

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

Prime Minister and Cabinet Portfolio

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

**Outcome/Program:**

**Topic:** Meeting costs

**Senator:** Ludwig

**Question reference number: 365**

**Type of question: Written**

**Date set by the committee for the return of answer: 11 July 2014**

**Number of pages: 2**

**Question:**

1. What is the Department/Agency's meeting spend from Additional Estimates in February, 2014 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Additional Estimates in February, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

**Answer:**

Q1. The ANAO does not record information in a way that would enable the questions to be answered to the level of detail requested. However, a review of financial transactions has identified \$11,753 associated with ANAO meetings for the period 1 February - 31 May 2014. The table below provides further details.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
February	ANAO	Catering for various meetings held in February 2014	869.87
March	ANAO	Catering for various meetings held in March 2014	1,368.56
4/4/2014	Canberra	Venue hire for Senior Executive conference	1,537.41
April	ANAO	Catering for various meetings held in April 2014	167.73
May	ANAO	Catering for various meetings held in May 2014	79.90
15/5/2014	Canberra	ANAO Town Hall Meeting	3,343.64
20-22/5/14	Canberra	Venue hire for Pacific Island Regional Working Group on Environmental Auditing	4,386.50
		<b>Total</b>	<b>11,753.61</b>

Q2. The ANAO incurred no meeting costs for Ministers or the Parliamentary Secretary office.

Q3. The ANAO conducts many meetings during the financial year and does not record information in a way that would enable the question to be answered to the level of detail requested. The provision of catering and/or venue hire is determined on a case by case basis after considering circumstances such as whether:

- there is a demonstrable advantage or critical business need in holding the meeting during meal periods;
- the meeting is of an extended duration; and/or
- there are available and suitable internal facilities to conduct the meeting.

Q4. No meeting spend is planned for Ministers or the Parliamentary Secretary office.