

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
ATTORNEY-GENERAL'S DEPARTMENT

**Portfolio**

**Question No. 95**

**Senator Humphries asked the following question at the hearing on 14 February 2012:**

Travel Costs

For this financial year to date:

1. For the financial year to date, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
2. For the financial year to date, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
3. For the financial year to date, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
4. For the financial year to date, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
5. Are employees taking the most direct route when travelling? If not, please explain why.
6. 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 cost per employee.
7. When SES employees travel, does any support or administrative staff (such as their 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.

**The answer to the honourable senator's question is as follows:**

See below:

**Attorney General's Department**

1. AGD and portfolio agencies cover for all costs associated with departmental officials accompanying the Attorney-General or the Minister for Home Affairs on their official overseas travel and may, on occasions, cover the cost of additional security requirements, ministerial and/or official hospitality, and meeting rooms.

Official travel by ministers, parliamentary secretaries, accompanying spouses (where relevant) and accompanying staff employed under the Members of Parliament (Staff) Act 1984 are paid for by the Department of Finance and Deregulation. Dates, destinations, the purpose and aggregate costs of all official overseas travel are tabled in the Parliament every six months in a report titled 'Parliamentarians' Travel Paid by the Department of Finance and Deregulation'.

2. AGD and portfolio agencies cover for all costs associated with departmental officials accompanying the Attorney-General or the Minister for Home Affairs on their official overseas travel and may, on occasions, cover the cost of additional security requirements, ministerial and/or official hospitality, and meeting rooms.

Official travel by ministers, parliamentary secretaries, accompanying spouses (where relevant) and accompanying staff employed under the *Members of Parliament (Staff) Act 1984* are paid for by the Department of Finance and Deregulation. Dates, destinations, the purpose and aggregate costs of all official overseas travel are tabled in the Parliament every six months in a report titled '*Parliamentarians' Travel Paid by the Department of Finance and Deregulation*'

3. The Attorney-General, the Hon Nicola Roxon MP, has not undertaken any official overseas ministerial visits in 2011/12 since her appointment.

The total costs incurred by the Attorney-General's Department in relation to departmental staff accompanying the former Attorney-General and Minister for Emergency Management, the Hon Robert McClelland MP, on official overseas ministerial travel for 2011/12 to date is approximately \$23,713. Details relating to expenditure incurred by AGD are provided in the attached table. Mr McClelland was also accompanied by two ASIO staff during his visit to Belgium and France, and costs associated with this travel should be sought from that agency.

The Minister for Home Affairs and Justice, the Hon Jason Clare MP, has not undertaken any official overseas ministerial visits in 2011/12 to date since his appointment.

The total costs incurred by the Attorney-General's Department or its portfolio agencies in relation to departmental staff accompanying the former Minister for Home Affairs and Justice on official overseas ministerial travel for 2011/12 to date is approximately \$15,445. Details relating to expenditure incurred by AGD are provided in the attached table.

4. The Department does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources. The travel expense data available is:

**For the period 01.07.2011 to 16.03.12**

INTERNATIONAL AIRFARES	\$1,196,649.52
ACCOMMODATION AND TRAVEL INCL INTERNATIONAL TRAVEL ALLOWANCE	\$ 168,918.89
DOMESTIC AIRFARES	\$1,900,817.40
ACCOMMODATION AND TRAVEL INCL DOMESTIC TRAVEL ALLOWANCE	\$791,048.52
<b>TOTAL EXPENDITURE</b>	<b>\$4,057,434.33</b>

5. The department's policy is for staff to travel the most direct or shortest route. All travel must be approved by a senior supervising officer before travel is undertaken.
6. Are lounge memberships provided to any employees? Yes.

The department provides membership to Qantas Club and Virgin Lounge for 97 employees, 23 SES employees, 19 EL2 or equivalents, 33 EL1 or equivalents, 1 APSL5/6. SES have an entitlement to the memberships, non-SES employees are required to undertake 16 flight sectors per calendar year and have their membership approved by their Division Head/Group Manager.

Qantas Club costs \$275 per year, plus a \$210 joining fee, when joining for the first time. Virgin Lounge memberships cost \$249 for one year with a \$199 joining fee when joining for the first time.

