

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

Portfolio

Question No. 118

Senator Humphries asked the following question at the hearing on 12 February 2013:

Travel Costs

- 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 for and brief explanation for the travel.
- c) What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
- d) 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.
- 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 elect to offset emissions for employees work related travel? If yes, what is the cost?

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

Attorney-General's Department

- a) Details on all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel in 2012/13 to date are provided below:
- The former Attorney-General, the Hon Nicola Roxon MP, had undertaken one (1) official overseas ministerial visit in 2012/13 to date:

- The total costs incurred by the Attorney-General's Department or its portfolio agencies in relation to departmental staff accompanying the Attorney-General on official overseas ministerial travel for 2012/13 to date is approximately \$7,810. Of the \$7,810 expense incurred, \$6,308 relates to airfares, \$638 relates to accommodation and \$864 relates to other travel expenses.
- The Minister for Home Affairs and Justice, the Hon Jason Clare MP, has undertaken five (5) official overseas ministerial visits in 2012/13 to date:
- The total costs incurred by the Attorney-General's Department or its portfolio agencies in relation to departmental staff accompanying the Minister for Home Affairs and Justice on official overseas ministerial travel for 2012/13 to date is approximately \$53,268. Of the \$53,268 expense incurred, \$30,213 relates to airfares, \$10,183 relates to accommodation and \$12,872 relates to other travel expenses. This figure does not include costs associated with senior AFP officials who accompanied the Minister on his visits to the USA and Indonesia. Information in relation to these costs should be sought from the AFP.

b) 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:

Description		Travel Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		396,225
Domestic Travel Allowance & Motor Vehicle Allowance		607,330
Overseas Airfares	Economy/Business split not readily available	744,050
Domestic Airfares	Economy/Business split not readily available	932,379
Domestic Accommodation		254,105
Overseas Travel Allowance and Accommodation		329,381
Other Expense (including lounge memberships)		31,192
Total (YTD)		3,294,662

The department's policy for domestic travel, Non-SES staff are required to travel economy class air travel, SES are entitled to travel Business class air travel except for Canberra to Melbourne return; Canberra to Sydney return; Canberra to Brisbane return and Canberra to Adelaide return where economy class travel is required. For international travel, business class is the entitlement for all air travel. The Secretary is entitled to first class travel under the Remuneration Tribunal determination

- c) The Department expects that travel will be undertaken as necessary in response to normal operational requirements for the remainder the financial year and calendar year. To provide further detail would involve an unreasonable diversion of departmental resources.
- d) Yes, the Department follows the government's guidelines. The travel management company offers both LPF on domestic and IBFoD on international travel against each booking.
- e) Yes.

The department provides membership to Qantas Club and Virgin Lounge for 117 current employees: the Department currently pays for 21 of the 42 SES memberships, 15 of the 23 EL2 memberships, 18 of the 36 EL1 memberships and 12 of the 16 APSL 5/6 memberships. Total memberships paid for is 66.

One SES staff has an entitlement to both Qantas Club and Virgin Lounge. 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 \$290 per year, plus a \$220 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.

The total cost for memberships for the department from 1 July 2012 to 31 January 2013 is \$18,915

f) No.

g) No.

Administrative Appeals Tribunal

a) Nil.

b) Travel for Departmental officers

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$47,474
Domestic Travel Allowance & Motor Vehicle Allowance		\$177,274
Overseas Airfares	Economy/Business split not readily available	-
Domestic Airfares	Economy/Business split not readily available	\$112,414
Domestic Accommodation		Included in travel allowance
Overseas Travel Allowance and Accommodation		-
Total (YTD)		\$337,162

c) Travel is generally undertaken on an “as needed” basis rather than specifically planned months in advance.

