

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

**Finance Portfolio**

**Question reference number:** F97

**Senator:** Ludwig

**Topic:** Travel Costs

**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 from 7 September 2013? 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:**

<b>Department / Agency</b>	<b>Response</b>						
Finance	<p>1. Nil.</p> <p>2. For the financial year to 31 October 2013 the Department of Finance (Finance) has spent the following:</p> <table border="1"> <tr> <td>Domestic and international airfares</td><td>\$0.231 million</td></tr> <tr> <td>Accommodation, meals and incidentals</td><td>\$0.226 million</td></tr> <tr> <td><b>Total</b></td><td><b>\$0.457 million</b></td></tr> </table>	Domestic and international airfares	\$0.231 million	Accommodation, meals and incidentals	\$0.226 million	<b>Total</b>	<b>\$0.457 million</b>
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Breaking this expenditure down to the level of detail requested would involve an unreasonable diversion of departmental resources.

3 - 4. Domestic travel is undertaken as required and is approved by the appropriate delegate prior to staff travelling. It would involve an unreasonable diversion of departmental resources to collate a list of all planned domestic travel.

Planned international travel

Country/Program	Date/Duration	Purpose of Travel
Papua New Guinea (PNG), Strongim Gavman Program and PNG-Australia Finance Twinning Scheme	September-December 2013 (4 months)	Provision of budget and financial management advice to PNG Department of Finance and Department of Treasury and to provide support to Department of Finance employees.
	May-October 2013 (5 months)	
	May-December 2013 (6 months)	
	June-December 2013 (6 months)	
	October-November 2013 (4 days)	
	February 2014 (2 years)	
	February 2014 (2 years)	
Indonesia, Government Partnerships Fund II	September 2013 (4 days)	Delivery of workshop on Government Finance Statistics (GFS) reporting and GFS manual.
	March 2014 (3 days)	
	October 2013 (5 days)	Provision of advice to Indonesian Government and support to Department of Finance employees.
Solomon Islands, Economic and Public Sector Governance Program	October 2013 (5 days)	Provision of budget and financial management advice to the Solomon Islands Ministry of Finance and Treasury and to provide support to Department of Finance employees.
	December 2013 (5 days)	
	June-December 2013	
	February 2014 (2 years)	
Cook Islands, Pacific Island Countries Public Financial Management Regional Assistance	September 2013 (3 weeks)	Provision of technical assistance on procurement to Cook Islands Government.
Samoa, Pacific Island Countries Public Financial Management Regional Assistance	September 2013 (6 weeks)	Provision of advice to Samoan Ministry of Finance to implement non-tax revenue reform project.
	November-December 2013 (3 weeks)	
	February-March 2014 (6 weeks)	
	May-June 2014 (6 weeks)	
	September-October 2013 (3 weeks)	Participation in an assessment of Samoa's public financial management system.
Vanuatu, Pacific Island Countries	November 2013 (3 days)	Attendance at annual Pacific Financial Technical Assistance