7. No.

## Office of Parliamentary Counsel

1. Not applicable
2. Not applicable
3. Not applicable
4. The itemised information sought is not readily available. The resources that would be required to identify and collate the information sought would involve an unreasonable diversion of agency resources. However, the following information can be provided:
  - i. Total domestic travel for FYTD cost \$40,317.88, made up of:
    - a. travel expenditure for staff development purposes \$24,486.46 —airfares \$11,372.14 ,travel allowances \$12,735.88 and other expenses \$378.44; and
    - b. Travel expenditure to attend meetings \$15,831.42 —airfares \$8,726.66, travel allowances \$5,772.08 and other expenses \$1,332.68.
      - i. Total international travel for FYTD cost \$14,001.35, for travel to attend Commonwealth Association of Legislative Counsel meetings—airfares \$12,521.43 and travel allowances \$1,479.92.
      - ii. For domestic travel, all staff are required to use economy class air travel except First Parliamentary Counsel (FPC), Second Parliamentary Counsel and Senior Executive Service staff who are entitled to business class air travel. For international travel, business class is the standard except for FPC who is entitled to first class travel under the Remuneration Tribunal determination. However, in some circumstances, overseas travel may be approved on the proviso that economy class travel be used.
5. The most direct or shortest route would generally be booked to minimise traveller inconvenience, however, this may not always be the lowest practical fare. If the lowest practical fare is not chosen, the reason would need to be documented. For

international travel, the most direct route may not be chosen if there are health and safety issues associated with taking that route.

6. No

7. No

### **Australian Government Solicitor (AGS)**

1. AGD to respond
2. AGD to respond
3. AGD to respond
5. AGS's records for travel costs for 2011-12 to 29 February 2012 show a figure of approximately \$1.3m. This includes both travel by AGS employees for the purpose of client business (which is generally reimbursed by AGS clients) and also for internal purposes. It includes airfares, accommodation, car hire, taxis, parking, meals and other expenses.

AGS does not record travel data in a way that would readily allow answers on the further details sought. To attempt to provide this level of detail would involve an unreasonable use of AGS resources.

AGS's Employment Agreement provides that travel should be in economy class, except where the circumstances of the flight justify a higher class or where senior employees had entitlements carried over in 1999 when AGS was established as a separate agency and employees left the public service.

6. Employees take the most direct route when travelling by air except where it is not practical or cost-effective to do so.

Yes. As at 29 February 2012, 90 employees had Qantas Club memberships funded by AGS. As a government business enterprise, AGS has a broadband classification structure which is significantly different to that for APS agencies. Of the 90 Qantas Club memberships, 71 were for lawyers and 19 were for business support. Qantas Club membership may be provided to an AGS employee for business purposes where the employee is required to undertake significant amounts of work travel. The cost of a Qantas Club membership varies depending on whether the employee has a 1, 2 or 3 year membership (\$275, \$455 or \$860 respectively), and whether the employee is a new member (\$210 joining fee). For the financial year 2011-12 to 29 February 2012, AGS paid \$21,500 to fund Qantas Club memberships for its employees.

7. AGS does not have Senior Executive Service (SES) employees. AGS's most senior employees are classified as either Senior Executive Lawyers (if working in a legal capacity) or Senior Executives (if working in a business support role). For the purposes of answering this question, these senior employees are referred to as 'SES equivalents'. On occasions, support or administrative staff may accompany an SES equivalent when they travel where there is a business reason to do so - for example, as part of a legal team working on a legal matter. The support or administrative staff

would travel economy class and receive a travel allowance rate less than that of an SES equivalent, the difference in rates varying between locations.

AGS does not record travel data in a way that would readily allow the calculation of the total travel costs of AGS support staff. To attempt to do so would involve an unreasonable use of AGS resources.

### **Federal Court of Australia**

1. N/A
2. N/A
3. N/A
4. For 2011-12 to 31 January 2012 the Federal Court of Australia has spent the following on employee travel:
  - \$263,825 on domestic airfares
  - \$268,591 on travelling allowances
  - \$64,119 on accommodation
  - \$58,116 taxi fares while travelling

To attempt to provide a more detailed response would involve an unreasonable diversion of court resources.

5. Yes
6. The Court provided QANTAS Club membership to the following because of frequency of travel:
  - 2 x EL2 at cost of \$455 ea.
  - 4 x EL1 at cost of \$275 for 2 & \$455 for 2
  - 2 x FCS 6 at cost of \$555 ea

7. No

### **Australian Human Rights Commission**

1. N/A
2. N/A
3. N/A

4. The Commission does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources. The travel

Domestic Airfares	\$163,212 (inc GST)
Domestic Travel Allowance, includes Accommodation, Meals & Incidentals	\$139,001 (ex GST)
Motor Vehicle Hire	\$12,066 (inc GST)
Other Travel Expenses	\$22,292 (inc GST)
Overseas Airfares	\$105,218 (ex GST)
Overseas Travel Allowance, includes Accommodation, Meals & Incidentals	\$43,977 (ex GST)

expense data available is:

**2011-12 (to 29 February 2012)**

5. Yes, AHRC policy is that the lowest practical fare must be used unless there is an entitlement to do otherwise.
6. Yes
- Qantas Club membership
  - 16 employees
  - 1 x EL1
  - 13 x EL2
  - 2 x Acting EL2
  - Lounge memberships have been approved on the basis that each member is required to travel frequently interstate and intrastate to conciliate complaint matters, conduct training sessions on various issues within the capacity of Human Rights and/or attend official meetings.

