

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: Department of Finance and Deregulation

Outcome/Program: General

Topic: Travel costs

Senator: Ryan

Question reference number: F81

Type of question: Written

Date set by the committee for the return of answer: Tuesday, 2 April 2013

Number of pages: 4

Question:

- a) For the financial year to date, please detail 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 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 this financial year? 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) 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.
- 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)

Country/Program	Date/ Duration	Purpose of travel	Official travel costs	Final amount
Jakarta, Indonesia	3-6 October 2012	The Secretary accompanied Minister Wong to Indonesia, providing an opportunity to further enhance Australia's bilateral relationship with Indonesia and raise the profile of the development assistance provided by the department	- Airfare costs – Business Class NB: Used business frequent flyer points accrued prior to 1 July 2010 for official business travel.	\$539 (taxes)
			Meals and incidentals	\$174
			Accommodation	\$456
			Total	\$1,169

b) For the period 1 July 2012 to 31 January 2013, the department spent \$0.763 million on domestic and international official travel, comprised of airfares, \$0.374 million and accommodation, meals and incidentals, \$0.389 million. Breaking this expenditure down to the level of detail requested would involve an unreasonable diversion of departmental resources.

c) - d) International travel is approved by the Secretary, and planned travel is listed in the following table. Domestic travel is undertaken as required and is approved by the appropriate delegate prior to staff travelling. It would involve an unreasonable diversion of departmental resources to collate a list of all planned domestic travel.

Country/Program	Date/Duration	Purpose of travel
Papua New Guinea Liquid Natural Gas/Sovereign Wealth Fund Project	February to March 2013 (5 weeks)	Provision of advice to PNG Government, including in relation to proposed Sovereign Wealth Fund
	April to July 2013 (4 months)	
	February 2013 (3 nights)	
	April 2013 (3 nights)	
	June 2013 (3 nights)	
Papua New Guinea Strongim Gavman Program and Papua New Guinea - Australia Finance Twinning Scheme	March 2013 (3 nights)	Provision of budget and financial management advice to Papua New Guinea Government to provide support to Department of Finance and Deregulation Deployees.
	April to August 2013 (5 months)	
	April 2013 (4 nights)	
	June to November 2013 (6 months)	
Indonesia - Government Partnership Fund II	April 2013 (1 week)	Provision of advice to Indonesian Government and support to Department of Finance and Deregulation Deployees
	June 2013 (4 nights)	

Country/Program	Date/Duration	Purpose of travel
Solomon Islands - Regional Assistance Mission to Solomon Islands	February 2013 (2 nights)	Provision of advice to Solomon Islands Government and support to Department of Finance and Deregulation Deployees
Pacific Island Countries - Public Financial Management Regional Assistance	March 2013 (3 weeks)	Provision of advice to various Pacific Island nations, including a scoping study of technical procurement training
	April 2013 (3 weeks)	
	March 2013 (5 weeks)	
	March 2013 (2 weeks)	
	June 2013 (2 weeks)	
Myanmar	February 2013 (4 nights)	Joint scoping study with Treasury and United States Office of Technical Assistance of Ministry of Finance needs
Vietnam	March 2013 (1 week)	Conduct a scoping study for procurement technical assistance opportunities
Deployees Recall to Australia	May 2013 (4 nights)	Regular recall requirement
Hanover, Germany	5 – 9 March 2013	CeBIT
Paris/Visit with UK Treasury	5 – 8 March 2013	OECD Accruals Symposium
Abu Dhabi	11-14 March 2013	International Public Sector Accounting Standards Board
Toronto Canada	17-20 June 2013	
Toronto Canada	16 -19 September 2013	
Toronto Canada	2 December 2013	
Lima, Peru	15-26 May 2013	Trans Pacific Partnership agreement government procurement chapter negotiations
Kuala Lumpur, Malaysia	15-24 July 2013	Trans Pacific Partnership agreement government procurement chapter negotiations
Destination Unknown	26 August-4 September 2013	Trans Pacific Partnership Agreement government procurement chapter negotiations

e) Yes. Refer to response provided to F90 (Supplementary Budget Estimates October 2012).