However, the year-to-date travel expense is generally indicative of the full year trend in spending on travel.

d) The lowest practical fare guidelines are followed. The Tribunal’s travel management company assists in managing compliance by requiring travellers to enter a reason for not selecting the lowest fare within the period around their desired departure time. A report is provided to the CFO each month detailing lowest fare compliance rates and reasons for not using the lowest fare available.

e) The Tribunal provides membership to 12 staff: the Registrar, 2 SES employees, 4 EL2 or equivalents, 4 EL1 or equivalents and 1 APS5.

Qantas Club costs \$290 per year, plus a \$220 joining fee, when joining for the first time. Total fees paid year-to-date 31 January 2013 by the Tribunal totals \$1,950.02 ex-GST.

f) No.

g) No.

The Australian Commission for Law Enforcement Integrity

- a) Nil.
- b) Most of the Australian Commission for Law Enforcement Integrity (ACLEI)'s domestic travel is associated with its investigative function.

ACLEI's international travel in 2012–13 is related to: familiarisation with the AFP deployment in East Timor; representing the Australian Government at the first Assembly of Parties of the International Anti-Corruption Academy in Austria; and meeting with integrity and border control agencies in the United Kingdom.

ACLEI travel, 1 July 2012 - 31 January 2013.		Exclusive of GST & inclusive of taxes, if applicable (\$)
Short Term Vehicle Hire (includes taxis, hire cars and incidentals)		\$31,387
Domestic Travel Allowance & Motor Vehicle Allowance		\$31,750
Overseas Airfares	Business air travel	\$28,566
Domestic Airfares	Economy/Business split not readily available*	\$41,638
Domestic Accommodation		\$43,246
Overseas Travel Allowance and Accommodation		\$16,167
Total (YTD)		\$192,754

* Non-SES officers fly economy for flights shorter than three hours duration. SES officers are entitled to business class travel, and generally also travel economy for short flights.

- c) Domestic travel: Some travel is expected in relation to ACLEI's investigative and corruption prevention functions.

International travel: Travel is planned for April 2013 to Jakarta, for ACLEI to participate in a practitioner's round table on corruption investigation and intervention techniques under the *Australia-Indonesia Partnership for Justice* and the *Memorandum of Understanding for bilateral cooperation for combating corruption* with the Corruption Eradication Commission of the Republic of Indonesia.

- d) ACLEI adheres to the Government's travel policies, as required under the relevant Finance Circulars. ACLEI travel is booked centrally to ensure adherence to Government policies.
- e) ACLEI provides QANTAS lounge memberships to SES officers. QANTAS corporate membership may be provided to non-SES staff members if the intended recipient of the membership is expected to fly at least eight times on official business in a given year. The total cost of lounge membership incurred in the financial year 2012–13 to 31 January 2013 is \$2,000 (ex-GST), for eight officers as indicated below.

Classification	No. of Employees
SES Band 1	0*
Executive Level 2	2
Executive Level 1	5
APS 6	0
APS 5	1

*both ACLEI SES officers have memberships at no cost to ACLEI.

- f) Administrative staff, such as their Executive Assistants, did not travel with SES officers during the period.
- g) ACLEI participates in the *Whole of Australian Government* coordinated travel contracts, administered by the Department of Finance. Accordingly, this option is not available to ACLEI.

Australian Crime Commission

a) N/A

b)

Travel for Departmental officers – 1 July 2012 to 31 January 2013		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		183,797.62
Domestic Travel Allowance & Motor Vehicle Allowance		271,500.32
Overseas Airfares	Economy	38,103.58(1)
	Business	103,020.79(1)
Domestic Airfares	Economy	377,761.91 (1)
	Business	71,954.65 (1)
Domestic Accommodation		330,273.21
Overseas Travel Allowance and Accommodation		37,278.35
Total		1,413,690.35

(1) Includes various fees such as booking, management and service fees and departure tax.

* All non SES staff must travel economy for domestic travel.

c) Estimated travel cost for the remainder of this financial year is approximately \$1m, for the purpose of undertaking business as usual activities. The ACC is unable to provide a planned cost for travel to the end of the calendar year (December 2013) as budgets for July to December 2013 have not yet been determined.

d) Yes. The Government's lowest practical fare 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 are followed.

