

Senate Finance and Public Administration Legislation Committee —Supplementary Budget Estimates Hearing—October 2012

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Travel costs**
Question: **208**
Written **Senator Ryan**

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

- 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.

Answer

- a) Not applicable.
- b) DPS departmental travel this financial year to 30 September 2012 is listed in the table below.
- c) Yes. When making the booking, the travel arranger is required by the TMC booking system to justify any booking that it not the lowest/best fair. The traveller's supervisor signs that the travel is in accordance with travel policy when recommending to the expenditure delegate that the travel expenditure be approved.
- d) Yes. Airline lounge memberships are provided under the following circumstances:
 - i. Airline lounge memberships are covered at clause 212 of the DPS Enterprise Agreement 2011 which states that the SES officers are covered by employment terms.
 - ii. Personnel/HR Paper No21—Airline Corporate Lounge Memberships extrapolates the policy that membership may be approved for frequent travellers who have six or more trips per year.

A total of 16 employees are provided with airline memberships (all Qantas Club) this financial year to 30 September 2012, at a cost of \$1,828:

2 x SES; 1 x PEL1; 2 x PSL6; 8 x PSL5; 3 x PSL4.

- e) No.

DPS Travel 1 June–30 September 2012

Destination	DEPART	RETURN	REASON	Mode of Travel	Fares / Costs	Class	Hire car	Accom	MEALS	incidental	TOTAL
Broome	9-Jul-12	18-Jul-12	Cancelled	Air	1,231.22	Econ					1,231.22
Broome	9-Jul-12	13-Jul-12	B'casting Spt—C'tee	Air	2,700.14	Econ		621.00	359.55	69.20	3,749.89
New Zealand	10 July 12	14 July 12	Australian Libraries	Air	2,241.19	Bus.		601.88	680.00	202.50	3725.57
Melbourne	1-Jul-12	5-Jul-12	B'casting Spt—C'tee	Air	729.30	Econ		692.00	383.20	86.50	1,891.00
Sydney	10-Jul-12	14-Jul12	Conference—ALIA 2012	Air	256.12	Econ		732.00	207.75	51.90	1,247.77
Sydney	12-Jul-12	13-Jul-12	Colloquium— Superannuation researches	Air	256.12	Econ		183.00	92.90	34.60	566.62
Melbourne	11-Jul-12	12-Jul-12	Conference—Economists	Air	350.46	Econ		173.00	114.85	34.60	672.91
Melbourne	18-Sep-12	19-Sep-12	Conference—Government Sustainability	Air	708.30	Econ		173.00	114.45	34.60	1,030.35
Darwin	3-Jul-12	4-Jul-12	B'casting Spt—C'tee	Air	1,658.33	Econ		189.00	167.95	34.60	2,049.88
Hobart	5-Jul-12	10-Jul-12	Training—Parliamentary law, practice and procedure	Air	530.70	Econ		750.00	646.95	121.10	2,048.75
Melbourne	24-Jul-12	29-Jul-12	Conference—12th Australian Institute of Family Studies	Air	496.33	Econ		519.00	259.85	71.40	1,346.58
Melbourne	24-Jul-12	27-Jul-12		Air	539.88	Econ		519.00	259.85	71.40	1,390.13
Townsville	4-Jul-12	6-Jul-12	B'casting Spt—C'tee	Air	1,441.53	Econ		269.00	218.15	51.90	1,980.58
Brisbane	14-Sep-12	16-Sep-12	Conference—Practice Nurse	Air	445.96	Econ		402.00	273.20	51.90	1,173.06
Sydney	1-Jul-12	2-Jul-12	B'casting Spt—C'tee	Air	1,285.41	Econ		899.00	505.55	103.80	2,793.76
Melbourne	4-Jul-12	5-Jul-12	Visit Victoria State Parliament	Air	1,143.40	BUS		265.00	133.55	49.40	1,591.35
Sydney / Hobart	9-Jul-12	12-Jul-12	B'casting Spt—C'tee	Air	1,286.53	Econ		491.00	359.55	69.20	2,206.28
Sydney/Mel / Hobart	9-Jul-12	12-Jul-12	B'casting Spt—C'tee	Air	707.38	Econ		481.00	333.00	69.20	1,590.58
Brisbane	10-Jul-12	13-Jul-12	Summit—Native Title	Air	429.25	Econ		402.00	184.10	51.90	1,067.25
Townsville	4-Jul-12	6-Jul-12	B'casting Spt—C'tee	Air	1,430.53	Econ		269.00	218.15	51.90	1,969.58
Melbourne	11-Jul-12	12-Jul-12	B'casting Spt—C'tee	Air	740.30	Econ		346.00	191.60	51.90	1,329.80
Darwin / Brisbane	16-Jul-12	18-Jul-12	B'casting Spt—C'tee	Air	837.71	Econ		396.00	218.15	51.90	1,503.76
Darwin	16-Jul-12	18-Jul-12	B'casting Spt—C'tee	Air	788.65	Econ		189.00	172.45	35.70	1,185.80
Sydney	25-Jul-12	26-Jul-12	Conference—Australian Security Industry	Car Hire	Nil		199.80	183.00	125.75	35.70	544.25
Sydney	25-Jul-12	26-Jul-12		Car Hire	Nil			183.00	125.75	35.70	344.45
Sydney	25-Jul-12	26-Jul-12		Car Hire	Nil			183.00	125.75	35.70	344.45
Sydney	25-Jul-12	26-Jul-12		Car Hire	Nil			183.00	125.75	35.70	344.45
Sydney	26-Jul-12	26-Jul-12		Car Hire	Nil		133.21	Nil	Nil	Nil	133.21
Sydney	26-Jul-12	26-Jul-12		Car Hire	Nil			Nil	Nil	Nil	0.00
Sydney	26-Jul-12	26-Jul-12		Car Hire	Nil			Nil	Nil	Nil	0.00
Hobart	11-Jul-12	13-Jul-12	B'casting Spt—C'tee	Air	747.05	Econ		264.00	224.15	53.55	1,288.75
Perth	8-Jul-12	9-Jul-12	B'casting Spt—C'tee	Air	2,700.14	Econ		621.00	359.55	69.20	3,749.89
Perth / Broome	9-Jul-12	12-Jul-12	B'casting Spt—C'tee	Air	1,454.59	Econ		797.00	409.75	86.50	2,747.84

