

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

**Portfolio**

**Question No. 89**

**Senator Humphries asked the following question at the hearing on 30 May 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 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.
- d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
- e) What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?
- f) 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.
- g) 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.
- h) Does the department/agency 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:**

**The following agencies have a nil response to this question:**

Administrative Appeals Tribunal

For 2012-13 financial year information up to 31 January 2013, please refer to QoN 118 from the Additional Estimates round.

For the period 1 February 2013 to 31 May 2013 please see below.

**Attorney-General's Department**

Details on all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel from 1 February to 31 May 2013 are provided below:

- a) The Attorney-General, the Hon Mark Dreyfus QC 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 is approximately \$6,614. Of the \$6,614 expense incurred, \$4,338 relates to airfares, \$1,335 relates to accommodation and \$941 relates to other travel expenses.

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire	\$257,292
Domestic Travel Allowance & Motor Vehicle Allowance	\$563,347
Overseas Airfares	Economy/ Business/First \$505,834
Domestic Airfares	Economy/ Business \$1,040,752
Domestic Accommodation	\$462,930
Overseas Travel Allowance and Accommodation	\$204,265
Total	<b>\$2,777,128</b>

- b) No change
- c) No change
- d) 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 and Canberra to Sydney return where economy class 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
- e) Are lounge memberships provided to any employees? Yes  
Note for the responses below that Qantas and Virgin provide complimentary lounge memberships for high status (highly frequent) members at no cost.  
The department provides membership to Qantas Club and Virgin Lounge for 120 current employees: We currently pay for 55 of the 110 Qantas Clubs and 8 of the 10 Virgin Lounge memberships.  
We currently pay for 19 of the 44 SES memberships, 14 of the 24 EL2 memberships, 18 of the 36 EL1 memberships and 12 of the 16 APSL 5/6 memberships. Total memberships paid for is 63.

No SES staff have both Qantas Club and Virgin Lounge paid for by the Department. 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 February to 31 May 2013 is \$6,055

f) No

g) No

#### **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 investigation function.

ACLEI's international travel between 1 February 2013 and 31 May 2013 was for the purpose of attending an anti-corruption roundtable meeting with the Republic of Indonesia

Commission for the Eradication of Corruption. This activity took place under the Australia Indonesia Partnership for Justice, and was supported by AusAID funding.

ACLEI travel, 1 February – 31 May 2013		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes taxis, hire cars and incidentals)		\$11,219
Domestic Travel Allowance & Motor Vehicle Allowance		\$20,580
Overseas Airfares	Business air travel	\$19,652
Domestic Airfares	Economy/Business split not readily available	\$19,153
Domestic Accommodation		\$18,659
Overseas Travel Allowance and Accommodation		\$4,051
<b>Total</b>		<b>\$93,314</b>

c) Some domestic travel is expected in this financial year in relation to ACLEI's investigation and corruption prevention functions, and in connection with the extension of the Integrity Commissioner's jurisdiction. No further international travel is planned in financial year 2012–13.

d) Some domestic travel is expected between July and December 2013 in relation to ACLEI's investigation and corruption prevention functions. International travel in that period is anticipated in: September, to attend the Anti-Corruption Commissions Forum in Seoul, Korea; November, as part of the Australian delegation to the Fifth session of the Conference of the States Parties to the United Nations Convention Against Corruption in Panama; and December to represent Australia at the second Assembly of Parties of the International Anti-

Corruption Academy in Bangkok, Thailand. These engagements are in support of meeting Australia's international treaty obligations.

- e) It is ACLEI's practice that officers fly economy for flights shorter than three hours' duration. SES officers' conditions include access to business class travel however—in line with the policy to manage discretionary spending—they generally travel economy for shorter flights. As ACLEI's travel needs vary from year to year, it is not possible to discern a meaningful trend.
- f) SES officers' conditions of employment include QANTAS lounge memberships. QANTAS corporate membership may be provided to non-SES staff members if the intended recipient were expected to fly at least eight times on official business in a given year. Ten ACLEI staff members had QANTAS air lounge memberships that were current in the reporting period, as indicated below. Expenses for renewals between 1 February 2013 to 31 May 2013 totalled \$735 (ex-GST).