This is monitored through agency reporting. Travellers who do not select the lowest practical fare or best fare of the day are required to provide a reason, in accordance with those listed in the Finance Circular, as to why they did not select that fare. Quarterly travel reporting also presents information to delegates on lowest practical fare/best fare compliance.

e) Yes. Lounge memberships are provided to some employees. 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 travel requirements, membership is justified. As a guide, a minimum of twelve (12) completed trips per annum may justify an airline lounge membership. A total of 20 ACC officers have Qantas airline lounge memberships paid for by the ACC and the total costs of the lounge memberships \$5,800. Other ACC officers self-fund their airline lounge membership.

f) Occasionally a support staff member may need to travel with an SES officer to provide administrative support, but this is not routine within the agency. The ACC does not record travel data in a way that would readily allow an answer to be provided to this question.

g) No

Australian Customs and Border Protection Service

a) Nil.

b) Travel for Departmental officers for the period 1 July 2012 to 31 January 2013 is summarised in the table below and is undertaken for a variety of business reasons including operational activities and enabling support functions:

Travel for Departmental officers – 1 July 2012 to 31 January 2013		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$818,520.23
Domestic Travel Allowance & Motor Vehicle Allowance		\$2,124,002.15
Overseas Airfares (Trans-Tasman and International)	Economy	\$608,710.20
	Business	\$499,341.26
	Booking Fees (TMC/WoAG)	\$33,347.17
Domestic Airfares	Economy	\$2,784,279.27
	Business	\$828,609.13
	Booking Fees (TMC/WoAG)	\$129,025.30
Domestic Accommodation		\$2,969,441.40
Overseas Travel Allowance and Accommodation		\$299,744.06
Total		\$11,095,020.17

c) Customs and Border Protection staff are required to undertake various travel on both rostered and ad-hoc basis. The travel scheduling and details are not readily available due to varying circumstances including, enabling functions, collaborative and co-operative Investigation, or Enforcement Operational activities and also general Border Protection routing that can be altered based on operational requirements.

d) Yes. The agency's travel management company offers both Lowest Practical Fare (LPF) on domestic and International Best Fare (IBF) on international travel, and for each booking. Codes are recorded against each booking which indicates that the fare booked is in aligned with the policies. In addition Customs and Border

Protection's internal domestic and international travel systems also records the reason codes selected when booking fares against the LPF and IBF policies.

e) Currently there are lounge memberships provided to selected Customs and Border Protection staff including SES officers (963 Qantas Club memberships and 15 Virgin Australia memberships). Lounge Memberships (either Qantas Club or Virgin Blue) are provided in accordance with individual employment agreements for SES and the Customs and Border Protection Enterprise Agreement. The total cost for new and renewed memberships for the Financial Year to date (31 January, 2013), is \$65,916.

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

g) No.

Australian Federal Police

a) a Travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary – 1 July 2012 to 31 January 2013 – International travel is provided below:

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		
Domestic Travel Allowance & Motor Vehicle Allowance		
Overseas Airfares	Economy	
	Business/First	25,334
Domestic Airfares	Economy	
	Business	
Domestic Accommodation		
Overseas Travel Allowance and Accommodation		11,480
Total		36,814

The AFP does not record domestic travel data in a way that would readily allow for the cost of Departmental officers that have accompanied the Minister and/or Parliamentary Secretary to be identified. To attempt to provide this level of detail would be an unreasonable diversion of AFP resources.

b) Travel for Departmental officers AFP travel summary for the current financial year 1 July – 31 January 2013

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Overseas Airfares	Economy	2,296,569
	Business	425,287
Domestic Airfares	Economy	2,481,122
	Business	153,386
Accommodation		6,834,826
Overseas Meal Expenditure		231,612
Domestic Travel Allowance		5,321,275
Car Rental		396,714
Taxi Fares		636,294
Total		18,777,085