Destination	DEPART	RETURN	REASON	Mode of Travel	Fares / Costs	Class	Hire car	Accom	MEALS	incidental	TOTAL
Brisbane	2-Aug-12	2-Aug-12	IT Support	Air	434.28	Econ		Nil	Nil	Nil	434.28
Hobart	11-Jul-12	13-Jul-12	B'casting Spt—C'tee	Air (HoR)		Econ		264.00	295.20	53.55	612.75
Mayanmar	16/06/2012	24-Jul-12	Inter Parliamentary Union Mission	Air		Busines					
Sydney	18-Jul-12	22-Jul-12	Conference—Oceanic International Studies	Bus	72.00	N		366.00	188.80	53.55	680.35
Melbourne	20-Jul-12	20-Jul-12	Training—The rise of innovative China	Air	350.45	Econ		Nil	Nil	Nil	350.45
Brisbane	17-Jul-12	18-Jul-12	B'casting Spt—C'tee	Air	893.64	Econ		201.00	172.45	35.70	1,302.79
Alice Springs	24-Jul-12	27-Jul-12	B'casting Spt—C'tee	Air	1,439.89	Econ		450.00	346.90	71.40	2,308.19
Brisbane	31-Jul-12	2-Aug-12	B'casting Spt—C'tee	Air	892.33	Econ		201.00	125.75	35.70	1,254.78
Perth /Hobart	7-Aug-12	8-Aug-12	B'casting Spt—C'tee	Air	2,741.38	Econ		365.00	270.85	53.55	3,430.78
Alice Springs	23-Jul-12	27-Jul-12	Hansard Spt—C'tee	Air	1,426.89	Econ		600.00	445.30	89.25	2,561.44
Sydney	21-Aug-12	22-Aug-12	Conference—VERNON users group	Air	245.46	Econ		183.00	172.45	35.70	636.61
Sydney	29-Jul-12	30-Jul-12	B'casting Spt—C'tee	Air	267.12	Econ		183.00	145.10	35.70	630.92
Adelaide/ Perth	6-Aug-12	08-Aug-12	Hansard Spt—C'tee	Air	650.38	Econ		390.00	243.50	53.55	1,337.43
Townsville/ Cairns	30-Aug-12	2-Sep-12	B'casting Spt—C'tee	Air	1,024.90	Econ		414.50	369.25	71.40	1,880.05
Launceston	26-Jul-12	28-Jul-12	B'casting Spt—C'tee	Air	923.67	Econ		254.00	224.15	53.55	1,455.37
Sydney	8-Aug-12	10-Aug-12	B'casting Spt—C'tee	Car Hire			391.50	366.00	270.85	53.55	1,081.90
Sydney	26-Jul-12	26-Jul-12	Conference—ASIAL	Car Hire			66.61	Nil	Nil	Nil	66.61
Sydney	26-Jul-12	26-Jul-12	Conference—ASIAL	Car Hire				Nil	Nil	Nil	0.00
Sydney	26-Jul-12	26-Jul-12	Conference—ASIAL	Car Hire				Nil	Nil	Nil	0.00
Brisbane	27-Jul-12	28-Jul-12	B'casting Spt—HoR	Air (HoR)		Econ		201.00	172.45	35.70	409.15
Sydney	01-Aug-12	3-Aug-12	Forum—TRIM users	Air	410.73	Econ		366.60	295.20	53.55	1,126.08
Brisbane/ Melb	5-Aug-12	9-Aug-12	B'casting Spt—C'tee	Air	1,389.59	Econ		921.00	492.00	107.10	2,909.69
Syd/Canb/ Melb	21-Aug-12	22-Aug-12	Library seminar guest speaker	Air	415.35	Econ		Nil	Nil	Nil	415.35
Perth	7-Aug-12	9-Aug-12	B'casting Spt—C'tee	Air	1,661.14	Econ		233.00	172.45	35.70	2,102.29
Sydney	2-Aug-12	03-Aug-12	Forum—Gartner Aust/NZ	Air	256.11	Econ		183.00	24.35	35.70	499.16
Adelaide	6-Aug-12	7-Aug-12	B'casting Spt—C'tee	Air	1,024.75	Econ		157.00	172.45	35.70	1,389.90
Melbourne	2-Aug-12	2-Aug-12	Mtg with Victoria Parliament	Air	1,178.95	Bus.		Nil	Nil	Nil	1,178.95
Perth	7-Aug-12	8-Aug-12	B'casting Spt—HoR	Air		Econ		233.00	145.10	35.70	413.80
Sydney	29-Aug-12	31-Aug-12	Aust/ NZ IT Forum	Air	410.73	Econ		366.00	295.20	53.55	1,125.48
Sydney	29-Aug-12	31-Aug-12	Aust/ NZ IT Forum	Air	565.35	Econ		366.00	48.70	35.70	1,015.75
Sydney	7-Aug-12	10-Aug-12	B'casting Spt—C'tee	Hire car		Econ	155.98	549.00	369.25	71.40	1,145.63