- f) Yes. The Department funds airline lounge memberships for a number of employees where there is a business requirement. As at 31 January 2013, there were 150 active airline lounge memberships. The table below sets out the number of memberships for both Qantas Club and Virgin Lounge memberships by classification.

CLASSIFICATION	VIRGIN LOUNGE	QANTAS CLUB
APS 1- EL2	10	83
SES	0	57

The total cost for the financial year to date (31 January 2013) was \$15,239.

- g) No.

- h) At officers' discretion for air travel. The Department offsets emissions in relation to its executive and pool vehicle fleet. Costs for the latest reporting year (1 April 2011-31 March 2012) were \$3,066.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: Australian Electoral Commission

Outcome/Program: General

Topic: Travel costs

Senator: Ryan

Question reference number: F81

Type of question: Written

Date set by the committee for the return of answer: Tuesday, 2 April 2013

Number of pages: 3

Question:

- a) For the financial year to date, please detail 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 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 this financial year? 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) 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.
- 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) N/A.
- b) For the financial year to date (end January 2013), the Australian Electoral Commission has spent \$1,962,201 on domestic and international official travel. The total is comprised of airfares (\$878,923) and accommodation, meals and incidentals (\$1,083,278). Total costs are shown as the AEC does not record travel data in a way that would readily allow answers to be provided in the detail requested. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.

Type of travel expense	\$
Domestic airfares	\$474,969.06
Domestic accommodation	\$420,480.93
Domestic travel allowances	\$406,754.20
International airfares	\$403,954.01
International accommodation	\$128,352.94
International travel allowances	\$127,690.51
Total	\$1,962,201.65

The AEC's expenditure on domestic and international travel includes travel for the:

- \$671K of International costs relate to AusAID funded projects;
 - AEC's Indigenous Electoral Participation Program (\$187K);
 - election preparation purposes including polling place inspections and staff travelling to attend training (\$117K);
 - Commercial elections where staff attendance is required (\$159K);
 - Non-election staff training programs (\$88K);
 - Implementation of Federal Direct Enrolment Update (\$130K); and
 - General travel between the AEC's 120 sites.
- c) The exact extent of travel for the rest of the financial year cannot be predicted. The AEC will consider any potential expenditure on travel in light of available budget and statutory requirements on the expenditure of public money.
- d) The exact extent of travel presently planned for the rest of the calendar year cannot be predicted. The AEC will consider any potential expenditure on travel in light of available budget and statutory requirements on the expenditure of public money.
- e) Yes. The AEC staff is required to obtain approval for all travel, including if required, approval for flights other than the cheapest one identified as allowed under the

Government's policy. The AEC's travel provider provides monthly reports on use of lowest practical fare.

- f) All AEC SES officers and PEOs are entitled to airline lounge memberships at the AEC's cost. For non-SES staff, memberships are only granted on a case-by-case basis where a demonstrated benefit to the agency exists, or to meet Workplace Health and Safety responsibilities. Costs for membership are as per the corporate scheme rates provided by Qantas, and the current private membership rates advertised by Virgin Australia. The table below lists all lounge memberships paid for by the AEC.

As at 31 January 2013, there were 12 active airline lounge memberships. The table below set outs the number of lounge memberships by classification level paid for by the AEC.

Classification	Virgin Lounge	Qantas Club
Executive Level 1-2	2	4
SES	1	4
Principal Executive Officer	0	1

The total cost for the financial year to date (31 January 2013) was \$5,780.