- 4 employees @ \$665.00 each. 2yrs membership, inclusive of joining fee (\$210.00) and GST
- 2 employees @ \$485.00 each. 1yr membership ,inclusive of joining fee (\$210.00) and GST
- 2 employees @ \$455.00 each. 2yrs renewal of membership, inclusive of GST
- 3 employees @ \$435.00 each. 2yrs renewals of membership, inclusive of GST
- 5 employees @ \$275.00 each. 1y renewals of membership, inclusive of GST

7. No

#### **Federal Magistrates Court of Australia**

1. N/A
2. N/A
3. N/A
4. The Court does not record travel data in a way that would readily allow answers to be provided to this question. Effort to provide this level of detail would involve unreasonable diversion of agency resources. The Court can advise however that a total of \$313,986 was spent on travel YTD January. The majority of travel is related to supporting Magistrates at circuit courts. The travel undertaken was approved in accordance with Commonwealth policy in relation to travel for officers of the Australian Public Service. This policy and the entitlement for officers of FMC are outlined in the Chief Executive Instructions (CEIs) and associated documents and the current Collective Agreement (for officers at a classification below SES).
5. The FMC operates under the Whole of Australian Government (WoAG) travel arrangements. All official court travel complies with the requirement to obtain 'lowest practical fare' and to take the most direct route when travelling in accordance with Department of Finance and Deregulation Finance Circular No. 2009/10.
6. Total amount spent on Airline Club Membership YTD January is \$1,000



7. No

### **Family Court of Australia**

1. N/A

2. N/A

3. N/A

4. The Court does not record travel data in a way that would readily allow answers to be provided to this question. Effort to provide this level of detail would involve unreasonable diversion of agency resources. The Court can advise however that a total of \$839,640 was spent on travel YTD January 2012. The majority of travel is related to assisting the judiciary with circuit courts. The travel undertaken was approved in accordance with Commonwealth policy in relation to travel for officers of the Australian Public Service. This policy and the entitlement for officers of the Family Court of Australia are outlined in the Chief Executive Instructions (CEIs) and associated documents and the current Collective Agreement (for officers at a classification below SES).

5. The Family Court operates under the Whole of Australian Government (WoAG) travel arrangements. All official court travel complies with the requirement to obtain 'lowest practical fare' and to take the most direct route when travelling in accordance with Department of Finance and Deregulation Finance Circular No. 2009/10.

6. Total amount spent on Airline Club Membership YTD January is \$13,823

7. No

## Office of the Australian Information Commissioner

1. N/A
2. N/A
3. N/A
4. The OAIC does not record travel data in a way that would readily allow a more detailed answer to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

The travel expense data available is:

### 2011–12 (to 29 February 2012)

Domestic Airfares	\$56,752.23
Domestic Travel Allowance, includes Accommodation, Meals & Incidentals	\$54,068.80 (ex GST)
Motor Vehicle Hire	\$939.11
Other Travel Expenses	\$5,765.88
Overseas Airfares	\$20,326.49 (ex GST)
Overseas Travel Allowance, includes Accommodation, Meals & Incidentals	\$7,987.62 (ex GST)

5. Yes. OAIC policy is that the lowest practical fare must be used unless there is an entitlement to do otherwise.
6. Yes. Qantas Club membership is provided to 1 employee (SES Band 1). The employee travels extensively interstate and intrastate in the course of her official duties. Renewal of the two year membership fee is \$435.00 (inclusive of GST).
7. No

## Administrative Appeals Tribunal

1. Not applicable – Portfolio level
2. Not applicable – Portfolio level
3. Not applicable – Portfolio level
4. The Tribunal does not record travel data in a way that would readily allow answers to be provided to this question. The work required to provide this level of detail would involve unreasonable diversion of agency resources.

The table below outlines the year to date expenditure in 2011-12 on airfares and travel allowance for members and employees.

<b>Agency travel data for the President, Registrar, members and employees for finance year-to-date February 2012</b>	
Airfares	95,534.92
Travel Allowance	109,042.61
<b>TOTAL</b>	<b>204,577.53</b>

The President travels for the purpose of conducting hearings, administering the Tribunal and related purposes.

The Registrar travels for the purpose of administering the Tribunal, participating in professional development programs and related purposes.

Tribunal members travel for the purpose of conducting hearings, participating in professional development programs and other Tribunal-related purposes.

Tribunal employees travel as necessary for the performance of their duties and for professional development programs.