<b>Classification</b>	<b>No. of employees</b>
SES and Integrity Commissioner	3
Executive Level 2	4
Executive Level 1	2
APS 5	1

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

### **Australian Crime Commission**

- a) N/A
- b)

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (Including Taxi/car services)		79,088
Domestic Travel Allowance & Motor Vehicle Allowance		138,276
Overseas Airfares	Economy	33,776
	Business/First	8,395
Domestic Airfares	Economy	185,040
	Business	29,796
Domestic Accommodation		92,643
Overseas Travel Allowance and Accommodation		12,619
<b>Total</b>		<b>\$579,636</b>

- c) Estimated travel cost for the remainder of this financial year is approximately \$282,650 for the purpose of undertaking business as usual activities.

- d) Estimated cost for travel to the end of the calendar year (December 2013) is \$1,401,175. Note that this is only a budgeted amount and subject to change.
- e) 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.
- f) Yes. Lounge memberships are provided to some employees. Under the agency's travel policy, the cost 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 22 ACC officers have Qantas airline lounge membership paid for by the ACC and the total costs of the lounge memberships \$6,380. Other ACC officers self-fund their airline lounge membership.
- g) 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 way that would readily allow an answer to be provided to this questions.
- h) No

#### **Australian Customs and Border Security**

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

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		128,409
Domestic Travel Allowance & Motor Vehicle Allowance		1,390,052
Overseas Airfares	Economy	286,468
	Business/First	368,183
Domestic Airfares	Economy	1,655,537
	Business	681,020
Domestic Accommodation		2,101,878
Overseas Travel Allowance and Accommodation		219,146
<b>Total</b>		<b>3,338,765</b>

- c) Australian Customs and Border Protection Service (ACBPS) staff are required to undertake various travel on both rostered and ad-hoc basis. The travel scheduling and details are not readily available. They are based on operational requirements and are subject to change
- d) As per c) above
- e) ACBPS business class travel is linked to the agency's Enterprise Agreement which states that Executive level staff travelling over 2 hours continuous air-time and SES staff are entitled to business class. ACBPS has reduced business class flights this financial year to 31 May 2013 compared to the same period in 2011/12. In relation to SES travel, a number of Divisions

within the Service have implemented a voluntary process to travel economy class on short haul routes between Canberra, Sydney and Melbourne

- f) Currently there are lounge memberships provided to selected ACBPS staff including SES officers (943 Qantas Club memberships and 20 Virgin Australia memberships). These memberships are provided in accordance with individual employment agreements for SES and the ACBPS Enterprise Agreement. The total cost for new and renewed memberships for the Financial Year to date (1 February to 31 May, 2013), is \$80,901,94.
- g) ACBPS SES officers are not generally accompanied by support or administrative staff while travelling
- h) No

**Australian Federal Police**

- a) Travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary. 1 February 2013 to 31 May 2013  
Not applicable – It has been confirmed no Departmental Officers travelled with the Minister for the period 1 February 2013 to 31 May 2013
- b) Travel by Departmental officers AFP travel summary for the current financial year to date – 1 February 2013 to 31 May 2013

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Overseas Airfares	Economy	\$1,397,497
	Business	\$343,267
Domestic Airfares	Economy	\$1,721,912
	Business	\$91,500
Accommodation		\$3,579,141
Overseas Meal Expenditure		\$97,329
Domestic Travel Allowance		\$3,154,557
Car Rental		\$191,856
Taxi Fares		\$421,422

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) As above
- e) The AFP's policy is -  
Officials must, wherever possible, travel in economy class using the lowest practical fare, taking the most direct route, unless there is a business case or an entitlement to travel business class. If business class is approved, the reasons for travel in that class must be documented. There is a continuation in the reduction of the number of business class flights. Details are provided in the AFP's response to QoN 81.
- f) Figures on lounge memberships for the current financial year is provided below –

<b>Lounge Memberships paid for the AFP</b>			
<b>1 February 2013 – 31 May 2013</b>			
<b>QANTAS CLUB</b>	<b>VIRGIN LOUNGE</b>	<b>PRIORITY</b>	<b>TOTAL</b>

		PASS	
32	3	2	37
<b>SES</b>	<b>Superintendent or equivalent and above (Band 9)</b>	<b>Operational Requirement (Bands 3-7)</b>	
3	13	21	
TOTAL COSTS: \$12,108 (GST Excl)			

