

Senate Finance and Public Administration Legislation Committee
Answers to written Questions on Notice
Budget Estimates 2013
Department of the Senate

Department/Agency: Department of the Senate

Topic: Travel Costs

Senator: Senator Ryan

Question reference number: 30

Type of question: Written

Questions

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).

Answer

Not applicable.

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).

Answer

1 July 2012 - YTD			
Program	Airfares (\$)	Travel Expenses (\$)	Total (\$)
Clerk's Office	2,200	1,800	4,000
Table Office	-	-	-
Procedure Office	24,187	16,812	40,999
Committee Office	97,200	58,717	155,917
Black Rod's Office	155	2,932	3,087
TOTAL	123,742	80,261	204,003

Note that the Senate Department tables details of travel expenditure by departmental officers annually.

What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.

Answer

Committee secretariat staff will continue to travel to support hearings as determined by the relevant Committee.

In addition to information provided to this question at the February estimates hearings, the Parliamentary Education Office (PEO) completed an educational outreach programme between 10-14 June to central Queensland. On 28 July – 2 August, the PEO will travel to undertake a similar programme to various regions in South Australia and Victoria. The Parliamentary Education Office has no further travel for the year planned at this stage. Consistent with long-standing practice, the Office will review its outreach programme in the new Parliament.

Department of the Senate staff also travel from time to time with parliamentary delegations.

What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer

Apart from Committee travel to support hearings (see above) and PEO travel mention in the response above, arrangements for travel after July have not at this stage been finalised.

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.

Answer

For domestic travel, employees engaged under the department's enterprise agreement are entitled to travel business class within Australia if the actual continuous flight time (excluding connecting flights) is in excess of three hours, and the employee is expected to perform duty immediately following the completion of the flight.

Where the abovementioned flight is in conjunction with a connecting flight, and the additional cost to the department to fly an employee business class on the connecting flight would be no more than 10% greater than the economy class airfare, the employee may fly business class for the connecting flight.

Senior Executive Service (SES) Officers are entitled to travel business class where that service is available.

For international travel, employees are entitled to business class travel. Where business class is not offered, the employee will travel economy class.

It should be noted that the media release referred to in the question related to the Public Service.

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.

Answer

No.

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.

Answer

No.

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

Answer

No.