

Senate Finance and Public Administration Legislation Committee
Answers to written Questions on Notice
Additional Budget Estimates 2013
Department of the Senate

Department/Agency: Department of the Senate

Topic: Travel Costs

Senator: Senator Ryan

Question reference number: 32

Type of question: Written

Questions

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).

Answer

Not applicable.

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).

Answer

1 July 2012 - YTD			
Program	Airfares (\$)	Travel Expenses (\$)	Total (\$)
Clerk's Office	2,200	1,800	4,000
Table Office	-	-	-
Procedure Office	20,851	13,488	34,339
Committee Office	45,096	37,954	83,050
Black Rod's Office	155	1,418	1,573
TOTAL	68,302	54,660	122,962

Note that the Senate Department tables details of travel expenditure by departmental officers annually.

What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.

Answer

Committee secretariat staff will continue to travel to support hearings as determined by the relevant Committee.

The Parliamentary Education Office is currently planning three one-week parliamentary outreach programs in 2013. These are scheduled for May 20-24, June 9-14 and July 1-5 and will cover north and west Victoria, south-east South Australia and the central Queensland coast. PEO outreach programs have been conducted for many years and seek to bring the parliamentary role-play program to areas that traditionally experience difficulty in traveling to Canberra to attend the program conducted at Parliament House.

What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer

In addition to Committee travel to support hearings (see above), arrangements for travel after July have not at this stage been finalised.

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.

Answer

Yes. The advice forms part of the department's travel guidelines and procedures and it is applied at the time of booking airfares. This is monitored under the contract with Qantas Business Travel.

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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.

Answer

No.

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.

Answer

No.

Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

Answer

No.