Destination	DEPART	RETURN	REASON	Mode of Travel	Fares / Costs	Class	Hire car	Accom	MEALS	incidental	TOTAL
Moree	26-Aug-12	28-Aug-12	B'casting Spt—C'tee	Air	1,516.00	Econ		212.00	196.80	53.55	1,978.35
Brisbane	12-Sep-12	15-Sep-12	Conference—ALLA 2012	Air	426.57	Econ		Nil	142.10	53.55	622.22
Sydney	14-Sep-12	15-Sep-12	Conference—Migration	Air	256.11	Econ		183.00	142.10	35.70	616.91
Sydney	14-Sep-12	15-Sep-12	Conference—Migration	Air	256.11	Econ		183.00	142.21	35.70	617.02
Sydney	14-Sep-12	15-Sep-12	Conference—Migration	Air	256.11	Econ		183.00	142.21	35.70	617.02
Melbourne	17-Sep-12	20-Sep-12	Conference—IPAA National	Air	216.25	Econ		519.00	259.85	71.40	1,066.50
Gold Coast	10-Sep-12	15-Sep-12	Conference—TechEd	Air	500.95	Econ		366.60	338.90	89.25	1,295.70
Gold Coast	10-Sep-12	15-Sep-12	Conference—TechEd	Air	500.95	Econ		366.60	338.90	89.25	1,295.70
Gold Coast	10-Sep-12	15-Sep-12	Conference—TechEd	Air	500.95	Econ		366.60	338.90	89.25	1,295.70
Gold Coast	10-Sep-12	15-Sep-12	Conference—TechEd	Air	500.95	Econ		366.30	338.90	89.25	1,295.40
Manila, Laos, Myanmar	24 Aug12	07 Sep 12	Parliamentary delegation for House of Reps	Air	12,636.06	Bus.		1379.83	1320.00	345.00	15,680.89
Perth	29-Aug-12	1-Sep-12	B'casting Spt—C'tee	Air	1650.13	Econ		466.00	270.85	53.55	2,440.53
Melbourne	26-Aug-12	28-Aug-12	B'casting Spt—C'tee	Air	740.30	Econ		346.00	169.45	53.55	1,309.30
Sydney	3-Sep-12	4-Sep-12	Business—Buy plants	DPS				183.00	196.80	35.70	415.50
Sydney	3-Sep-12	4-Sep-12		Vehicle				183.00	196.80	35.70	415.50
Darwin	10-Sep-12	13-Sep-12	IT Support	Air	945.22	Econ		567.00	369.25	71.40	1,952.87
Darwin	10-Sep-12	13-Sep-12	IT Support	Air / Hire Car	945.22	Econ	382.03	567.00	369.25	71.40	2,334.90
Rome, UK, USA	11 Sep 12	28 Sep 12	World E conference	Air / Hire Car	14,543.84	Bus.	1079.99	6455.43	22.10	357.75	22,459.11
Melbourne	4-Sep-12	5-Sep-12	B'casting Spt—C'tee	Air	447.57	Econ		173.00	172.45	35.70	828.72
Darwin	27-Sep-12	30-Sep-12	B'casting Spt—C'tee	Air	1,488.03	Econ		189.00	150.10	35.70	1,862.83
Melbourne	30-Sep-12	5-Oct-12	Training	Air / Hire Car	335.50	Econ	521.38	865.00	401.95	107.10	2,230.93
Melbourne	30-Sep-12	5-Oct-12	Training	Air	335.50	Econ		865.00	401.95	107.10	1,709.55
Melbourne	30-Sep-12	5-Oct-12	Training	Air	335.50	Econ		865.00	401.95	107.10	1,709.55
Canberra	19-Sep-12	20-Sep-12	Library seminar guest spkr	Own Vehicle				180.00			180.00
Brisbane	25-Sep-12	26-Sep-12	B'casting Spt—C'tee	Air / Hire Car	867.68	Econ	177.08	201.00	172.45	35.70	1,453.91
Melbourne	23-Sep-12	28-Sep-12	Training—Data Networking	Air	335.50	Econ		865.00	538.70	107.10	1,846.30
Sydney	24-Sep-12	27-Sep-12	B'casting Spt—C'tee	Air	550.40	Econ		549.00	369.25	71.40	1,540.05
Melbourne	26-Sep-12	28-Sep-12	B'casting Spt—C'tee	Air	714.34	Econ		346.00	224.15	53.55	1,338.04
Pearl Beach	11-Sep-12	29-Sep-12	Business	Private car	547			3200.40			3747.40
				Totals	88,160.35	-	3,107.58	40,980.74	21,177.22	5,326.20	158,752.09