All travel must be approved prior to booking. Approval is only given when the travel is necessary and alternatives to travel are not viable or appropriate given the reasons for the travel.

The President, members and Registrar receive travel allowance for accommodation, meals and incidentals in accordance with the relevant determination of the Remuneration Tribunal.

Tribunal employees receive travel allowance for accommodation, meals and incidentals in accordance with the schedule of reasonable rates of travel allowance issued by the Australian Taxation Office

5. Yes

6. Yes

The Tribunal provides membership of the Qantas lounge for 14 staff:

- SES1 x 2
- EL2 x 2
- EL1 x 4
- APS 6 x 1

Qantas lounge membership costs \$413.34 per employee for a two year renewal or \$250 for a one year renewal.

7. No

### **CrimTrac**

1. N/A to CrimTrac.

2. N/A to CrimTrac.

3. N/A to CrimTrac.

4. CrimTrac expenditure on travel and accommodation for the financial January 2012 year to date (excl. GST) was \$192,105. This is primarily airfares, accommodation and travel allowance. CrimTrac travel comprises travel for police agency attendance at national law enforcement user groups, travel for CrimTrac projects and CrimTrac Board travel. CrimTrac staffs are expected to fly economy class unless they are SES officers travelling outside of the Canberra/Sydney Canberra/Melbourne routes; or a business case is submitted and approved for a different class of travel.

CrimTrac does not record travel data in a way that would readily allow detailed answers to this question.

5. Yes

6. The CrimTrac CEO is provided with an airline lounge membership as part of his employment contract. Other Crimtrac employees are not provided with airline lounge memberships except where they elect to salary package an airline lounge membership at nil net cost to CrimTrac.

7. No

## **Australian Commission for Law Enforcement Integrity (ACLEI)**

1. AGD to provide response
2. AGD to provide response
3. AGD to provide response
4. The majority of ACLEI's travel is undertaken for operational reasons. To disclose travel details at the level asked may compromise ACLEI investigations. ACLEI would respectfully decline to answer the question at the detail level requested on the ground that it would reveal operational information. For the financial year to date, total travel costs for ACLEI were \$236,133.69 (GST inclusive).
5. The method and timing of official travel is planned to minimise the overall costs of the official travel and the period of absence from duty during official hours. This is accordance with the requirements of Finance Circular 2009/10, Use of the Lowest Practical Fare for Official Domestic Air Travel, and Finance Circular 2009/11, Best Fare of the Day International Official Air Travel.
6. Yes - In accordance with the Airline Lounge Membership requirements of Finance Circular 2009/10, Use of the Lowest Practical Fare for Official Domestic Air Travel, and Finance Circular 2009/11, Best Fare of the Day for International Official Air Travel, ACLEI's policy on this subject is:
  - SES Staff: available at agency expense; and
  - Non-SES officers: can be provided at agency expense. Issue of airline lounge membership is assessed on a case by case basis taking into consideration where it is cost effective to do so and the intended recipient will undertake at least 8 trips away from the office location per year. It is at the discretion of an authorised SES officer as to whether the individual should be issued with one or more airline lounge memberships.
  - Frequent Flyer Points: as part of the WoAG Travel Contract, official travel does not accrue Frequent Flyer Points.

Airline lounge memberships are not taken into consideration when determining the lowest practical fare for domestic or international travel.

7. Support or administrative staff, such as their Executive Assistants, do not travel with SES officers.

## National Native Title Tribunal

1. AGD to respond
2. AGD to respond
3. AGD to respond
4. The NNTT has offices in five capital cities and one major regional centre (Cairns), and its work is carried out across the country. Employees of the NNTT are required to travel to rural and remote parts of Australia, as well as to major centres, for operational purposes e.g. on-country mediation meetings. Occasionally employees (senior managers) travel interstate for corporate purposes. The only employees who travel business class are the two SES officers and they sometimes travel economy class, particularly for 'short-haul' eastern states travel. During 2011-12, consistent with NNTT practice, no employee has utilised NNTT resources for entertainment, hospitality, or for the purchase of gifts or alcohol while travelling. It would not be possible to itemise each detail requested in Q 4 without significant additional time and resources.

As at financial year to date, total domestic travel comprising of airfares of \$161,062.96 and travel allowance expenses of \$ 108,120.23 has been spent.

