

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL BUDGET ESTIMATES 2011-2012

Prime Minister and Cabinet Portfolio

Department/Agency: Australian National Audit Office
Outcome/Program:
Topic: Travel costs

Senator: Ryan

Question reference number: 102

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 March 2012

Number of pages: 2

Question:

1. For the financial year to date, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
2. For the financial year to date, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
3. For the financial year to date, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
4. For the financial year to date, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
5. Are employees taking the most direct route when travelling? If not, 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 cost per employee.
7. When SES employees travel, do any support or administrative staff (such as their 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.

Answer:

1. None

2. None
3. None
4. The ANAO has spent \$0.742 million for period ending Jan 2012. Of that, \$0.568 million related to audit travel and \$0.172 million related to travel associated with audit related responsibilities such as attendance at Supreme Audit Institute meetings, conferences etc.

Business class travel is only permitted by SES officers when travelling domestically and for all staff when undertaking international travel. The Auditor-General also travels business class internationally.

The ANAO provides staff with a travel allowance for domestic travel, the details of which are included in the Enterprise Agreement. The Agreement allows for \$170 per night for accommodation and \$120 per day for meal allowances. Under the ANAO procedural rules expenditure on gifts and entertainment is minimal. International travel is fully acquitted.

5. Yes, all travel complies with the Department of Finance and Deregulation's rules pertaining to travel. In particular, Finance Circulars, *2009/10 – Use of the Lowest Practical Fare for Official domestic Air travel* and *2009/11 – Best Fare of the Day for International Official Air Travel*.
6. Yes – see table below
7. No

		SES2	SES1	EL2	EL1	APS6	APS5	
	Bronze	1	6	17	2	7	2	
	Silver	1	7	12	3	1	1	
	Gold	2	3	1	0	1	0	
	Platinum	2	0	2	0	0	0	
	TOTALS	6	16	32	5	9	3	71
	** Platinum and Gold memberships are free							
	** Renewals for Bronze and Silver is \$275							
	** New for Bronze is \$485							