- g) No.
h) N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: ComSuper
Outcome/Program:
Topic: Travel costs

Senator: Ryan

Question reference number: F81

Type of question: Written

Date set by the committee for the return of answer: Tuesday, 2 April 2013

Number of pages: 2

Question:

- a) For the financial year to date, please detail 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 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 this financial year? 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) 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.
- 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) N/A.
- b) Travel is undertaken on a needs basis where it represents the most efficient, effective and economic method of conducting our business. For the period 1 July 2012 to 31 January 2013 \$163,899 (GST inclusive) was spent on travel. Please note that this figure includes taxi fares and parking costs. A breakdown is provided below:

	(GST inclusive)
Airfares	\$66,206
Accommodation	\$36,077
Travel allowance	\$44,208
Cabs, fares, rental cars and associated costs	\$17,408
Total	\$163,899

- c) Travel for the purposes of conducting business is planned for the rest of the financial year. Travel is undertaken on a needs basis where it represents the most efficient, effective and economic method of conducting our business.
- d) See response c).
- e) Yes. ComSuper monitors compliance through regular reports provided by its Travel Management Company.
- f) Yes. Qantas Club lounge memberships are provided to 5 staff members (the classification levels vary from APS 6 to SES) that are involved in consistent and frequent interstate travel. Lounges provide a more secure location for staff travelling with corporate assets such as laptops and mobiles devices. The total cost for the financial year to date (1 July 2012 to 31 January 2013) is \$1,770 (GST inclusive).
- g) No.
- h) No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: Commonwealth Superannuation Corporation

Outcome/Program:

Topic: Travel costs

Senator: Ryan

Question reference number: F81

Type of question: Written

Date set by the committee for the return of answer: Tuesday, 2 April 2013

Number of pages: 2

Question:

- a) For the financial year to date, please detail 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 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 this financial year? 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) 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.
- 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) Nil.
- b) For the period (1 July 2012 to 31 January 2013) \$669,460 was spent on travel. It is not possible to individually report on all items in the question as costs for accommodation, food and incidental expenses are met by individual travellers from domestic or international travelling allowances paid at a daily rate. Travel is for business purposes only.
- c) For the period (1 February 2013 to 30 June 2013) it is forecast that \$541,875 will be spent on travel. The purpose of the travel is for core operational activities undertaken by Commonwealth Superannuation Corporation and all travel is for business purposes only.
- d) For the period (1 July 2013 to 31 December 2013) it is expected that \$620,000 will be spent on travel. The purpose of the travel is for core operational activities undertaken by Commonwealth Superannuation Corporation and all travel is for business purposes only.
- e) CSC has its own travel policy which sets out booking guidelines; staff are expected to have regard to best value when undertaking travel, that is the cheapest fare that suits business requirements.
- f) Yes – Qantas Club membership is offered to employees who make more than 10 trips per year, and all Directors. Currently, there are 6 employees (1 analyst, 2 senior executives and 3 other staff) and 1 Director with memberships. The total cost for the financial year to date (31 January 2013) was \$3,127.
- g) No.
- h) No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: Future Fund Management Agency
Outcome/Program:
Topic: Travel costs

Senator: Ryan

Question reference number: F81

Type of question: Written

Date set by the committee for the return of answer: Tuesday, 2 April 2013

Number of pages: 2

Question:

- a) For the financial year to date, please detail 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 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 this financial year? 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) 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.
- 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) None.
- b) For the period 1 July 2012 to 31 January 2013

Accommodation and meals	\$188,232
Flights	\$587,446
Taxis and other transport	\$60,982

All travel on domestic flights and flights to New Zealand are in economy class.
International flights (other than to New Zealand) are in business class.

Travel is undertaken for official purposes for the proper and effective management of the investment portfolio.

- c) For the rest of the financial year, travel will be undertaken for official purposes and in line with the requirements for the effective management of the investment portfolio. This includes the monitoring and review of investment managers and assets, the identification of new managers and investment opportunities, due diligence work and engagement with existing and potential investment partners and peers.
- d) See c)
- e) Yes. All travel plans require manager approval and regular reports are received concerning travel activity across the organisation.
- f) No.
- g) No.
- h) No.