5. Yes, the NNTT expects employees to take the most direct when travelling and this is the practice (the NNTT's *HR Policy F4.Travel* sets out those direct flights should be selected as a first choice). However, when a direct flight will not arrive at a particular destination at an appropriate hour, and the purpose of the travel is business-critical, an indirect route may be taken.
6. The NNTT provides lounge membership to three employees. The classification levels of the staff members are SES, Executive Level 2 and APS 6. Lounge [membership](#) may be provided to staff due to extended transit, or to facilitate preparation for meetings for which they are travelling.
7. No

## Australian Transaction Reports and Analysis Centre (AUSTRAC)

1. Not applicable
2. Not applicable
3. Not applicable
4. Figures are shown in the table below.

<b>TRAVEL</b>	<b>FEBRUARY 2012 YTD \$</b>
Domestic travel – airfares	168,019
Domestic travel – accommodation	63,827
Domestic car hire	85
Domestic travel - travel allowance	64,106
Domestic travel - other minor expenses	7,362
<b>TOTAL (domestic)</b>	<b>303,398</b>
Overseas travel – airfares	364,094
Overseas travel – accommodation	130,422
Overseas travel - travel allowance	52,722
Overseas travel - other minor expenses	50,716
Overseas travel - meals/accom/incidentals-non staff	12,520
<b>TOTAL (overseas)</b>	<b>610,473</b>
<b>TOTAL (domestic + overseas)</b>	<b>913,872</b>

AUSTRAC conducts technical assistance and training (TA&T) programs in four regions: South-East Asia, South Asia, the Pacific and Africa, through in-country training and mentoring. TA&T programs are delivered to financial intelligence units, and anti-money laundering and counter-terrorism financing (AML/CTF) regulators to improve national capacity to detect and deter money laundering and terrorism financing. The programs aim to strengthen institutional capacity, improve compliance with international standards, and encourage economic stability and security. All non-SES officer-related domestic airfares are economy class, as are the majority of SES officer bookings. There are no gifts, entertainment or alcohol costs incurred.

5. Yes
6. YES, QANTAS Club membership is provided to 11 officers (1 SES and 10 non-SES). Membership is provided in limited circumstances to officers who travel frequently (undertake 24 or more flight sectors per annum). Cost per membership is \$275.
7. No

### **Australian Crime Commission**

1. N/A
2. N/A
3. N/A
4. The ACC does not record travel data in a way that would readily allow answers to be provided to this question. Effort to provide this level of detail would involve unreasonable diversion of agency resources. The table below outlines the expenditure YTD Feb 2012 by airfares, accommodation and travel allowance.

airfares	\$566,486
accommodation	\$254,351
travel allowance	\$275,255
<b>TOTAL</b>	<b>\$1,096,092</b>

All ACC employees must identify a genuine business need for travel prior to booking any travel and must consider all other viable, cost effective alternatives to travel (for instance video conferencing).

ACC policy is that the best fare of the day must be used unless there is an entitlement or business requirement to do otherwise

5. Yes
6. Yes. Qantas or Virgin. A total of 55 ACC officers have airline lounge memberships paid for by the ACC, and they are EL2 level and above.

Under the agency's Travel Policy, the costs of airline lounge memberships may be paid for by the ACC where it can be demonstrated that, based on genuine travel requirements, there are benefits to the operational and support activities of the agency. As a guide, a minimum of twelve (12) completed trips per annum may justify an airline lounge membership. Some of the lounge memberships are due to senior staff entitlement. Membership is \$250 ex GST per year.

7. No



## **Australian Security Intelligence Organisation**

1. AGD to answer
2. AGD to answer
3. AGD to answer
4. For operational security reasons, it would be inappropriate to provide a breakdown of ASIO's travel costs.
5. For operational security reasons, it would be inappropriate to comment on ASIO's travel.
6. See response to part 5).
7. See response to part 5).

## Australian Customs and Boarder Protection Service

1. N/A
2. N/A
3. N/A
4. A total of \$13,642,949 was spent on travel in the 2011-12 financial year as at 29 February 2012. The travel undertaken was approved in accordance with Commonwealth policy in relation to travel for officers of the Australian Public Service. This policy and the entitlement for officers of Customs and Border Protection are outlined in the Chief Executive Instructions (CEIs) and associated documents and the current Enterprise Agreement (for officers at a classification below SES). SES officers may have specific travel entitlements built into their individual employment arrangements.

The information sought in this question cannot be provided as the financial data is not collated to the level of detail that allows the answer to the question to be easily provided.

However, the travel costs for 2011-12 (29 February 2012) that can be disaggregated by Customs and Border Protection are detailed in the table below.

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		212,132
Domestic Travel Allowance & Motor Vehicle Allowance		3,212,917
Overseas Airfares	Economy	174,203
	Business	828,467
Domestic Airfares	Economy	4,203,630
	Business	1,047,907
Domestic Accommodation		3,610,721
Overseas Travel Allowance and Accommodation		352,972
Customs and Border Protection Total (YTD)		13,642,949

5. Customs and Border Protection employees are required to book flights in accordance with Finance Circular No. 2009/10: Use of the Lowest Practical Fare for Official Domestic Air Travel. This policy guides employees to select the most direct or shortest route to meet their business requirements.
6. Currently there are 672 lounge memberships provided to Customs and Border Protection employees of various classifications (664 Qantas Club memberships and 18 Virgin Australia memberships).

