

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Supplementary Budget Estimates 2014-2015**

Agency – Workplace Gender Equality Agency

Department of Employment Question No. EM1391_15

Senator Ludwig provided in writing

Question

WGEA – Travel costs – department

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, 2, 3 and 4. In accordance with Resource Management Guide no. 405, issued by the Department of Finance in July 2014, the Minister is required to approve departmental international travel where the estimated cost is between \$20,000 and \$50,000. The Resource Management Guide is available from the Department of Finance. The date of effect of the policy was 16 December 2013, via Finance Circular 2013/06 (which was replaced by Resource Management Guide 405).

5. Nil.

6 – 11. N/A.

12. Planned travel for the rest of the 2014 calendar year is outlined below:

Date of travel	Travel planned	Reason
10.11.14 – 11.11.14	Sydney – Melbourne return flights and accommodation.	To conduct Workplace Gender Equality Agency (WGEA) workshops.
17.11.14 – 21.11.14	Sydney – Adelaide return flights and accommodation.	To conduct WGEA workshops.
17.11.14	2 x Sydney – Melbourne return flights.	To present at an information session regarding the Workplace Gender Equality Agency (WGEA) online reporting system.
19.11.14	2 x Sydney – Brisbane return flights.	To present at an information session regarding the WGEA online reporting system.
24.11.14 – 26.11.14	Sydney – Perth return flights and accommodation.	To conduct WGEA workshops.
28.11.14	Sydney – Hobart return flights.	To present at a speaking engagement. Note: the organisation is reimbursing WGEA for the cost of these flights.