	Public Financial Management Regional Assistance		Centre Steering Committee meeting and IMF conference on Pacific Island Countries.																
	Vietnam	January 2014 (8 days)	Provision of technical advice on Government Procurement Trans Pacific Partnership negotiations to APEC countries and the Vietnam Government.																
	<p>5. The Department requires SES officers to travel economy class on flights between Canberra, Melbourne and Sydney.</p> <p>6. The Department funds airline lounge memberships for a number of employees where there is a business requirement. As at 31 October 2013, there were 89 active airline lounge memberships. The table below sets out the number of memberships for both Qantas Club and Virgin Lounge memberships by classification.</p> <table><tr><th>Classification</th><th>Virgin Lounge</th><th>Qantas Club</th><th>Total</th></tr><tr><td>APS 1 – EL 2</td><td>3</td><td>47</td><td>50</td></tr><tr><td>SES</td><td>2</td><td>37</td><td>39</td></tr><tr><td>Total</td><td>5</td><td>84</td><td>89</td></tr></table> <p>The total cost for airlines lounge memberships purchased during the period from 7 September 2013 to 31 October 2013 was \$201.50 inclusive of GST.</p> <p>7. No.</p> <p>8. Election to offset emissions is at the travelling officers’ discretion for Air travel. Costs for offsets related to fleet operations are billed in arrears on a calendar year basis and are not currently available to Finance.</p>			Classification	Virgin Lounge	Qantas Club	Total	APS 1 – EL 2	3	47	50	SES	2	37	39	Total	5	84	89
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AEC	<p>1. N/A</p> <p>2. For the financial year to date (31 October 2013), the Australian Electoral Commission has spent \$1,783,642 on domestic and international official travel. The total is comprised of airfares (\$644,909) and accommodation, meals and incidentals (\$1,138,733). Total costs are shown as the AEC does not record travel data in a way that would readily allow answers to be provided to the level of detail requested. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.</p> <table><tr><th>Type of travel expense</th><th>\$</th></tr><tr><td>Domestic airfares</td><td>\$501,396</td></tr><tr><td>Domestic accommodation</td><td>\$565,538</td></tr><tr><td>Domestic travel allowances</td><td>\$448,963</td></tr><tr><td>International airfares</td><td>\$143,513</td></tr><tr><td>International accommodation</td><td>\$24,819</td></tr><tr><td>International travel allowances</td><td>\$99,413</td></tr><tr><td>Total</td><td>\$1,783,642</td></tr></table> <p>The majority of travel undertaken is in relation to Federal Election preparation, action, and review processes, including training.</p> <p>3. For the rest of the financial year, official travel is dependent upon the results of various investigations relating to the WA Senate ballot, and any by-election activities.</p>			Type of travel expense	\$	Domestic airfares	\$501,396	Domestic accommodation	\$565,538	Domestic travel allowances	\$448,963	International airfares	\$143,513	International accommodation	\$24,819	International travel allowances	\$99,413	Total	\$1,783,642
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	<p>4. For the remainder of the calendar year 2013, travel will be focused on post-Federal Election activities, primarily review conferences state by state.</p> <p>5. For domestic travel, all Non-SES staff travel on economy airfares. SES and PEO staff are entitled to travel business class on all routes. For international travel, all AEC Officers are entitled to business class travel regardless of destination or employment level.</p> <p>6. All AEC SES officers and PEO holders are entitled to airline lounge memberships at the AEC’s cost. For Non-SES staff, memberships are only granted on a case-by-case basis where a demonstrated benefit to the agency exists, or to meet Workplace Health and Safety responsibilities. Costs for membership are as per the corporate scheme rates provided by Qantas, and the current private membership rates advertised by Virgin Australia. The table below lists all active lounge memberships paid for by the AEC as at 31 October 2013.</p> <table><tr><th>Classification</th><th>Virgin Lounge</th><th>Qantas Club</th></tr><tr><td>Executive Level 1-2</td><td>1</td><td>5</td></tr><tr><td>SES</td><td>0</td><td>3</td></tr><tr><td>Principal Executive Officer</td><td>1</td><td>1</td></tr></table> <p>The total cost to date for active memberships is \$3,580</p> <p>7. No</p> <p>8. No</p>	Classification	Virgin Lounge	Qantas Club	Executive Level 1-2	1	5	SES	0	3	Principal Executive Officer	1	1
Classification	Virgin Lounge	Qantas Club											
