

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

Prime Minister and Cabinet Portfolio

Department/Agency: Australian National Audit Office

Outcome/Program:

Topic: Travel Costs

Senator: Ryan

Question reference number: 96

Type of question: Written

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

Number of pages: 2

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 this financial year? 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? 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?
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:

Q1. Nil. No ANAO officers accompanied a Minister or Parliamentary Secretary on their travel.

Q2. The ANAO has spent \$779,199 on travel for April YTD. Travel of \$642,541 related to direct audit activities and \$136,658 related to travel associated with audit conferences and meetings, corporate activities and professional development activities. The ANAO's travel management system does not record information to the level of detail requested.

Q3. The ANAO plans to undertake travel related to direct audit activities as set out in the respective audit work programs. The volume and timing of this travel can vary depending on the audit program and arrangements made with audited entities.

Q4. Refer response to Question 3.

Q5. Business class travel is permitted for Senior Executive Service Level staff domestically and all ANAO staff travelling internationally. Staff travel entitlements are established under the ANAO Enterprise Agreement 2011-14 and SES common law contracts. There are no proposed changes to travel entitlements during the life of these agreements. However, a number of SES voluntarily travel economy for shorter domestic and international travel.

Q6. Yes. Employees may request an airline lounge membership where it is justified based on the employees frequency of travel and value for money can be demonstrated. As at April 2013 the ANAO has 58 employees who hold a lounge membership. The total cost of memberships for April YTD is \$14,976. The following table shows the total employees by classification with a lounge membership:

APS 5	APS 6	EXEC 1	EXEC 2	SES 1	SES 2
2	3	9	20	18	6

Q7. No. Support or administrative staff do not accompany SES employees when they travel.

Q8. No. The ANAO does not offset emissions for employees work related travel.