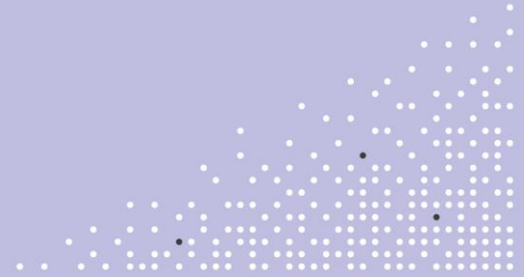




Australian Government
Department of Finance

Review of Australian Government Travel Policies

October 2024



Terms of reference

1. The Australian Government has committed to establish a Review of Australian Government Travel Policies (the Review) to be undertaken by the Department of Finance (Finance). The Review was committed to by the Government in the Aviation White Paper released on 26 August 2024.
2. The Government is a major customer of travel services in Australia, including air travel, accommodation and car rental.
3. The Government's travel policies are supported by systems, procedures and guidance in relation to official travel, including air travel, ground transport and accommodation.
4. The Review's primary focus is the consideration of the Aviation White Paper's assessment of public submissions that raised concerns of potential airline preferencing and potential negative implications for airline competition.
5. The Review may also consider other aspects of the Government's travel policies that may present opportunities to improve the efficacy of policies on behaviour and outcomes.
6. The Review will not consider existing travel contracts including whether they are achieving value for money. Any recommended contractual changes will be given consideration through future procurement processes.
7. The Review will consider whether travel policies meet the current and future needs of the Government, the sector and other relevant stakeholders.
8. The Review will consider all Commonwealth entities, both those mandated to use the whole of Australian Government travel policies and those that opt-in to use Whole of Australian Government Travel Arrangements. Travel by parliamentarians and their staff is governed by the Parliamentary Business Resources Framework (including the Members of Parliament Staff Act 1984 and Staff travel and relief staff arrangements Determination 2023/10), administered by the Independent Parliamentary Expenses Authority. They are not therefore subject to whole of government travel policies or the Public Governance, Performance and Accountability Act 2013.
9. The Review is expected to be complete by the end of 2024, to be provided to Government.

Identified areas for review

In order to determine whether Government travel policies remain fit for purpose, the Review will have regard to the following:

- a. whether Government travel patterns are representative of the general market;
- b. whether existing policies and practices achieve value for money;
- c. whether it is appropriate for Government travel policies to support competition and if so whether there is scope to improve how this is done;
- d. the adequacy of protections to prevent Australian Public Service officials from preferencing certain airlines when booking travel;
- e. travel policies at the whole-of-government and entity levels and how these are interpreted and operationalised within entities;
- f. officials' consideration of availability, frequency, reliability and cost of cancellation and changes to flight bookings; and
- g. any related matters.

1.