Lounge memberships (either Qantas or Virgin Australia and including approved Priority Pass for off shore Liaison Officers) are provided to Executive Level 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)

- g) Yes, on a few 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
- h) 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 Feb 2013 – 31 May 2013		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (excludes taxi – see QON 92 response)		\$21,467
Domestic Travel Allowance & Motor Vehicle Allowance (includes Accommodation)		\$110,460
Overseas Airfares	Economy/Business split not readily available	\$166,036
Domestic Airfares	Economy/Business split not readily available	\$71,956
Domestic Accommodation		n/a
Overseas Travel Allowance and Accommodation		\$51,146
Total		<b>\$421,065*</b>

\*Of

the amount identified a total of \$299,637 was fully cost recovered under fee for service arrangements including \$14,043 incurred on behalf of the ADF for the Defence Academy Review and \$277,885 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) Operating costs, including air travel vary from period to period depending on the programs and activities underway at the time. It is not possible to readily quantify savings outputs in the absence of standardised inputs and processes.  
Expenditure of funds are only approved when they are considered to be a proper use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth. Relevant policies applied to manage costs of air travel expenditure include the lowest practical fare for domestic air travel and best fare of the day for international travel.
- f) 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 membership is 6,500

Annual Memberships (\$)	Virgin Australia	Qantas Club
Joining fee (one off fee)	Nil	\$864
One Year	Nil	\$1,318
Two Year	Nil	\$4,318
Three Year	Nil	Nil

- g) No  
h) No

#### Australian Institute of Criminology

- a) N/A  
b) See table below

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)	
Short Term Vehicle Hire	\$6,342	
Domestic Travel Allowance & Motor Vehicle Allowance	\$10,089	
Overseas Airfares	Economy	\$10,067
	Business/First	\$0
Domestic Airfares	Economy	\$21,685
	Business	\$0
Domestic Accommodation	\$9,895	
Overseas Travel Allowance and Accommodation	\$3,920	
<b>Total</b>	<b>\$61,998</b>	

- c) \$5,000 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.
- e) 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. Business Class is not used.
- f) Lounge memberships are provided to 4 employees @\$275 per membership. 1 x EL2 Research Manager and 3x EL1 Principal Research Analysts
- g) No
- h) No

**Australian Law Reform Commission**

- a) NIL
- b) Please see attached table for breakdown of expenses. Reason for business class travel was for Part-Time Commissioners to attend ALRC inquiry Advisory Committee meetings, economy class travel is for ALRC President to attend agency head meetings, meetings with the Attorney-General and for legal officers to attend inquiry related consultation meetings.

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire	
Domestic Travel Allowance & Motor Vehicle Allowance	\$230 \$267
Overseas Airfares	Economy
	Business/First
Domestic Airfares	Economy \$2138
	Business \$2557
Domestic Accommodation	\$1750
Overseas Travel Allowance and Accommodation	
<b>Total</b>	<b>\$6942</b>

- c) NIL
- d) Total Travel planned for calendar year is \$35,000. This will enable consultations for the inquiries into Copyright, Native Title, Serious Invasions of Privacy and Barriers to people with disability. Also an allowance for trips to Canberra for Agency Heads and Senate Estimates Appearance.
- e) In most circumstances, ALRC employees will travel in economy class. Employees may only travel business class with the prior approval of the President or Executive Director where: economy class travel may be harmful and/or painful for an employee due to individual circumstances for example ill health; where travel is necessary and there are no economy seats available; or when the length of the flight time may be deemed to warrant business class travel. Statutory Appointees are entitled to travel business class when attending on ALRC business.

- f) 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 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. No new club memberships were purchased between 1 February 2013 to 31 May 2013.
- g) When SES employees travel, support or administrative staff do not travel with them.
- h) The ALRC does not elect to offset emissions for employees work related travel

### **Australian Security Intelligence Organisation**

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

### **Australian Transaction Reports and Analysis Centre**

- a) Nil (not applicable).
- 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.