The AFP does not record domestic travel data in a way that would readily allow for the reason and brief explanation for each trip to be identified. To attempt to provide this level of detail would be an unreasonable diversion of AFP resources

c) The AFP expects business as usual travel requirements for the current financial and calendar year. However, specific data on planned travel is not readily assessable. To provide this level of detail would involve an unreasonable diversion of departmental resources.

d) The AFP's Travel Management Company (TMC) offers both Lowest Practical Fare on domestic and International Best Fare on international travel bookings and assists in managing compliance by requiring a reason code if not selecting the lowest fare. Reporting on compliance is provided to the AFP regularly by its TMC. Compliance is also monitored by delegates when approving travel requests and the AFP's Travel Manager monitors domestic bookings on a daily basis.

e) Financial year to date figures on lounge memberships is provided below.

Lounge Memberships paid for the AFP 1 July 2012 – 31 January 2013			
QANTAS CLUB	VIRGIN LOUNGE	PRIORITY PASS	TOTAL
145	3	2	150

SES	Superintendent or equivalent and above (Band 9)	Operational Requirement (Bands 3-7)
8	65	77
TOTAL COSTS: \$31,141		

Lounge memberships (either Qantas or Virgin Australia and including approved Priority Pass for off shore Liaison Officers) are provided to Executive Band 9s and SES as an entitlement under their individual employee agreements. Other employees can request consideration of a lounge membership on the basis of 15 completed trips per annum (operational requirements).

f) Yes, on those occasions when the expenditure is justified for operational and/or business purposes. 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.

g) No.

Australian Government Solicitor

Australian Government Solicitor (AGS) is a government business enterprise operating on a commercial and competitive basis in providing legal and related services to government and its agencies. AGS does not receive any Budget or other appropriations and its employees are engaged outside of the *Public Service Act 1999*. The question is therefore not applicable to AGS.

Australian Human Rights Commission

a) N/A

b)

Travel for Departmental officers – 1 July 2012 to 31 January 2013		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (excludes taxi – see QON 121 response)		\$11,285
Domestic Travel Allowance & Motor Vehicle Allowance (Includes Accommodation)		\$211,905
Overseas Airfares	Economy/Business split not readily available	\$185,740
Domestic Airfares	Economy/Business split not readily available	\$110,754
Domestic Accommodation		n/a
Overseas Travel Allowance and Accommodation		\$60,798
Total		\$580,482*

*Of the amount identified a total of \$351,536 was fully cost recovered under fee for service arrangements including \$29,063 incurred on behalf of the ADF for the Defence Force Academy Review and \$304,896 on behalf of Ausaid for the Human Rights Technical Cooperation Programs.

c) There are no current plans for any significant, non-recoverable travel expenditure for the remainder of this financial year. Official travel is only undertaken where there is a demonstrated business need and where other communication tools, such as teleconferencing and videoconferencing, are not appropriate alternatives. Due care and economy are exercised in planning travel to avoid unnecessary costs and ensure the Commission receives value for money.

d) Yes. Adherence to these guidelines is monitored by the delegate approving the travel itinerary and associated expenses.

e) Yes, AHRC has paid for 15 Qantas lounge membership, 14 at classification EL2 and 1 at classification EL1 to enable officers to conduct business whilst in transit. The total cost of lounge memberships is \$6,050.

Annual Memberships (\$)	Virgin Blue	Qantas Club
Joining Fee (one off fee)	Nil	Nil
One Year	Nil	\$1,318
Two Years	Nil	\$4,732
Four Years	Nil	Nil

f) No.

g) No.

Australian Institute of Criminology

a) N/A

b)

Travel for Departmental officers – 1 July 2012 to 31 January 2013		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		7,920
Domestic Travel Allowance & Motor Vehicle Allowance		6,620
Overseas Airfares	Economy/Business split not readily available	8,036
Domestic Airfares	Economy/Business split not readily available	35,294
Domestic Accommodation		9,174
Overseas Travel Allowance and Accommodation		12,510
Total		79,554

c) \$62,750

All travel is done with the approval of the delegate, and is related to research projects, conferences and roundtables. In approximately 50 % of instances this travel is recovered directly from clients. Only travel that is considered necessary is undertaken. Not determined as yet for the remainder of the calendar year.

d) Government policy is being followed. All AIC staff take most direct/shortest route when travelling to minimise travel costs. All travel is booked adhering to concept of 'Lowest practical fare' and 'Best fare of the day' to get cheapest fares.

