

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2012-13

Prime Minister and Cabinet Portfolio

Department/Agency: Australian National Audit Office

Outcome/Program:

Topic: Travel Costs

Senator: Ryan

Question reference number: 114

Type of question: Written

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

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).
3. 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.
4. 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.
5. 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:

1. Nil. No ANAO officers accompanied a Minister or Parliamentary Secretary on their travel.
2. The ANAO has spent \$301,615 on travel for October YTD. Travel of \$294,088 related to direct audit activities and \$7,354 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.

However, we estimate that \$161,685 was spent on airfares and the remaining \$132,403 was spent on other travel related services.

3. Yes. Travel complies with the Department of Finance and Deregulation's rules pertaining to travel. All travel is approved by delegated staff.
4. 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 October 2012 the ANAO has 63 employees who hold a lounge membership. The total cost of memberships for October YTD is \$1,277.28. The total cost of memberships for the 2011-12 financial year is \$29,030. 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	4	8	23	20	6

5. No.