Travel expenses 1 February 2013–31 May 2013	
Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Taxi Fares and Short Term Vehicle Hire	\$45,391
Domestic Airfares (total Economy and Business)	\$107,344
Domestic Travel Accommodation	\$56,160
Domestic Travel Allowance and Incidentals	\$55,169
Overseas Airfares (total Economy and Business )	\$259,661
Overseas Travel Accommodation	\$57,678
Overseas Travel Allowance and Other Expenses	\$128,025
<b>Total</b>	<b>\$709,428</b>

- c) There are 15 trips planned for the remainder of this financial year, with an estimated total spend of \$51,000. Reasons for travel are various and include undertaking regulatory activities, intelligence engagement with partner agencies, representing Australia at international meetings, undertaking overseas technical assistance and training activities with foreign government agencies, and attending conferences and workshops.
- d) Travel is ad-hoc in nature. 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. Details on planned trips for the rest of the calendar year will not be known until detailed business and budget planning has been completed.
- e) SES employees are entitled to business class travel for all domestic and international travel. However, where practicable to do so (for example, short domestic flights), economy class travel is undertaken despite the entitlement to business class travel. Non-SES employees are entitled to business class travel for international flights of more than six hours.
- f) QANTAS lounge memberships are currently 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 each

(\$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. There are eight SES staff who have access to the QANTAS lounge as they are Gold or Platinum cardholders. There is no additional cost for this access.

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

**Commonwealth Director of Public Prosecutions**

a) Nil

b)

<b>Travel for Departmental officers – 1 February 2013 to 31 May 2013</b>		
<b>Description</b>		<b>Exclusive of GST</b>
Short Term Vehicle Hire (includes taxi)		\$13,744
Domestic Travel Allowance & Motor Vehicle Allowance		\$68,899
Overseas Airfares	Economy/Business split not readily available	\$7,200
Domestic Airfares	Economy/Business split not readily available	\$149,276
Domestic Accommodation		\$24,513
Overseas Travel Allowance and Accommodation *		-\$2,234
Other		\$1,036
<b>Total</b>		<b>\$262,436</b>

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.

\*This amount relates to the recovery of expenses incurred in the previous reporting period.

- c) Travel is planned in accordance with business requirements.
- d) Travel is planned in accordance with business requirements.
- e) 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.
- f) Yes, Qantas Club Memberships (QCM). 38 employees currently have QCM. The classification of the memberships is set out in the table below.

<b>Qantas Club Memberships</b>			
SES	2 7	Legal Officer 1	1
Principal Legal Officer	1	EL 2	2
Senior Legal	3	EL 1	2

Officer			
Legal Officer 2	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 approval of 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.

- g) No
- h) No

### **CrimTrac**

- a) Nil
- b)

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (includes Taxi)		\$12,400
Domestic Travel Allowance & Motor Vehicle Allowance		\$18,241
Overseas Airfares	Economy /Business/First split not readily available	\$37,613
Domestic Airfares	Economy /Business split not readily available	\$54,391
Domestic Accommodation		\$13,507
Overseas Travel Allowance and Accommodation		\$14,762
<b>Total</b>		<b>\$150,914</b>

- 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 this financial year will include the usual travel plus attendance at relevant forums on policing or police information technology
- d) 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
- e) The policy for business class travel is that SES officers may travel business class outside of the Cbr/Syd/Mel routes. Other staff must travel economy class unless the CEO has approved a business case for another class of travel. Savings on class of travel are not identifiable due to the varying nature of CrimTrac travel requirements
- f) 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

- g) No
- h) No

**Family Court of Australia**

Note: Departmental officers excludes Judges

- a) Nil
- b) Travel costs for 1 February to 31 May 2013:

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)	
Short Term Vehicle Hire	\$8,580	
Domestic Travel Allowance, Accommodation & Motor Vehicle Allowance	\$204,640	
Overseas Airfares	Economy	
	Business/First	\$23,816
Domestic Airfares	Economy	\$123,932
	Business	
Overseas Travel Allowance and Accommodation	\$7,658	
<b>Total</b>	<b>\$368,626</b>	

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 \$85,855. The Courts do not have the necessary resources to detail each instance of planned travel and the purpose for each instance of travel.
- d) The Courts do not plan travel on the basis of calendar year.
- e) The policy for business class airfare tickets is in accordance with 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. The Court is unable to comment on the media release referred to. SES staff are entitled to lounge memberships. Non-SES staff are required to meet work related criteria before they are approved to have Qantas Club Membership.
- f) Lounge memberships are provided to employees who travel very frequently in the course of their duties.

