

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2013-2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Travel Costs

**Senator:** Ludwig

**Question reference number:** 170

**Type of question:** Written

**Date set by the committee for the return of answer:** 17 January 2014

**Number of pages:** 2

**Question:**

- 1) For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
- 2) For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel
- 3) What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
- 4) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
- 5) What is the policy for business class airfare tickets?
- 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 total costs of the lounge memberships.
- 7) 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.
- 8) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer:**

Q1. There were no instances where an ANAO officer accompanied the Minister and/or Parliamentary Secretary on their travel.

Q2. The ANAO has spent \$436,161 on travel for period . Travel of \$383,082 related to direct audit activities and \$53,079 related to travel associated with audit conferences and meetings, corporate activities and professional development activities. The ANAO's travel management system does not record information to the level of detail requested.

Q3. The ANAO plans to undertake travel related to direct audit activities as set out in the respective audit work programs. The volume and timing of this travel can vary depending on the audit program and arrangements made with audited entities.

Q4. Refer response to Question 3.

Q5. Business class travel is permitted for Senior Executive Service staff domestically and all ANAO staff travelling internationally. Staff travel entitlements are established under the ANAO Enterprise Agreement 2011-14 and SES common law contracts. There are no proposed changes to travel entitlements during the life of these agreements.

Q6. Yes. Employees may request an airline lounge membership where it is justified based on the employees frequency of travel and value for money can be demonstrated. As at November 2013 the ANAO has 57 employees who hold a lounge membership. The annual cost of membership is estimated at \$13,973. The following table shows the total employees by classification with a lounge membership:

Classification	Number of Lounge Memberships
APS5	2
APS6	2
EL1	11
EL2	17
SES1	21
SES2	4
<b>Total</b>	<b>57</b>

Q7. Nil to this question.

Q8. Nil to this question.