

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

**Finance and Deregulation Portfolio**

**Department/Agency: Department of Finance and Deregulation**

**Outcome/Program: General**

**Topic: Travel costs**

**Senator: Ryan**

**Question reference number: F99**

**Type of question: Written**

**Date set by the committee for the return of answer: Friday, 12 July 2013**

**Number of pages: 3**

**Question:**

- a) For the financial year to date, please detail 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 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?

**Answer:**

a)

| Country/Program    | Date/<br>Duration | Purpose of travel  | Official travel costs  | Final amount  |
|--------------------|-------------------|--|--|---------------|
| Jakarta, Indonesia | 3-6 October 2012  | The Secretary accompanied Minister Wong to Indonesia, providing an opportunity to further enhance Australia's bilateral relationship with Indonesia and raise the profile of the development assistance provided by the department | - Airfare costs – Business Class<br>NB: Used business frequent flyer points accrued prior to 1 July 2010 for official business travel. | \$539 (taxes) |
|                    |                   |  | Meals and incidentals  | \$174         |
|                    |                   |  | Accommodation  | \$456         |
|                    |                   |  | Total  | \$1,169       |

b) For the financial year to date (to 30 April 2013), the Department of Finance and Deregulation has spent \$0.986 million on domestic and international official travel. The total is comprised of airfares (\$0.484 million) and accommodation, meals and incidentals (\$0.502 million). Breaking this expenditure down to the level of detail requested would involve an unreasonable diversion of departmental resources.

c) - d) International travel is approved by the Secretary, and planned travel is listed in the following table. 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.

| Country/Program   | Date/Duration                    | Purpose of travel  |
|---|----------------------------------|--|
| Papua New Guinea Liquid Natural Gas/Sovereign Wealth Fund Project                                 | TBC 2013 (5 weeks)               | Provision of advice to PNG Government, including in relation to proposed Sovereign Wealth Fund   |
|   | TBC 2013 (4 months)              |  |
| Papua New Guinea Strongim Gavman Program and Papua New Guinea - Australia Finance Twinning Scheme | April to August 2013 (5 months)  | Provision of budget and financial management advice to Papua New Guinea Government to provide support to Department of Finance and Deregulation Deployees. |
|   | TBC (4 nights)                   |  |
|   | June to November 2013 (6 months) |  |
| Indonesia - Government Partnership Fund II  | June 2013 (1 week)               | Provision of advice to Indonesian Government and support to Department of Finance and Deregulation Deployees   |
| Solomon Islands - Regional Assistance Mission to Solomon Islands                                  | June – December 2013 (6 months)  | Provision of advice to Solomon Islands Government and support to Department of Finance and Deregulation Deployees  |
| Deployees Recall to Australia   | May - June 2013 (4 nights)       | Regular recall requirement   |

| <b>Country/Program</b>   | <b>Date/Duration</b>                  | <b>Purpose of travel</b>   |
|--|---------------------------------------|--|
| Kuala Lumpur, Malaysia   | 15-24 July 2013                       | Trans Pacific Partnership agreement government procurement chapter negotiations                                    |
| Destination Unknown  | 26 August-4 September 2013            | Trans Pacific Partnership Agreement government procurement chapter negotiations                                    |
| Pacific Island Countries - Public Financial Management Regional Assistance | September – October 2013<br>(3 weeks) | Provision of advice to various Pacific Island nations, including a scoping study of technical procurement training |
| Toronto Canada   | 2 December 2013                       | International Public Sector Accounting Standards Board   |

- e) The Department requires SES officers to travel economy class on flights between Canberra, Melbourne and Sydney. Yes.
- f) The Department funds airline lounge memberships for a number of employees where there is a business requirement. As at 30 April 2013, there were 134 active airline lounge memberships. The table below sets out the number of memberships for both Qantas Club and Virgin Lounge memberships by classification.

| <b>CLASSIFICATION</b> | <b>VIRGIN LOUNGE</b> | <b>QANTAS CLUB</b> |
|-----------------------|----------------------|--------------------|
| APS 1- EL2            | 9                    | 74                 |
| SES                   | 0                    | 51                 |

The total cost for the financial year to date (30 April 2013) was \$16,904.00

- g) No.
- h) No change since Additional Estimates February 2013. Refer to response F81.