Annual Membership	Virgin	Qty	Qantas	Qty	Total
Joining Fee					
One Year	\$249	1	\$290	37	\$12,429
Two Years					
					\$12,429

Classification of employees with lounge membership is as follows:

APS 5	1
APS 6	4
EL1	11

EL2	15
REG EL2	3
SES	4
total	38

- g) No.  
h) No

### Federal Court

- a) Nil  
b) Travel for departmental officers 1 February 2013 to 31 May 2013

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		\$1,449
Domestic Travel Allowance & Motor Vehicle Allowance		\$291,786
Overseas Airfares	Economy / Business split not readily available	\$0
Domestic Airfares	Economy / Business split not readily available	\$276,678
Domestic Accommodation		\$44,639
Overseas Travel Allowance and Accommodation		\$0
Total		\$614,552

- c) The majority of the planned travel for the remainder of the financial and calendar year relates to officers travelling to support Judges who are hearing cases. The Court is unable to provide a more detailed answer without unreasonably diverting Court resources.
- d) see c)
- e) Only SES officers are entitled to business class travel. Very often these officers do not travel business class but travel economy class. This is a long standing policy of the Court and as such there has not been a reduction in comparison to previous years.
- f) Yes. It is monitored through information provided by the Court's travel provider.

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.

- g) No.  
h) No

## Federal Circuit Court of Australia

Note: Departmental officers excludes Judges

a) Nil

b) Travel costs for 1 February to 31 May 2013:

Description	Exclusive of GST & Inclusive of Taxes, if Applicable (\$)	
Short Term Vehicle Hire	\$8,039	
Domestic Travel Allowance, accommodation & Motor Vehicle Allowance	\$161,046	
Overseas Airfares	Economy	
	Business/First	
Domestic Airfares	Economy	\$36,784
	Business	
Overseas Travel Allowance and Accommodation		
Total	\$205,869	

- c) Travel planned for the remainder of the FY is estimated at \$47,218. The Courts do not have the necessary resources to detail each instance of planned travel and the purpose for each instance of travel.
- d) The Courts do not plan travel on the basis of calendar year.
- e) The policy for business class airfare tickets is in accordance with the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2012/04) and Best Fare of the Day for International Air Travel (Finance Circular No. 2012/05) guidelines. The Court is unable to comment on the media release referred to.
- f) Yes, Qantas Club Memberships (QCM). 3 employees currently have QCM. The classification of the memberships is set out in the table below.

Annual Membership	Qantas	Qty	Total
Joining Fee			
One Year	\$290	3	\$870
Two Years			
			\$870

EL1	1
EL2	2

g) No

h) No

## High Court of Australia

a) Nil

b) Travel for Departmental officers – 1 February 2013 – 31 May 2013

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		14,329
Domestic Travel Allowance & Motor Vehicle Allowance		\$99,291
Overseas Airfares	Economy/Business split not readily available	\$2,227
Domestic Airfares	Economy/Business split not readily available	\$80,491
Domestic Accommodation		Nil, included in travel allowance
Overseas Travel Allowance and Accommodation		\$1,725
Total		<b>\$196,799</b>

c) Budgeted travel to June 2013

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		\$950
Domestic Travel Allowance & Motor Vehicle Allowance		\$17,500
Overseas Airfares	Economy/Business split not readily available	Nil
Domestic Airfares	Economy/Business split not readily available	\$28,000
Domestic Accommodation		Nil, included in travel allowance
Overseas Travel Allowance and Accommodation		Nil
Total		<b>\$45,450</b>



d) Budgeted travel to December 2013

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire		\$18,000
Domestic Travel Allowance & Motor Vehicle Allowance		\$136,000
Overseas Airfares	Economy/Business split not readily available	\$15,000
Domestic Airfares	Economy/Business split not readily available	\$126,500
Domestic Accommodation		Nil, included in travel allowance
Overseas Travel Allowance and Accommodation		\$17,000
Total		<b>\$312,500</b>

- e) The High Court of Australia was excluded from this savings measure.  
 f) 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).  
 g) No  
 h) No

**Insolvency and Trustee Service Australia**

- a) NIL  
 b)

Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire/Motor Vehicle Allowance		Nil
Overseas Airfares	Economy	\$12,335
	Business/First	\$21,179
Domestic Airfares	Economy	\$156 446
	Business	\$45 586
Travel Allowance		\$151 568
Total		\$387 116

Travel is undertaken by employees to attend to meetings and clients' premises as required in day-to-day duties as well as for attendance at relevant international association events and bilateral meetings with international jurisdictions.