All travel bookings must be made in accordance with the AIC's travel policies and require delegate approval prior to flights being booked. All travel is booked centrally and as far in advance as practicable.

e) Lounge memberships are provided to 4 employees @\$275 per membership. 1 x EL2 Research Manager and 3x EL1 Principle Research Analysts.

Employees are provided with memberships as part of their employment agreements and on the basis that they travel frequently for AIC business.

f) No.

g) No

Australian Law Reform Commission

a) Nil

b) Travel for Departmental officers – 1 July 2012 to 31 January 2013

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$5135.72
Domestic Travel Allowance & Motor Vehicle Allowance		\$3,460.2
Overseas Airfares	Economy/Business split not readily available	0
Domestic Airfares	Economy/Business split not readily available	\$10,102.00
Domestic Accommodation		\$4,926.00
Overseas Travel Allowance and Accommodation		0
Total		\$23,623.92

c) Travel planned for remainder of FY and calendar year includes attendance by the President at the Heads of Agency meeting in March in Canberra and at the Royal Commissions Symposium in April in Canberra, and consultations to be undertaken in June, July and August by the Commissioner and legal officers working on the Copyright Inquiry, in the lead up to the Final Report.

d) 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 are being followed by the ALRC. The ALRC's WOGT supplier ensures that the ALRC always books travel with lowest practical fare and gives us the best fare of the day, whenever possible. Forward planning for travel assists this process.

e) Lounge membership is provided to two employees. Qantas club membership is provided to 1 Commissioner (SES Band 2) and to the Executive Director (SES Band 1) as part of their employment agreements to facilitate the substantial travel that they do on behalf of the ALRC and to assist in their ability to work while on route. Cost is \$485 per annum, per membership.

f) No. When SES employees travel, support or administrative staff do not travel with them.

g) The ALRC does not elect to offset emissions for employees work related travel

ASIO

For security reasons, it would not be appropriate to provide details of ASIO's travel costs.

AUSTRAC

a) Nil.

b) See table below. Reasons for travel include undertaking regulatory activities, intelligence engagement with partner agencies, representing Australia at international meetings, and undertaking overseas technical assistance and training activities with foreign government agencies, as well as attending conferences and workshops.

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Taxi fares and Short Term Vehicle Hire	70,520
Domestic Airfares (Economy/Business split not readily available)	126,316
Domestic Travel Accommodation	62,694
Domestic Travel Allowance and incidentals	63,229
Overseas Airfares (Economy/Business split not readily available)	225,351
Overseas Travel Accommodation	90,527
Overseas Travel Allowance and Accommodation	50,338
Total	\$688,975

c) There are 76 planned trips for the remainder of the financial year currently recorded in the agency's FMIS with a total estimated forecast spend of \$157,000. Reasons for planned travel include undertaking regulatory activities, intelligence engagement with partner agencies, representing Australia at international meetings, and undertaking overseas technical assistance and training activities with foreign government agencies, as well as attending conferences and workshops. Details on planned trips from 1 July 2013 to 31 December 2013 will not be known until detailed business and budget planning has been completed.

d) 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 are being followed by AUSTRAC. Reporting via the Agency FMIS, and through the Agency's travel management provider, assists with monitoring travellers who do not select the lowest practical or best fare of the day. They are required to provide a reason in line with those listed on the Finance Circular.

e) QANTAS lounge memberships are funded for four non-SES employees. Three are EL2 officers and one is an EL1 officer. The cost of the memberships is \$290 per year (\$1,160 in total). In order for AUSTRAC to fund the membership to non-SES employees, there is a requirement for approval at General Manager level confirming an anticipated need for regular official travel equating to a minimum of 24 flight sectors (12 return trips) per year.

f) No.

g) No, this is not a functionality that is available through the agency's Travel Management Company.