Lounge Memberships (either Qantas Club or Virgin Blue) are provided to SES as an entitlement under their individual employee agreements. As outlined in Customs and Border Protection’s current Enterprise Agreement CL5 and CL4 employees under are entitled to one lounge membership when they are required to travel. Other employees can request one lounge membership on the basis that they can demonstrate travel of at least 16 sectors (flights) per year. The cost of lounge memberships is detailed in the table below.

Annual Memberships (\$)	Virgin Blue	Qantas Club
Joining Fee (one off fee)	199	210
One Year	249	275
Two Years	498	455

7. Customs and Border Protection SES officers are not accompanied by support or administrative staff while travelling.

### **Insolvency and Trustee Service Australia**

1. AGD to respond
2. AGD to respond
3. AGD to respond
4. Overseas Expenses – \$2,192.79

Domestic Airfares - \$272,230.59

Travel Allowance - \$322,544.30

Travel allowance is payable to employees who travel for their accommodation and meals.

We are unable to provide an itemised list detailing each trip undertaken by an ITSA employee and the cost spent on each trip.

All travel is booked in accordance with ITSA’s Procedural Rules, whereby officials are entitled to the following class of travel:

Domestic: Non SES – Economy

Domestic: SES – Business Class with the expectation that Economy will be used for short journeys

Overseas: SES/Non SES - Business Class

An official's class of travel may be upgraded only where the Chief Executive's delegate is satisfied that it would be more efficient or economic to do so and document this in each case.

5. Wherever possible employees take the most direct route when travelling. All travel is booked in accordance with ITSA's Procedural Rules and the 'Use of the Best Fare of the Day (BFOD) for Official Travel' Finance Circular, to minimise costs and time for employees and the agency.
6. Qantas Club lounge memberships are available to all National Managers and SES at ITSAs' expense.

National Managers may also approve QANTAS Club corporate membership at ITSA expense for non-SES staff (all APS levels) if officials are travelling more than 10 return trips per annum. The cost for each employee to hold a Qantas Club membership for a 12 month period is \$620.00 including a one off joining fee.

7. No

#### **The Office of the Director of Public Prosecutions (CDPP)**

1. N/A
2. N/A
3. N/A
4. For the FYTD the total cost of travel costs undertaken by CDPP employees was \$462,571 (incl GST).

Data is not readily accessible to provide the detail and split of costs as requested in the question. To provide this level of detail would involve an unreasonable diversion of departmental resources.

5. Government policy states that staff are to utilise the best fare or the lowest practical fare of the day for air travel. The CDPP applies this policy.
6. Yes, Qantas Club Memberships (QCM). 48 employees currently have QCM.

There is a joining fee of \$210 and annual membership is \$275 (GST inc). SES staff are entitled to lounge memberships. Non-SES staff are required to meet work related criteria before they are approved to have QCM.

<b>CLASSIFICATION</b>	
SES	13
SLO	1
EL 2	1
EL 1	3
APS 6	1
APS 5	1

LO 2	1
LO 1	3
<b>TOTAL</b>	<b>24</b>

7. No

### **High Court of Australia**

1. Nil
2. Nil
3. Nil
4. For the FYTD the High Court of Australia has spent the following on employee travel:

\$157,567.48 in travel allowances; and

\$139,320.17 in airfares (excluding GST)

Approximately 73% of this travel expenditure relates to travel between capital cities for Court sittings. The remaining 26% of travel expenditure relates to attending meetings, professional development and relocation at the commencement and completion of associate ships.

To attempt to provide a more detailed response would involve an unreasonable diversion of court resources.

5. Yes
6. Qantas club lounge membership is provided to all SES employees (there are 4 SES employees). This lounge membership is an employment entitlement. The average cost per year per employee is \$338 (excluding GST).
7. No

### **Australian Law Reform Commission**

1. N/A
2. N/A
3. N/A
4. See table below
5. ALRC employees always take the most direct route when travelling.
6. Lounge membership is provided to one employee, ALRC Executive Director (SES Band 1) to facilitate travel cost \$427.00. (ALRC President SES Band 3 has lounge membership in her own right.)
7. When SES employees travel for the ALRC no support or administrative staff members accompany them.

