

**Senate Finance and Public Administration Legislation Committee**  
**Additional Estimates Hearing – February 2012**  
ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Travel Costs

**Senator:** Ryan

**Question reference number:** PM102

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 March 2012

**Number of Pages:** 2

For the financial year to date, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

For the financial year to date, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.

For the financial year to date, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.

For the financial year to date, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

Are employees taking the most direct route when travelling? If not, please explain why.

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 cost per employee.

When SES employees travel, do any support or administrative staff (such as their 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.

**Answer:**

N/A

N/A

N/A

A small number of Office employees travel to support the Governor-General's official program. The vast majority of travel is accompanying the Governor-General on the RAAF Special Purpose Aircraft, details of which are published in Parliament every six months. There is also occasional domestic travel, mostly to Sydney by road or air to support official events at Admiralty House. Total travel costs for the Office as well as details of all overseas travel are published in the Office's Annual Report. All details of the Governor-General's domestic program are published on the Office's website at [www.gg.gov.au](http://www.gg.gov.au). There is only occasional official travel by employees that does not relate to the Governor-General's official program. Itemised trip expenditure for each staff member is not readily available. It would be considered an unreasonable diversion of resources to compile such information.

Wherever possible, based on operational considerations, employees take the most direct route when travelling.

Yes. QANTAS lounge memberships are provided to one SES Band 1 and one GHO6 employee, who are required to travel on commercial flights, for operational reasons. The cost is \$260 per membership annually.

Occasionally, when required to do so for operational reasons, support or administrative staff have travelled with SES officers when the latter are working from Admiralty House in Sydney.