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

**Finance and Deregulation Portfolio**

**Department/Agency: Department of Finance and Deregulation**

**Outcome/Program: General**

**Topic: Travel costs**

**Senator: Ryan**

**Question reference number: F99**

**Type of question: Written**

**Date set by the committee for the return of answer: Friday, 12 July 2013**

**Number of pages: 3**

**Question:**

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- 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?

**Answer:**

a)

| Country/Program    | Date/<br>Duration | Purpose of travel  | Official travel costs  | Final amount  |
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| Jakarta, Indonesia | 3-6 October 2012  | The Secretary accompanied Minister Wong to Indonesia, providing an opportunity to further enhance Australia's bilateral relationship with Indonesia and raise the profile of the development assistance provided by the department | - Airfare costs – Business Class<br>NB: Used business frequent flyer points accrued prior to 1 July 2010 for official business travel. | \$539 (taxes) |
|                    |                   |  | Meals and incidentals  | \$174         |
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|                    |                   |  | Total  | \$1,169       |

b) For the financial year to date (to 30 April 2013), the Department of Finance and Deregulation has spent \$0.986 million on domestic and international official travel. The total is comprised of airfares (\$0.484 million) and accommodation, meals and incidentals (\$0.502 million). Breaking this expenditure down to the level of detail requested would involve an unreasonable diversion of departmental resources.

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- e) The Department requires SES officers to travel economy class on flights between Canberra, Melbourne and Sydney. Yes.
- f) The Department funds airline lounge memberships for a number of employees where there is a business requirement. As at 30 April 2013, there were 134 active airline lounge memberships. The table below sets out the number of memberships for both Qantas Club and Virgin Lounge memberships by classification.

| <b>CLASSIFICATION</b> | <b>VIRGIN LOUNGE</b> | <b>QANTAS CLUB</b> |
|-----------------------|----------------------|--------------------|
| APS 1- EL2            | 9                    | 74                 |
| SES                   | 0                    | 51                 |

The total cost for the financial year to date (30 April 2013) was \$16,904.00

- g) No.
- h) No change since Additional Estimates February 2013. Refer to response F81.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL ESTIMATES 2012-2013**

**Finance and Deregulation Portfolio**

**Department/Agency:** Australian Electoral Commission

**Outcome/Program:** General

**Topic:** Travel costs

**Senator:** Ryan

**Question reference number:** F99

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 12 July 2013

**Number of pages:** 3

**Question:**

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- 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) Are 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 being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
- 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?

**Answer:**

- a) N/A.
- b) For the financial year to date (30 April 2013), the Australian Electoral Commission has spent \$2,620,935 on domestic and international official travel. The total is comprised of airfares (\$1,172,500) and accommodation, meals and incidentals (\$1,448,435). Total costs are shown as the AEC does not record travel data in a way that would readily allow answers to be provided in the detail requested. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.

| <b>Type of travel expense</b>   | <b>\$</b>             |
|---------------------------------|-----------------------|
| Domestic airfares               | \$633,760.17          |
| Domestic accommodation          | \$563,058.04          |
| Domestic travel allowances      | \$548,036.16          |
| International airfares          | \$538,739.56          |
| International accommodation     | \$171,855.24          |
| International travel allowances | \$165,486.00          |
| <b>Total</b>                    | <b>\$2,620,935.17</b> |

The AEC's expenditure on domestic and international travel includes travel for the:

- \$836K of International costs relate to AusAID funded projects;
  - AEC's Indigenous Electoral Participation Program (\$288K);
  - election preparation purposes including polling place inspections and staff travelling to attend training (\$210K);
  - commercial elections where staff attendance is required (\$101K);
  - non-election staff training programs (\$180K);
  - implementation of Federal Direct Enrolment and Update (\$137K); and
  - general travel between the AEC's 120 sites.
- c) The AEC is currently preparing for the upcoming federal election. The majority of the travel will be to facilitate preparatory activities such as training, etc.
- d) As above, the majority of travel will be in relation to the upcoming Federal Election, including the post-election activities.
- e) Yes. AEC staff are required to obtain approval for all travel, including if required, approval for flights other than the cheapest one identified as allowed under the Government's policy. The AEC's travel provider provides monthly reports on use of lowest practical fare.