CrimTrac

a) Nil

b)

Travel for Departmental officers – 1 July 2012 to 31 January 2013		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		22,023
Domestic Travel Allowance & Motor Vehicle Allowance		29,694
Overseas Airfares	Economy/Business split not readily available	51,418
Domestic Airfares	Economy/Business split not readily available	86,916
Domestic Accommodation		55,360
Overseas Travel Allowance and Accommodation		24,732
Total		270,143

c) CrimTrac staff undertake travel to attend meetings of national system user groups, the CrimTrac Chief Information Officers Committee, the Chief Financial Officers Forum, Strategic Issues Group and Board of Management; and to undertake consultation on projects. CrimTrac anticipates that travel for the remainder of 2013 will include the usual travel plus attendance at relevant forums on policing or police information technology.

d) Yes, the policies are monitored via monthly usage reports from the travel management company which provide information on airfare selection.

e) CrimTrac has provided airline lounge memberships to two SES Band 1 employees. One of the employees was provided with both Qantas and Virgin Australia airline lounge membership while the other was provided with a Virgin Australia airline lounge membership. Other CrimTrac employees have access to salary package airline lounge memberships, but this is at no cost to CrimTrac.

f) No.

g) No.

Family Court of Australia

Note: Departmental officers excludes Judges

a) Nil

b) FYTD end 31 January 2013

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)	
Short Term Vehicle Hire	14,041	
Domestic Accommodation, Travel Allowance & Motor Vehicle Allowance	350,002	
Overseas Airfares	Economy	Nil
	Business	4,168
Domestic Airfares	Economy	177,793
	Business	Nil
Overseas Travel Allowance and Accommodation	3,199	
Total (YTD)	489,204	

The Courts do not have the necessary resources to detail each instance of travel and the purpose for each instance of travel.

c) Travel planned for the remainder of the FY is estimated at \$465,295. The Courts do not have the necessary resources to detail each instance of planned travel and the purpose for each instance of travel. The Courts do not plan travel on the basis of calendar year.

d) Yes, 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 are being followed. Our travel provider offers fares to Departmental officers in accordance with the Government's travel policy and guidelines, and assists the Court to monitor compliance, by providing frequent and extensive reporting and analysis.

e) Yes, lounge memberships are provided.

Annual Memberships (\$)	Virgin Blue	Total	Qantas Club	Total
Joining Fee (one off fee)				
One Years	1 x \$249.00	\$249.00	9 x \$290.00	\$2,859
Two Years				

Classification:

1 x EL2, 5 x EL1, 3 x APS6

Reason for the provision of lounge membership: Lounge membership is provided either as part of remuneration or as these staff frequently travel for the Court (or both).

f) No, support or administrative staff (such as an executive assistant) do not usually travel with SES officers.

g) No, the Family Court of Australia does not elect to offset emissions for employees work related travel.

Federal Court of Australia

a) Nil

b) Travel for Departmental officers – 1 July 2012 to 31 January 2013

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		
Domestic Travel Allowance & Motor Vehicle Allowance		
Overseas Airfares	Economy/Business split not readily available	\$0
Domestic Airfares	Economy/Business split not readily available	
Domestic Accommodation		
Overseas Travel Allowance and Accommodation		\$0
Total		

c) Nil

d) Yes. It is monitored through information provided by the Court's travel provider.

e)

Annual Memberships (\$)	Virgin Blue	Qantas Club
Joining Fee (one off fee)	Nil	Nil
One Year	Nil	4 x \$275
Two Years	Nil	6 x \$455

The staff involved are EL2 x 2, EL1 x 4 and FCS6 x 2. Memberships are provided to these staff members who travel very frequently in the course of their duties.

f) No.