Australian Law Reform Commission

**QUESTION 4**

<b>DATE</b>	<b>POSITION</b>	<b>TO</b>	<b>REASON FOR TRAVEL</b>	<b>FLIGHT COST</b>	<b>TRAVEL ALLOWANCE</b>	<b>ACCOM COST</b>	<b>MISC XPS</b>
11/07/2011	Commissioner	Melbourne	Classification consultations	\$321.10			
11/07/2011	Senior Legal Officer	Melbourne	Classification consultations	\$275.78			
21-22/7/11	President	Canb / Adelaide	SCAG / AIAL conference	\$506.38	\$ 139.00	\$138.41	\$125.9
21-22/7/11	Commissioner	Adelaide	SCAG & Classification consultations	\$ 410.16	\$109.00	\$ 138.41	
28/07/2011	Senior Legal Officer	Brisbane	Classification consultations	\$ 298.80			
29/07/2011	President	Canberra	Presenting at public sector conference	\$ 335.75	\$126.00		\$112.00
	President		Cancellation fee due to ash cloud	\$114.51			
	Legal Officer		Cancellation fee due to ash cloud	\$ 69.05			
11-12/8/11	President	Canberra	Expand Conference	\$259.24	\$ 26.00	\$124.25	\$112.00
11-12/8/11	Exec Assistant	Canberra	Expand Conference-Finalist EA awards	\$ 235.64	\$ 20.00	\$ 124.25	
11-12/8/11	Exec Director	Canberra	Expand conference	\$235.64	\$ 20.00	\$ 124.25	
15-16/8/11	Legal Officer	Canberra	Child Support National Stakeholder Engagement Group		\$ 75.00		
22/08/2011	President	Melbourne	Managing patient confidentiality conference	\$299.38			\$ 65.60
26-27/8/11	President	Melbourne	Joint Fed Court & Law Council conference	\$275.78	\$ 63.00	\$159.10	\$125.90
20/09/2011	President	Canberra	Attorney Generals meeting	\$ 235.64			\$ 79.50

<b>DATE</b>	<b>POSITION</b>	<b>TO</b>	<b>REASON FOR TRAVEL</b>	<b>FLIGHT COST</b>	<b>TRAVEL ALLOWANCE</b>	<b>ACCOM COST</b>	<b>MISC XPS</b>
23/09/2011	Senior Legal Officer	Canberra	Own car - Commonwealth Family Violence consultations	\$ 196.35			
27/09/2011	President	Canberra	Agency Heads meeting	\$ 235.64			\$78.90
28-30/9/11	Research	Canberra	Car - Law Librarian Conference	\$259.20	\$90.70	\$ 427.27	
4/10/2011	Senior Legal Officer	Brisbane	Commonwealth Family Violence consultations	\$298.80			
4/10/2011	President	Brisbane	Commonwealth Family Violence consultations	\$296.52			
6/10/2011	Senior Legal Officer	Perth	Commonwealth Family Violence consultations	\$660.22	\$187.00	\$241.00	
6/10/2011	President	Perth	Commonwealth Family Violence consultations	\$1,280.22	\$295.00	\$ 268.10	
11/10/2011	Legal Officer	Brisbane	Commonwealth Family Violence consultations	\$ 298.80			
11/10/2011	President	Brisbane	Commonwealth Family Violence consultations	\$ 298.80			
13/10/2011	Finance Manager	Canberra	Portfolio Agencies Conference	\$ 235.64	\$ 74.90	\$259.10	
17/10/2011	Senior Legal Officer	Canberra	Classification Consultations	\$235.64			
18/10/2011	Commissioner	Canberra	Senate Estimates	\$393.17	\$242.00	\$514.00	\$ 48.20
26/10/2011	Legal Officer	Melbourne	Classification Consultations	\$ 299.38			
26/10/2011	Commissioner	Melbourne	Classification Consultations	\$299.38			
27/10/2011	Website Manager	Canberra	AGIMO Web Seminar	\$365.65			
1/12/2011	President	Canberra	Agency Heads Meeting	\$365.65			

<b>DATE</b>	<b>POSITION</b>	<b>TO</b>	<b>REASON FOR TRAVEL</b>	<b>FLIGHT COST</b>	<b>TRAVEL ALLOWANCE</b>	<b>ACCOM COST</b>	<b>MISC XPS</b>
3/12/2011	Legal Officer	Melbourne	Speaker-safe at work, safe at home Conference Family Violence Inquiry	\$299.40			
12/12/2012	President	Brisbane	Speaker -Private Law Public lines Conference		\$ 94.00		
23/02/2012	Legal Officer	Canberra	Family Law Council Meeting	\$365.70	\$60.50		
			sub total	\$10,557.01	\$ 1,622.10	\$ 2,518.14	\$748.00
			<b>ALL TOTAL</b>	<b>\$15,445.25</b>	<b>\$ 4,888.24</b>	<b>\$ 3,266.14</b>	<b>\$748.00</b>



## Australian Federal Police

1. (AGD to answer)
2. (AGD to answer)
3. (AGD to answer)
4. The AFP does not record travel data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of AFP resources. However, below is a high level summary of travel costs for the financial year to date up to 29 February 2012.

