

**Senate Standing Committee on Education Employment and Workplace  
Relations**

**QUESTIONS ON NOTICE  
Additional Estimates 2012-2013**

**Cross Portfolio**

**DEEWR Question No.** EW0801\_13

**Senator Back provided in writing.**

**Question**

**Travel Costs**

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). Also provide a reason and brief explanation for the travel. 3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel. 4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 5. 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. 6. 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. 7. 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. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer**

1. The Department and the agencies in the Portfolio do not record travel data in a way that would readily allow answers to be provided for this question.

2. The total cost of travel for the 2012–13 financial year to 31 January 2013 is provided in the table below. To provide the requested level of detail would require an unreasonable diversion of resources:

<b>Dept/ Agency</b>	<b>2012-13 \$</b>
DEEWR	4,749,846
Australian Curriculum, Assessment & Reporting Authority (ACARA)	210,474
Australian Institute for Teaching and School Leadership (AITSL)	270,986
Comcare	1,295,611
Fair Work Building and Construction (FWBC)	520,381
Fair Work Commission (FWC)	421,596
Fair Work Ombudsman (FWO)	1,550,025
Safe Work Australia (SWA)	97,582

3. Travel planned for the remainder of the financial year is as follows. To provide the requested level of detail would require an unreasonable diversion of resources:

<b>Dept/ Agency</b>	<b>1 February -30 June 2013 \$</b>
DEEWR	3,392,747
Australian Curriculum, Assessment & Reporting Authority (ACARA)	100,000
Australian Institute for Teaching and School Leadership (AITSL)	187,014
Comcare	1,164,000
Fair Work Building and Construction (FWBC)	522,669
Fair Work Commission (FWC)	447,420
Fair Work Ombudsman (FWO)	1,000,000
Safe Work Australia (SWA)	75,000

4. Forward travel plans for the period 1 July 2013 to 31 December 2013 have not yet been determined.

5. It is the policy of this Department and the portfolio agencies to adhere to the Lowest Practical fare guidelines for Domestic Travel and the Best Fare of the Day Guidelines for international travel. All departmental and agency staff required to travel, take the route which best meets the needs of the portfolio in terms of ensuring maximum value to the Australian Government and the most efficient and effective way to achieve portfolio objectives. This is monitored via mandatory entry of reasons for non-selection of Best Fare of the Day.

6. Agency policies regarding the provision of lounge memberships are detailed below.

<b>Agency</b>	<b>Policy</b>
DEEWR	Delegate may approve where it is anticipated that eight or more business trips will be required to be undertaken in a 12 month period.
ACARA	Does not provide lounge memberships to employees.
AITSL	Provided for all staff at or above Manager level.
Comcare	Delegate may approve following consideration of a business case outlining frequency of travel and reasons for membership.

<b>Agency</b>	<b>Policy</b>
FWBC	Delegate may approve following consideration of a business case outlining frequency of travel and reasons for membership.
FWC	Delegate may approve following consideration of a business case outlining frequency of travel and reasons for membership.
FWO	Delegate may approve where it is anticipated that 18 or more business trips will be required to be undertaken in a 12 month period.
SWA	Delegate may approve where it is anticipated that eight or more business trips will be required to be undertaken in a 12 month period.

A breakdown of the lounge memberships at 31 January 2013 is provided below.

<b>Agency</b>	<b>Staff Class'n</b>	<b>QANTAS</b>	<b>Virgin</b>	<b>Other</b>	<b>Total Cost</b>
DEEWR	APS 4-6	72	1		17,251
	EL1 & EL2	226	3		
	SES and Equiv	83	1		
AITSL	EL1 & EL2	9			2,630
	SES and Equiv	4	3		
Comcare	APS 4-6	25	5		18,432
	EL1 & EL2	51	14		
	SES and Equiv		2		
FWBC	APS 4-6	17			9,977
	EL1 & EL2	16			
	SES and Equiv	0			
FWC	EL1 & EL2	1			226
	SES and Equiv		1		
FWO	APS 1-3	1			5,683
	APS 4-6	12			
	EL1 & EL2	28			
SWA	EL1 & EL2	1			539
	SES and Equiv	1			

7. DEEWR and portfolio agencies do not approve travel of support staff based on servicing SES officers. The department/agencies do not elect to offset emissions for employees' work-related travel.