

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Supplementary Estimates Hearings November 2014

Communications Portfolio

Australian Communications and Media Authority

Question No: 446

Program No. ACMA

Hansard Ref: In Writing

Topic: Travel Costs - Department

Senator Ludwig asked:

Since Budget Estimates in June, 2014:

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. List all occurrences of travel that this has occurred under.
6. Detail the process.
7. When is the minister notified, when is approved provided?
8. 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).
9. 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.
10. What date was the minister or their office was notified of the travel?
11. What date did the minister or their office approve the travel?
12. 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*.
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-advises.html>
4. Resource Management Guide No 405 took effect from 1 July 2014. DoF Circular 2013/18 took effect from 16 December 2013.

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5. Occurrences of travel are:

No of ACMA attendees	Dates	Destination	Reason for travel	Approved by	Minister / Prime Minister notified	Minister / Prime Minister approved
1	6–14/6/2014	Warsaw, Poland	Attend INHOPE AGM	Chairman		
1	22/6/14 – 13/7/14	Geneva, Switzerland	Attend ITU-R Sector Study Group	Minister	5/5/14	3/6/14
2	19/7/14 – 3/8/14	Geneva, Switzerland	Attend ITU-R Joint Task Group 4-5-6-7	Minister	15/5/14	19/6/14
1	17/8/14 – 24/8/14	Bangkok, Thailand	4 th Preparatory Meeting for ITU-PP-14	Chairman		
1	29/8/14 – 3/9/14	Cartagena, Colombia	Speak at IX International Regulatory Workshop – Commission for Communications (CRC)	Chairman		
1	30/8/14 – 6/9/14	Istanbul, Turkey	Co-Chair Best Practice Forum on Spam at Internet Governance Forum	Chairman		
1	3–11/10/14	Vienna, Austria	International Regulator’s Forum and IIC Annual Conference / AGM	Chairman		
1	6-12/10/14	Tokyo, Japan	Attend London Action Plan Annual Conference	Chairman		
1	18-26/10/14	Beijing, China	Attend 4 th China-Australian Administration Level Satellite Coordination Meeting	Minister	13/9/14	2/10/14
1	19/10/14 – 7/11/14	Busan, South Korea	Attend ITU Plenipotentiary Conference	Prime Minister	11/8/14	15/8/14
1	24/10/14 – 18/11/14	Geneva, Switzerland	ITU-R working Parties 5A, 5B, 5C and Study Group	Minister	19/8/14	5/9/14

6. 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*.
7. Notification and approval is given as soon as practicable prior to travel.
8. N/A.
9. Total travel expenditure from 1 June 2014 to 31 October 2014 is \$591,420. To attempt to provide itemised costs and details of all travel would involve an unreasonable diversion of agency resources.
10. See table in Question 5.
11. See table in Question 5.
12. No additional travel was undertaken for the remainder of the 2014 calendar year.