

**Senate Finance and Public Administration Legislation Committee  
—Supplementary Budget Estimates Hearing—November 2013**

**Answers to Questions on Notice**

**Parliamentary Departments: Department of Parliamentary Services**

Topic: **Travel Costs**

Question No: **140**

Written: **Senator Ludwig**

**Date set by the committee for the return of answer: 17 January 2014**

- 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). Also provide a reason and brief explanation for the travel.
- c) What travel is planned for the rest of from 7 September 2013? Also provide a reason and brief explanation for the travel.
- d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
- e) What is the policy for business class airfare tickets?
- f) 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.
- g) 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.
- h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer**

- a) Not applicable.
- b) For the financial year to date (1 July to 30 September 2013), travel undertaken by departmental officers is detailed in appendix A (below).
- c) Travel planned by DPS for the rest of this financial year is:
- Domestic travel to committee meetings to broadcast the proceedings;
  - Travel for employees to attend conferences and training; and
  - Any travel necessary for senior staff to fulfil their duties.
- d) Travel planned by DPS for the rest of this calendar year is:
- Domestic travel to committee meetings to broadcast the proceedings;
  - Travel for employees to attend conferences and training; and
  - Any travel necessary for senior staff to fulfil their duties.

- e) All air travel should be the lowest practical fare in economy class unless there is a business case or an entitlement to travel business class. Should a delegate approve business class travel, the reason for travel in that class must be documented in each instance.
- f) Yes. Qantas Club. Fourteen employees (2 x SES; 9 x PSL5; 3 x PSL4). Clause 212 of the Department's Enterprise Agreement (2011) authorises the Secretary to approve membership costs for airline corporate lounges for employees who are required to travel interstate on a regular and frequent basis. Expenditure this financial year to 30 September 2013 was \$264.
- g) No.
- h) No.

## Appendix A

<b>Reason for Travel</b>	<b>Fares</b>	<b>Accommodation</b>	<b>Hire Car</b>	<b>Booking Fees</b>	<b>Travel Allowance</b>	<b>Total Trip Cost</b>
Attend International Federation of Libraries conference	3,889.08	3,815.95	197.73	113.20	2,724.49	10,740.45
Attendance at meeting	2,076.18	-	-	32.22	-	2,108.40
Broadcasting Support	1,165.92	240.00	-	26.51	277.70	1,710.13
Broadcasting Support	661.37	185.00	-	15.24	208.15	1,069.76
Attend forum	240.70	-	-	15.24	321.60	577.54
Attend colloquium of superannuation researchers	240.70	169.00	-	15.24	131.10	556.04
Broadcasting Support	-	268.00	350.81	-	277.70	896.51
Broadcasting Support	-	268.00	-	-	277.70	545.70
Broadcasting Support	869.09	242.00	-	15.24	302.05	1,428.38
The Economists conference	158.71	-	-	15.24	-	173.95
Sound Motion Picture Television Engineers	235.71	328.00	-	15.24	348.75	927.70

Attendance at meeting	508.99	-	-	15.24	-	524.23
The Australian Media and Technology Week	-	632.00	-	-	283.90	915.90
The Australian Media and Technology Week	-	370.00	-	-	280.80	650.80
The Australian Media and Technology Week	-	-	268.73	-	-	268.73
The Australian Media and Technology Week	-	424.00	-	-	308.80	732.80
Captioning Market Research	235.71	-	-	15.24	-	250.95
Captioning Market Research	235.71	-	339.93	15.24	-	590.88
Attend Team Leaders Conference	-	-	310.24	-	-	310.24
Attend International Serious and Organised Crime conference	284.44	366.00	-	15.24	247.65	913.33
Attendance at meeting	2,441.43	438.00	-	15.24	-	2,894.67
Captioning Market Research	242.70	-	-	41.76	-	284.46
Broadcasting Support	502.39	158.00	-	15.24	165.05	840.68
Training & Veron Users' Group meeting	297.70	154.00	-	15.24	237.70	704.64

Interview for SES position	794.90	169.00	-	15.24	-	979.14
Attend HP TRIM forum	-	510.00	-	-	290.75	800.75
Disability enterprise research	464.44	-	99.54	15.24	-	579.22
Disability enterprise research	464.44	-	-	15.24	-	479.68
Disability enterprise research	464.44	-	-	15.24	-	479.68
Attend Teched Trade Show	511.30	795.00	-	15.24	404.95	1,726.49
Attend Teched Trade Show	511.30	795.00	-	15.24	404.95	1,726.49
Attend Teched Trade Show	542.58	795.00	-	15.24	404.95	1,757.77
Attend Teched Trade Show	592.57	795.00	-	15.24	404.95	1,807.76
Attend Teched Trade Show	652.57	795.00	-	15.24	318.75	1,781.56
Attend University of Melbourne Social Transformation and Policy in the 21st Century conference	266.11	326.00	-	15.24	227.90	835.25
IT on-site support	927.01	-	-	60.96	255.90	1,243.87
IT on-site support	1,232.23	-	-	60.96	255.90	1,549.09

Attendance at meeting	1,151.11	-	-	15.24	-	1,166.35
Market research	324.55	-	-	30.48	-	355.03
Market research	317.56	-	-	15.24	-	332.80
Market research	279.06	-	-	15.24	-	294.30
Attend Fine Food Conference	294.12	164.00	-	15.24	137.05	610.41
Plant Purchasing Trip	-	179.00	-	-	237.70	416.70
Bus Hire for Security Training Course	-	-	117.14	-	-	117.14
Attend workgroup for SceduALL	225.70	-	-	3.96	-	229.66
Relocation from Perth	939.28	4,015.00	-	30.48	-	4,984.76
Attend 2013 CIO Forum	323.40	-	-	15.24	-	338.64
Return from meeting	285.95	-	-	15.24	-	301.19
	<b>25,851.15</b>	<b>17,395.95</b>	<b>1,684.12</b>	<b>842.49</b>	<b>9,736.89</b>	<b>55,510.60</b>