g) N/A

Federal Magistrates Court of Australia

Note: Departmental officers excludes Federal Magistrates

a) Nil

b) FYTD end 31 January 2013:

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)	
Short Term Vehicle Hire	8,885	
Domestic Accommodation, Travel Allowance & Motor Vehicle Allowance	198,695	
Overseas Airfares	Economy	5,471
	Business	Nil
Domestic Airfares	Economy	63,486
	Business	Nil
Overseas Travel Allowance and Accommodation	1,190	
Total (YTD)	277,727	

c) Travel planned for remainder of FY is estimated at \$148,766. The Courts do not have the necessary resources to detail each instance of planned travel and the purpose for each instance of travel. The Court does not plan travel on a calendar year basis.

d) Yes, 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 are being followed. Our travel provider offers fares to Departmental officers in accordance with the Government's travel policy and guidelines, and assists the Court to monitor compliance, by providing frequent and extensive reporting and analysis.

e) For the financial year to date no lounge memberships have been provided.

f) No, support or administrative staffs (such as an executive assistant) do not usually travel with SES officers.

g) No, the Federal Magistrates Court of Australia does not elect to offset emissions for employees work related travel.

High Court of Australia

a) Nil

b) Travel for Departmental officers – 1 July 2012 to 31 January 2013

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		25,062.73
Domestic Travel Allowance & Motor Vehicle Allowance		94,511.13
Overseas Airfares	Economy/Business split not readily available	5,000.00
Domestic Airfares	Economy/Business split not readily available	102,101.06
Domestic Accommodation		Nil, included in travel allowance
Overseas Travel Allowance and Accommodation		15,105.62
Total (YTD)		241,780.54

c) Budgeted travel to June 30

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		6,000
Domestic Travel Allowance & Motor Vehicle Allowance		165,000
Overseas Airfares	Economy/Business split not readily available	Nil
Domestic Airfares	Economy/Business split not readily available	79,000
Domestic Accommodation		Nil, included in travel allowance
Overseas Travel Allowance and Accommodation		Nil
Total (YTD)		250,000

Budget travel to end Calendar year

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		25,000
Domestic Travel Allowance & Motor Vehicle Allowance		255,000
Overseas Airfares	Economy/Business split not readily available	Nil
Domestic Airfares	Economy/Business split not readily available	209,000
Domestic Accommodation		Nil, included in travel allowance
Overseas Travel Allowance and Accommodation		Nil
Total (YTD)		489,000

d) Not applicable – The High Court of Australia is not subject to the *Financial Management and Accountability Act 1997*.

e) Qantas club membership is provided to all SES employees (there are 4 SES employees). This lounge membership is an employment entitlement. The average cost per year is \$200 (ex GST).

f) No

g) No

Insolvency and Trustee Service Australia

a) NIL

b)

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Travel Allowance		\$422,605.28
Overseas Airfares	Economy	\$ 13,508.24
	Business	\$ 19,769.49
Domestic Airfares	Economy	\$256,718.94
	Business	\$ 81,406.65
Total (YTD)		\$794,008.60

ITSA does not record the costs in a manner that allows for a more detailed answer to be readily provided to this question. To attempt to do so would represent an unreasonable diversion of resources.

Travel is undertaken by employees to attend to meetings and clients premises as required in the day to day duties.

c) As travel is booked on a needs basis, it is not possible to determine what ITSA's future travel costs will be for the remainder of the financial year.

d) ITSA is following the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10 up dated by Finance Circular No. 2012/04) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11 up dated by Finance Circular No. 2012/05) guidelines. Compliance and monitoring is facilitated through a centralised booking arrangement.

e) Qantas Club lounge memberships are available to all SES.

National Managers may also approve QANTAS Club corporate membership for non-SES staff (all APS levels) if officials are travelling more than 10 return trips per annum. There is a joining fee of \$220 and annual membership is \$290 (GST inc). The cost of the lounge memberships in the period is \$7,790.

