

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2016

Communications Portfolio

Australian Communications and Media Authority

Question No: 194(e)

Australian Communications and Media Authority

Hansard Ref: Written, 19/02/2016

Topic: Travel costs department

Senator Ludwig, Joe asked:

Since the change of Prime Minister on 14 September, 2015:

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
2. If so, under what policy?
3. Provide a copy of that policy.
4. When was this policy implemented?
5. When is the minister notified, when is approval provided?
6. Detail all travel (domestic and international) 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).
7. 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.
8. What date was the minister or their office notified of the travel?
9. What date did the minister or their office approve the travel?
10. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer:

1. In accordance with Department of Finance (DoF) Circular 2013/18 – *International Travel Policy – Change to Travel Approval*, with effect from 16 December 2013, all international travel is to be approved by the Agency Head or above, depending on the value of the trip.
2. Policies include the DoF Resource Management Guide No. 405 – *Official International Travel – Approval and Use of the Best Fare of the Day*, DoF Finance Circular No 2014/15 – *Official International Travel – New requirements for supporting information*, 2013/18 and 2013/18A – *International Travel Policy – Change to Travel Approval* and DoF Finance Circular No 2013/06 - *Official International Travel – Approval and Use of the Best Fare of the Day*.

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2016

Communications Portfolio

Australian Communications and Media Authority

3. A copy of Resource Management Guide No 405 is available at <http://www.finance.gov.au/procurement/travel-and-related-services/travel-policies.html> and a copy of the Circular can be found at <http://www.finance.gov.au/procurement/travel-and-related-services/agency-advice.html>
4. Resource Management Guide No 405 took effect from 1 July 2014. DoF Circular 2013/18 took effect from 16 December 2013.
5. The process for proposals for international travel are in line with requirements set out in DoF Circular 2014/15 – Official International Travel – New Requirements for supporting information. Notification and approval is given as soon as practical prior to travel.
6. Not applicable.
7. Occurrences of travel during the period are listed in the table below. Total travel expenditure for the period is **\$231,478.25**. To attempt to provide itemised costs and details of all travel would involve an unreasonable diversion of agency resources.

No of ACMA attendees	Dates	Destination	Reason for travel	Approved by	Minister notified	Minister approved
1	02/10/2015 - 11/10/2015	USA	the IIC International Regulator's Forum and IIC Annual Conference	Chairman		
2	14/10/2015 - 18/10/2015	Bangkok, Thailand	2nd meeting of APT prep group for ITU-WTSA	Chairman	15/07/2015	21/07/2015
9	23/10/2015 - 04/12/2015	Geneva	Australian Delegation brief to the World Radiocommunications Conference 2015	Minister	22/09/2015	18/10/2015
1	30/10/2015	UK	Attending OFCOM meetings	Chairman		

8. Refer table in Question 7.
9. Refer table in Question 7.
10. Planned overseas travel for the remainder of the calendar year is set out in the table below:

No of ACMA attendees	Dates	Destination	Reason for travel	Approved by	Minister notified	Minister approved
1	31/01/2016 – 07/02/2016	Chiang Mai, Thailand	19 th AWG	Chairman		
1	19/02/2016 – 27/02/2016	Barcelona and UK	GSMA Summit Barcelona and OFCOM Meeting UK	Chairman		
1	16/02/2016 – 17/02/2016	NZ	Standards Australia RC-006 Committee	Chairman		
1	18/03/2016 – 25/03/2016	India	ITU/Trai consumer protection conference	Chairman		