(Notes over the page)

Notes:

- 1) Amounts paid to travellers are based on the Taxation Determination (TD) for reasonable meal, travel and expense allowances (generally Travel Allowance or T/A) for the relevant financial year, currently TD 2012/17.
- 2) Food and Beverages are covered by the meal component and are the individual's responsibility,
- 3) There were additional costs for excess baggage on outward legs and air freight on return legs in relation to the 'away packs' associated with most travel by Broadcasting staff in support of interstate committees. We have not been able to identify the vast majority of these costs to a particular trip.
- 4) The cost of taxis used in relation to interstate travel is covered under a separate QoN, but is not itemised/linked by trip

List of acronyms/abbreviations relating to conferences:

ParlSec	Secretaries of Australian / NZ parliamentary departments	UNSW	University of NSW: Labour Law Conference
HETSA	History of Economic Thought Society of Australia	AARES	Australian Agricultural & Resource Economics Society: Reframing the Food Agenda
SMPTE	Society of Motion Picture & Television Engineers—Australia Section	AIIA	Australian Institute of International Affairs: <i>National President's Forum</i>
CurtinU	Curtin University: New Norcia Library Lecture	ASIAL	Australian Security Industry Association
ALIA	Australian Library and Information Association	AHRC/ASA	Australian Human Rights Commissions / Anti-slavery Australia: UN Special Rapporteur on Trafficking: lecture and community forum
ANZSOG	Australia and NZ School of Government	LGPSBMM	Local Government and Public Sector Building Maintenance & Management
NUST	New Urbanism & Smart Transport	ASPG	Australasian Study of Parliament Group
HSIS	Harvard–Sydney Immigration Summit: <i>Fault Lines in Immigration Policy</i>	ANZPIT	Australia and NZ Parliamentary IT
TechEd	Microsoft TechEd	ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
VALA	Victorian Association for Library Automation	ACOSS	Australian Council of Social Service
UTS	University of technology Sydney	IPAA	Institute of Public Administration Australia