

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

Finance and Deregulation Portfolio

Department/Agency: Department of Finance and Deregulation

Outcome/Program: General

Topic: Travel costs

Senator: Ryan

Question reference number: F90

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 2

Question:

- a) 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).
- b) 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).
- c) 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.
- d) 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.
- e) 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.
- f) For 2011-12, 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).

- g) For 2011-12, 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:

- a) N/A.
- b) For the period (1 July to 30 September 2012), \$0.26 million has been spent on domestic and international official travel. The total is comprised of airfares (\$0.13 million) and accommodation, meals and incidentals (\$0.13 million). Breaking this expenditure down to the level of detail requested would involve an unreasonable diversion of departmental resources.
- c) Yes. On 1 July 2012, Finance Circular No. 2009/10 (Domestic air fares) was replaced by Finance Circular 2012/4 and on 1 October 2012, Finance Circular No. 2009/11 (International air fares) was replaced by Finance Circular 2012/5. Compliance with air fare policy is monitored through management reports provided by the Department's contracted travel management service provider.
- d) Yes. The Department funds airline lounge memberships for a number of employees, where there is a business requirement. As at 30 September 2012, there were 137 active airline lounge memberships. The table below sets out the number of memberships for both Qantas Club and Virgin Lounge memberships by classification.

CLASSIFICATION	VIRGIN LOUNGE	QANTAS CLUB
APS 1- EL2	10	76
SES	0	51

The total cost for the financial year to date (30 September 2012) was \$8,467.

- e) No.
- f) No change to answer provided after the May 2012 Senate Estimates hearings (refer to F115).
- g) For 2011-12, \$2.4 million was spent on domestic and international official travel. This was comprised of fares (\$1.2 million) and accommodation, meals and incidentals (\$1.2 million). Breaking this expenditure down to the level of detail requested would involve an unreasonable diversion of departmental resources.

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

Finance and Deregulation Portfolio

Department/Agency: Australian Electoral Commission

Outcome/Program: General

Topic: Travel costs

Senator: Ryan

Question reference number: F90

Type of question: Written

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Question:

- a) 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).
- b) 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).
- c) 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.
- d) 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.
- e) 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.
- f) For 2011-12, 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).

- g) For 2011-12, 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:

- a) N/A.
- b) For the period (1 July to 30 September 2012), \$952,003 has been spent on domestic and international official travel. The total is comprised of fares (\$446,122) and accommodation, meals and incidentals (\$505,881). 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.
- c) 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.
- d) All AEC SES officers and PEOs 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. As at 30 September 2012, there were 12 active airline lounge memberships. The table below set outs the number of lounge memberships by classification level paid for by the AEC.

Classification	Virgin Lounge	Qantas Club
Executive Level 1-2	2	4
SES	1	4
Principal Executive Officer	0	1

The total cost for the financial year to date (30 September 2012) was \$5,780.

- e) No.
- f) N/A.
- g) For 2011-12, \$3,700,051 was spent on domestic and international official travel. The total is comprised of fares (\$1,577,629) and accommodation, meals and incidentals (\$2,122,423). 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.

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

Finance and Deregulation Portfolio

Department/Agency: ComSuper

Outcome/Program:

Topic: Travel costs

Senator: Ryan

Question reference number: F90

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 2

Question:

- a) 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).
- b) 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).
- c) 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.
- d) 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.
- e) 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.
- f) For 2011-12, 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).

- g) For 2011-12, 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:

- a) N/A.
- b) For the period (1 July to 30 September 2012) \$64,911 was spent on travel. Please note that this figure includes taxi fares and parking costs. ComSuper does not record travel data in a way that readily allows detailed travel answers to be provided. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.
- c) Yes. ComSuper follows the guidelines regarding air travel. ComSuper monitors compliance through regular reports provided by its Travel Management Company.
- d) Yes. Qantas Club lounge membership is provided to 3 staff (the staff 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 etc. The total cost for the financial year to date (30 September 2012) was \$750.
- e) No.
- f) N/A.
- g) For 2011-12, \$294,911 was spent on travel. Please note that this figure includes taxi fares and parking costs. ComSuper does not record travel data in a way that readily allows detailed travel answers to be provided. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.

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

Finance and Deregulation Portfolio

Department/Agency: Commonwealth Superannuation Corporation

Outcome/Program:

Topic: Travel costs

Senator: Ryan

Question reference number: F90

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- g) For 2011-12, 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:

- a) N/A.
- b) For the period (1 July to 30 September 2012) \$182,939 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) 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.
- d) 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 September 2012) was \$2,310.
- e) No.
- f) N/A.
- g) For 2011-12, \$703,225 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.

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

Finance and Deregulation Portfolio

Department/Agency: Future Fund Management Agency

Outcome/Program:

Topic: Travel costs

Senator: Ryan

Question reference number: F90

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 2

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- g) For 2011-12, 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:

- a) N/A.
- b) For the period (1 July to 30 September 2012) \$386,252 was spent on travel. The total comprises of airfares (\$339,220), accommodation (\$31,558) and other transport (\$15,444). Future Fund does not record travel data in a way that readily allows detailed travel answers to be provided. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.
- c) Yes. All travel plans require manager approval and regular reports are received concerning travel activity across the organisation.
- d) No.
- e) No.
- f) Nil.
- g) For 2011-12, \$1,783,047 was spent on travel. The total comprises of airfares (\$1,300,444), accommodation (\$373,187) and other transport (\$109,416). Future Fund does not record travel data in a way that readily allows detailed travel answers to be provided. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.