Qantas club memberships paid in the period

SES	1
EL2	7
EL1	5
APS6	6
APS5	1
Total	20

f) No

g) No

National Native Title Tribunal

Please note: From 1 July 2012 the National Native Title Tribunal is no longer a Financial Management and Accountability Act 1997 Agency, and is funded to carry out its functions as a sub-program of the Federal Court of Australia's appropriation.

Please refer to the Federal Court's response.

Office of Commonwealth Director of Public Prosecutions

a) Nil

b)

Travel for Departmental officers – 1 July 2012 to 31 January 2013		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxi)		\$32,873.32 (excl. GST)
Domestic Travel Allowance & Motor Vehicle Allowance		\$122,348.93
Overseas Airfares	Economy/Business split not readily available	\$9,185.04 (excl. GST)
Domestic Airfares	Economy/Business split not readily available	\$209,310.12 (excl. GST)
Domestic Accommodation		\$75,922.32 (excl. GST)
Overseas Travel Allowance and Accommodation		\$1,842.39
Total		\$451,482.12 (excl. GST)

Note: Data is not readily accessible to provide the detail and split costs between Economy airfares and Business airfares. To provide this level of detail would involve an unreasonable diversion of departmental resources. Travel is undertaken in accordance with business requirements.

c) Travel is planned in accordance with business requirements.

d) 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.

e) Yes, Qantas Club Memberships (QCM). 38 employees currently have QCM. The classification of the memberships is set out in the table below.

Qantas Club Memberships			
SES	27	LO1	1
PLO	1	EL 2	2
SLO	3	EL 1	2
LO2	1	APS 6	1
Total memberships			38

There is a joining fee of \$220 and annual membership is \$290 (incl. GST). SES staff are entitled to lounge memberships. Non-SES staff are required to meet work related criteria before they are approved to have QCM. The annual cost of the lounge memberships is \$8,700 taking into account that 8 of the current memberships are complimentary due to their levels of membership.

f) No.

g) No.

Office of the Australian Information Commissioner

a) N/A

b)

Travel for Departmental officers – 1 July 2012 to 31 January 2013		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (excludes taxi – see QoN 121 response)		\$2008
Domestic Travel Allowance & Motor Vehicle Allowance (Includes Accommodation)		\$37,348
Overseas Airfares	Economy/Business split not readily available	\$9,940
Domestic Airfares	Economy/Business split not readily available	\$54,832
Domestic Accommodation		N/A
Overseas Travel Allowance and Accommodation		\$4,348
Total		\$108,476

- c) There are no significant travel plans for the remainder of financial year 2012/13. Official travel is only undertaken where there is a demonstrated business need and where other communication tools, such as teleconferencing and videoconferencing, are not appropriate alternatives. There are no significant travel plans for the remainder of the calendar year.
- d) Yes. Adherence to these guidelines is monitored by the delegate approving the travel itinerary and associated expenses.
- e) Yes. The OAIC has paid for one Qantas lounge membership for an EL2 staff member to facilitate business travel. The total cost is \$790.90 (excluding GST).
- f) No
- g) No.

Office of Parliamentary Counsel

a) Nil

b) Financial year travel costs to 31 January 2013:

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire	\$0
Domestic Accommodation, Travel Allowance & Motor Vehicle Allowance	\$13,912.61
Overseas Airfares	Economy
	Business
Domestic Airfares	Economy
	Business
Overseas Travel Allowance and Accommodation	\$5,778.35
Total (YTD)	\$29,390.98

c) Travel planned for remainder of FY and calendar year is:

Four drafters are travelling to Cape Town, South Africa in April 2013 for the Commonwealth Association of Legislative Council Conference 2013 and the Commonwealth Law Conference 2013.

One drafter is travelling to Tonga and Kiribati in March 2013 to provide drafting assistance and training.

d) Yes. Travel is booked centrally and on-line following approval. If the lowest practical fare is not chosen, the reason is documented in the travel system.

e) No.

f) No.

g) No.