- f) All AEC SES officers and Principal Executive Officers 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 lounge memberships paid for by the AEC. As at 30 April 2013, there were 14 active airline lounge memberships that the AEC had paid for. The table below sets out the number of lounge memberships by classification level paid for by the AEC.

| <b>Classification</b>       | <b>Virgin Lounge</b> | <b>Qantas Club</b> |
|-----------------------------|----------------------|--------------------|
| Executive Level 1-2         | 2                    | 5                  |
| SES                         | 1                    | 4                  |
| Principal Executive Officer | 0                    | 2                  |

The total cost to date (30 April 2013) was \$7,404.

- g) No.
- h) No.

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

**Finance and Deregulation Portfolio**

**Department/Agency:** ComSuper  
**Outcome/Program:**  
**Topic:** Travel costs

**Senator:** Ryan  
**Question reference number:** F99  
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- h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer:**

- a) N/A.
- b) Travel is undertaken on a needs basis where it represents the most efficient, effective and economic method of conducting our business. For the period 1 July 2012 to 30 April 2013, \$259,417 (GST inclusive) was spent on travel. Please note that this figure includes taxi fares and parking costs. A breakdown is provided below:

|   | (GST inclusive)  |
|---|------------------|
| Airfares                                      | \$93,847         |
| Accommodation                                 | \$53,099         |
| Travel allowance                              | \$67,337         |
| Cabs, fares, rental cars and associated costs | \$45,134         |
| <b>Total</b>                                  | <b>\$258,417</b> |

- c) 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.
- d) See response c).
- e) Yes. ComSuper uses economy class travel consistent within the requirement of ComSuper travel policy and WoAG travel arrangements. ComSuper monitors compliance through regular reports provided by its Travel Management Company.
- f) Yes. Qantas Club lounge memberships are provided to 7 staff members (the classification levels vary from APS 6 to SES) that are involved in consistent and frequent interstate travel. Lounges provide a more secure location for staff travelling with corporate assets such as laptops and mobiles devices. The total cost for the financial year to date (1 July 2012 to 30 April 2013) is \$2,221 (GST inclusive).
- g) No.
- h) No.

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

**Finance and Deregulation Portfolio**

**Department/Agency: Commonwealth Superannuation Corporation**

**Outcome/Program:**

**Topic: Travel costs**

**Senator: Ryan**

**Question reference number: F99**

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- h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer:**

- a) Nil.

- b) For the period (1 July 2012 to 30 April 2013) \$811,461 was spent on travel. It is not possible to individually report on all items in the question as costs for accommodation, food and incidental expenses are met by individual travellers from domestic or international travelling allowances paid at a daily rate. Travel is for business purposes only.
- c) For the period (1 May 2013 to 30 June 2013) it is forecast that \$399,875 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.
- d) For the period (1 July 2013 to 31 December 2013) it is expected that \$620,000 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.
- e) CSC has its own travel policy which sets out booking guidelines; staff are expected to have regard to best value when undertaking travel, that is the cheapest fare that suits business requirements.
- f) Yes – Qantas Club membership is offered to employees who make more than 10 trips per year, and all Directors. Currently, there are 6 employees (1 analyst, 2 senior executives and 3 other staff) and 1 Director with memberships. The total cost for the financial year to date (30 April 2013) was \$3,527.
- g) No.
- h) No.

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

**Finance and Deregulation Portfolio**

**Department/Agency:** Future Fund Management Agency  
**Outcome/Program:**  
**Topic:** Travel costs

**Senator:** Ryan

**Question reference number:** F99

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- h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer:**

- a) None.
- b) For the period 1 July 2012 to 30 April 2013

|                           |           |
|---------------------------|-----------|
| Accommodation and meals   | \$244,233 |
| Flights                   | \$930,212 |
| Taxis and other transport | \$84,413  |

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.

- c) 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.
- d) See c)
- e) 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.
- f) No.
- g) No.
- h) No.