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ComSuper	<p>1. N/A.</p> <p>2. Travel is undertaken on a needs basis where it represents the most efficient, effective and economic method of conducting ComSuper’s business. For the period 1 July 2013 to 31 October 2013, \$145,829 (GST exclusive) was spent on travel. A breakdown is provided below:</p> <table><tr><th>Nature of expenditure</th><th>YTD to October 2013 (\$)</th></tr><tr><td>Airfares</td><td>49,888</td></tr><tr><td>Accommodation</td><td>35,485</td></tr><tr><td>Travel allowance</td><td>26,717</td></tr><tr><td>Cabs, fares, rental cars and associated costs</td><td>33,739</td></tr><tr><td><b>Total</b></td><td><b>145,829</b></td></tr></table> <p>3. Travel for the purposes of conducting business is planned for the rest of the financial year. Travel is undertaken on a needs basis where it represents the most efficient, effective and economic method of conducting our business.</p> <p>4. See response to question 3.</p> <p>5. ComSuper’s travel policy requires all domestic travel to be undertaken using economy class unless an officer’s employment conditions specifically provides for business class travel. Use of economy class is the default for all international travel.</p> <p>6. ComSuper’s travel policy allows for the provision of business lounge memberships where the officer is required to undertake frequent interstate travel. During the</p>	Nature of expenditure	YTD to October 2013 (\$)	Airfares	49,888	Accommodation	35,485	Travel allowance	26,717	Cabs, fares, rental cars and associated costs	33,739	<b>Total</b>	<b>145,829</b>
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	<p>period 1 July 2013 and 31 October 2013 Qantas Club lounge memberships were paid for two SES staff members. The total cost excluding GST was \$1,636.</p> <p>7. No.</p> <p>8. No.</p>						
Commonwealth Superannuation Corporation	<p>1. Nil</p> <p>2. For the period (1 July 2013 -31 October 2013) \$354,721.67 was spent on travel. It is not possible to individually report on all items in the question as cost for accommodation, food and incidental expenses are met by individual travellers from domestic or international travel allowances paid at a daily rate. Travel is for business purposes only.</p> <p>3. For the period (7 September 2013 to 30 June 2014) it is forecast that \$1,077,573 will be spent on travel. The purpose of the travel is for core operational activities undertaken by Commonwealth Superannuation Corporation and all travel is for business purposes only.</p> <p>4. For the period (7 September 2013 to 31 December 2013) it is expected that \$476,188 will be spent on travel. The purpose of the travel is for core operational activities undertaken by Commonwealth Superannuation Corporation and all travel is for business purposes only.</p> <p>5. Employees of CSC are entitled to travel Economy Class and may upgrade to Business Class (for domestic and international travel) where the duration of the flight exceeds 5 hours. CSC Directors are entitled to travel Business Class under the guidelines of the Remuneration Tribunal for both domestic and overseas travel.</p> <p>6. Yes – Qantas Club membership is offered to employees who make more than 12 trips per year and all Directors for the comfort of staff who frequently travel. Currently there are 6 employees (1 analyst, 2 senior Executives and 3 other staff) and 1 Director with memberships. The total cost for financial year to date (1 July 2013 to 31 October 2013) was \$1,325.79.</p> <p>7. N/A – CSC does not have SES staff</p> <p>8. No</p>						
Future Fund Management Agency	<p>1. None.</p> <p>2. For the period 1 July 2013 to 31 October 2013</p> <table border="1"> <tr> <td>Accommodation and meals</td><td>\$84,449</td></tr> <tr> <td>Flights (domestic and international)</td><td>\$639,210</td></tr> <tr> <td>Taxis and other transport</td><td>\$40,767</td></tr> </table> <p>All travel on domestic flights and flights to New Zealand are in economy class. International flights (other than to New Zealand) are in business class. Travel is undertaken for official purposes for the proper and effective management of the investment portfolio.</p> <p>3. For the rest of the financial year, travel will be undertaken for official purposes and in line with the requirements for the effective management of the investment portfolio. This includes the monitoring and review of investment managers and assets, the identification of new managers and investment opportunities, due diligence work and engagement with existing and potential investment partners and peers.</p> <p>4. See 3.</p> <p>5. All travel on domestic flights and flights to New Zealand is in economy class. International flights (other than to New Zealand) are in business class.</p>	Accommodation and meals	\$84,449	Flights (domestic and international)	\$639,210	Taxis and other transport	\$40,767
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	6. No. 7. No. 8. No.
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