Airmfares			Accommodation – Domestic and International Combined
	Class	Value	
<b>Domestic</b>	Business Class	\$209,344.45	\$4,906,541
	Economy Class	\$3,379,965.81	
<b>International</b>	Business Class	\$654,055.02	
	Premium Economy Class	\$66,002.68	
	Economy Class	\$3,422,156.47	
<b>TOTAL</b>		<b>\$7,731,524.43</b>	

Other Travel Expenses	
Meals (International but may contain some domestic) – AFP does not provide a Per Diem for International Travel	\$208,853
Travel Allowance (Per Diem) – Domestic Travel	\$4,379,900
Taxis	664,207
Car Rental	293,011
<b>TOTAL</b>	<b>\$5,545,972</b>

5. Yes, it is AFP policy that staff take the most direct route whilst travelling to and from destinations.
6. Yes. Please refer to tables below for information on types of memberships, how many employees and their classification. The reason for the provision of memberships in the AFP includes entitlement, Enterprise Agreements and Operational Requirements.

<b>Lounge Memberships</b>		
<b>1 July 2011 – 29 February 2012</b>		
<b>QANTAS CLUB</b>	<b>VIRGIN LOUNGE</b>	<b>OTHER</b>
158	2	2

<b>No of Employee and Classification Provided with Lounge Membership</b>						
<b>No of Employees</b>	<b>SES</b>	<b>Superintendent or equivalent and above</b>	<b>Overseas Senior Liaison Officers (Band 3-9)</b>	<b>Sergeant or equivalent</b>	<b>Protection Teams</b>	<b>Operational Requirement (Bands 3-7)</b>
162	11	76	8	6	30	31

<b>Costs of Providing Lounge Membership</b>		
<b>Type</b>	<b>Number and Cost</b>	<b>Membership</b>
Renewals	134 x \$275	Qantas Club
	1 x \$249	Virgin Lounge
New members	19 x \$485	Qantas Club
	1 x \$850	Qantas Club
	1 x \$385	Virgin Lounge
Priority Pass	1 x \$412/ 1 x \$385	Various Airlines
Tier status changes	3 x \$460	Qantas Club
Transfer of membership	1 x \$40	Qantas Club

7. Yes, on the few occasions when required. Such travel is only undertaken on a business or operational requirement that justifies the expenditure. The AFP does not record travel data in a way that would readily allow for the cost of support staff travel to be identified. To attempt to provide this level of detail would be an unreasonable diversion of AFP resources.

### **Australian Institute of Criminology**

1. N/A

2. N/A

3. N/A

4. The AIC does not record travel data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources. However, below is a high level summary of travel costs for the financial year to date up to 29 February 2012.

- Domestic Airfares \$47,231, Domestic Accommodation \$12,610 and Domestic Travel Allowances (inclusive of food) \$10,970; and

- Overseas Airfares \$22,518, Overseas Accommodation \$6,611 and Overseas Allowances (inclusive of food) \$7,587

- This includes:

- Travel undertaken for the AIC by the Director (Chief Executive) on both Domestic (cost of \$2,277) and Overseas flights (cost of \$11,368). Domestic travel is undertaken at Economy or Business rates depending on flight duration. International flights were made as Business class.

- A total of 132 Domestic Flights and 10 Overseas Flights

- There were no gifts or entertainment provided

- Purposes for all travel is to fulfil the Functions of the Institute including but not limited to:

- (a) To promote justice and reduce crime by conducting research and communicating results of that research (e.g. Presentations, forums and conferences); and

- (b) To administer programs for awarding grants (e.g. travel for the purposes of engaging with State and Territory Governments on AIC Grant programs)

- Travel is therefore undertaken to enable research to be undertaken (or in support of research projects or grants), to provide education and training for stakeholders, to participate

in education and training, at conferences and other events, and to represent the AIC on professional, government and community-based committees or networks.

5. All AIC employees take the most direct route when travelling. AIC travel guidelines (pursuant to Department of Finance and Deregulation travel guidelines), adopts value for money when travelling. All travel is booked adhering to concepts of 'Lowest practical fare' and 'Best fare of the day'.

6. The AIC provides 3 employees with airline lounge memberships including to:

- EL2 (Research Manager) – Qantas Club Membership at a cost of \$275 per annum
- 2 x EL1 (Senior Research Officers) – Qantas Club Memberships at costs of \$275 per annum each

The above employees are provided with memberships as part of their employment agreements or where they are expected to travel in excess of 12 official flights per year.

7. Support or administrative staff do not travel with SES employees.