- c) The basis for travel for June 2013 will be consistent with the Financial Year to Date. Travel in the 2013-14 financial year has not been planned, but will be booked on an as needs basis, consistent with ITSA's practices in 2012-13 which require close scrutiny and approval of all travel by those with appropriate delegation.
- d) Travel for the remainder of the 2013 calendar year has not been planned, but will be booked on an as needs basis.
- e) Senior Executives are entitled to Business Class travel on longer domestic journeys, other officers may also be provided Business Class domestic flights at the Chief Executive's discretion only when it is efficient and effective to do so. All officers are eligible for Business Class travel on International flights, but on shorter international journeys, non-SES officers may be assigned economy class.

ITSA conforms to Whole of Government travel arrangements. ITSA purchases travel via the Whole of Government arrangements and adheres to the 'Best Fare' policy.

- f) For the period 1 February 2013 to 31 May 2013:

SES	0
EL2	5
EL1	5
APS6	1
APS5	1
Total	12

- g) No
- h) No

### **National Native Title Tribunal**

The National Native Title Tribunal (NNTT) will not be providing a response to this question, as from 1 July 2012 the NNTT 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. On 12 March 2013 the Courts and Tribunals Legislation Amendment (Administration) Act 2013 came into operation. On that day the Australian Public Service Commissioner signed a determination which transferred all staff employed by the Tribunal to the Federal Court of Australia under s.72 of the Public Service Act, but those staff are designated staff assisting the Tribunal under the Native Title Act

### **Office of Parliamentary Counsel**

- a) Nil
- b) Financial year to date travel costs in table below.
- c) One drafter is travelling to India and Indonesia in June 2013 on the LAFIA program.
- d) Three staff are travelling to New Zealand in July 2013 to attend the Parliamentary Counsel's Committee IT Forum.
- e) Statutory Office Holders travel entitlements are determined by the Remuneration Tribunal. SES officers are entitled to business class air travel. The class for international travel is determined by First Parliamentary Counsel. OPC does not collect travel data based on class of flight.
- f) No
- g) No
- h) No

### **Office of the Australian Information Commissioner**

- a) N/A  
 b) Please see table below:

<b>Travel for Departmental officers – 1 Feb 2013 – 31 May 2013</b>		
Description		Exclusive of GST & Inclusive of Taxes, if Applicable (\$)
Short Term Vehicle Hire (excludes taxi – see QON 92 response)		\$0
Domestic Travel Allowance & Motor Vehicle Allowance (includes Accommodation)		\$10,952
Overseas Airfares	Economy/Business split not readily available	\$0*
Domestic Airfares	Economy/Business split not readily available	\$10,586
Domestic Accommodation		n/a
Overseas Travel Allowance and Accommodation		\$821
<b>Total</b>		<b>\$22,359</b>

\*The Overseas Travel Cost was paid for by the Host Event.

- 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.
- d) There are two current plans of further international travel for the rest of this calendar year:
1. Participation at the 39<sup>th</sup> Asia Pacific Privacy Authorities Forum on 15–16 July and the APEC Privacy Enforcement Workshop 17–18 July 2013. Both conferences will be held in Auckland, New Zealand. The Privacy Commissioner and three additional staff members will be in attendance. The purpose of this travel is for staff to participate in international meetings attended by other privacy enforcement authorities. The OAIC acts as secretariat to the Asia Pacific Privacy Authorities Forum.
  2. Attendance at the 8<sup>th</sup> International Conference of Information Commissioners 2013 (ICIC) in Berlin, Germany between 18–20 September 2013 by the OAIC Information and FOI Commissioners. The purpose of this travel is to meet with other Information Commissioners to discuss current issues related to freedom of information, open government and government information policy.
- e) Operating costs, including air travel vary from period to period depending on the programs and activities underway at the time. It is not possible to readily quantify savings outputs in the absence of standardised inputs and processes. Expenditure of funds are only approved when they are considered to be a proper use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth. Relevant policies applied to manage costs of air travel expenditure include the lowest practical fare for domestic air travel and best fare of the day for international travel
- f) No, as at 31 May 2013 there were no Qantas lounge membership payments made by the OAIC
- g) No

h) No