Travel for the 2011-12 Financial Year

Date	Source	Air Travel	Type	Accommodation	Meals	Other	Total
40742	Expense claim OC				71.46	21.96	93.42
40756	Expense claim MT				58.73		58.73
40756	MT Credit Card	1574.06	Economy	270.9	486.15	63.64	2394.75
40756	DB Credit Card	1432.12	Economy	412.73		26.36	1871.21
40756	OC Credit Card	1297.80	Economy	199.96	182.29		1680.05
40756	HT Credit Card			480.75			480.75
40756	EL Credit Card			216.36		47.28	263.64
40766	Expense claim MH					131.44	131.44
40780	Expense claim MT				16.36		16.36
40780	Expense claim OC				24.09	18.27	42.36
40786	EL Credit Card	1738.60	Economy	149.09	134.82	40	2062.51
40786	HT Credit Card	1094.74	Economy	149.09	5.45	40.91	1290.19
40786	DB Credit Card	1151.98	Economy	272.73	232.58	144.45	1801.74
40786	OC Credit Card	5866.26	Economy	331.83			6198.09
40786	Expense claim MH					83.64	83.64
40786	MT Credit Card	2236.92	Economy	924.48	148.36	39.04	3348.8
40799	Expense claim MH					60.46	60.46
40799	Expense claim MT					39.27	39.27
40815	DB Credit Card	1247.21	Economy			9.36	1256.57
40815	EL Credit Card	-935.65	Economy			62.74	-872.91
40815	HT Credit Card	429.27	Economy	167.94	50.32	97.87	745.4
40815	OC Credit Card			913.37	23.9		937.27
40815	MT Credit Card	1560.09	Economy	497.59	249.5	59.16	2366.34
40828	Expense claim MH					21.45	21.45
40828	Expense claim MT				5.45	33	38.45
40847	MT Credit Card	5883.56	Economy		50.09	22.18	5955.83
40847	DB Credit Card			146.31		17.82	164.13

40847	OC Credit Card	507.00	Economy				507.00
40847	EL Credit Card			2644.77	220.00	140.00	3004.77
40847	HT Credit Card				40.60	100.15	140.75
40864	Expense claim MT				67.86	7.09	74.95
40864	Expense claim OC				27.00		27.00
40877	Expense claim MH					69.00	69.00
40876	HT Credit Card			148.59		262.22	410.81
40876	DB Credit Card					30.75	30.75
41242	MT Credit Card	6892.84	Economy	595.63	68.70	135.34	7692.51
40876	OC Credit Card	433.63	Economy	88.15	36.50	19.00	577.28
40876	EL Credit Card	847.26	Economy	112.68			959.94
40893	Expense claim MH					44.45	44.45
40906	DB Credit Card	832.96	Economy	206.99	10.45	80.54	1130.94
40906	EL Credit Card			709.95	97.91	98.18	906.04
40906	OC Credit Card	570.64	Economy			35.09	605.73
40906	MT Credit Card	461.54	Economy		169.39	58.64	689.57
40932	Expense claim MT				27.83	90.84	118.67
40938	HT Credit Card	411.45	Economy				411.45
40938	EL Credit Card	467.65	Economy				467.65
40938	DB Credit Card	411.45	Economy	151.83	33.64	34.55	631.47
40938	MT Credit Card	-465.10	Economy			44.51	-420.59
40962	Expense claim OC				26.39		26.39
40968	DB Credit Card					44.83	44.83
40968	HT Credit Card				9.55	55.16	64.71
40968	EL Credit Card			507.5		21.36	528.86
40968	OC Credit Card	1132.38	Economy		46.64	73.65	1252.67
40968	MT Credit Card	1709.47	Economy	-680.79	74.27	87.18	1190.13
40969	Expense claim MT				38.05	31.45	69.50
40982	Expense claim MH					71.42	71.42
40997	DB Credit Card			380.18		10.60	390.78
40997	HT Credit Card	1117.84	Economy			17.27	1135.11
40997	EL Credit Card	921.26	Economy	324.79		36.82	1282.87

40997	OC Credit Card	390.63	Economy		13.09		403.72
40997	MT Credit Card	394.27	Economy	792.00	49.22		1235.49
41017	Expense claim MH					38.26	38.26
41017	Expense claim MT				55.04	33.00	88.04
41029	DB Credit Card				31.23		31.23
41029	EL Credit Card	921.27	Economy	2001.39		21.36	2944.02
41029	OC Credit Card					36.65	36.65
41029	MT Credit Card	763.08	Economy		227.33		990.41
41046	Expense claim MH					36.18	36.18
41058	DB Credit Card					94.96	94.96
41058	EL Credit Card	-205.91	Economy	1183.74			977.83
41058	OC Credit Card	508.13	Economy			50.91	559.04
41058	MT Credit Card	845.82	Economy		33.89	50.91	930.62
41090	DB Credit Card	6184.45	Economy			118.13	6302.58
41090	HT Credit Card	925.55	Economy	280.81	11.54	90.91	1308.81
41090	EL Credit Card	1297.39	Economy				1297.39
41090	OC Credit Card	5487.40	Economy	987.85	267.82		6743.07
41090	MT Credit Card	9545.35	Economy	673.35	523.22	311.00	11052.92
Totals		\$67,886.66		\$16,242.54	\$3,946.71	\$3,662.66	\$91,738.57