

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

17 October – 18 October 2012

Question: SBT 1284-1290

Topic: Travel Costs (ASIC)

Written: Received from Committee – 26 October 2012

Senator BUSHBY asked:

1284. For the financial year to date (26 October 2012), 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).
1285. For the financial year to date (26 October 2012), 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).
1286. 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.
1287. 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.
1288. 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.
1289. For 2011-12, 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).
1290. For 2011-12, 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:

1284. ASIC officers have not accompanied the Minister or Parliamentary Secretary on their travel in the financial year to date.

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

17 October – 18 October 2012

1285. Travel expenses incurred by ASIC in the financial year to 31 October 2012 are detailed below:

Travel Expense Type	\$ excl GST
Domestic Airfares	\$486,232
Domestic Accommodation	\$394,880
Domestic Railfares & cab fares	\$241,128
Domestic Travel Allowance	\$104,517
Overseas Fares	\$56,790
Overseas Accommodation	\$5,702
Overseas Travel Allowance	\$9,156
Overseas Railfares & cab fares	\$4,305
Overseas Travel Expenses (Other Incidentals)	\$135
Total domestic and overseas related travel expenses	\$1,302,845

In relation to domestic travel, ASIC does not track expenditure against classes of flights; however, the travel policy outlines that all staff must travel Economy class for domestic travel with the exception of:

- Commissioners who are entitled to fly business class; and
- All Senior Executive who are entitled to fly business class on flights where the flight duration is greater than 2 hours.

For travel outside Australia, ASIC does not track expenditure against classes of flights, however, staff are entitled to travel business class for international travel, with the exception of Commission members who are entitled to fly first class. Note that although Commissioners are entitled to fly first class for international travel as per the Remuneration Tribunal Determinations, first class travel is only approved in exceptional circumstances and on medical advice.

ASIC employees required to travel on official business are paid a travel allowance unless meals are provided (for example, breakfast included as part of the accommodation cost). Therefore, ASIC does not record travel related food, beverage and entertainment costs. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

1286. The Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2012/04) and Best Fare of the Day for International Air Travel (Finance Circular No. 2012/05) guidelines are being followed by ASIC staff with the LPF and Best Fare of the Day travel being booked unless there is a business reason not to do so. Adherence to these guidelines is monitored via monthly reporting provided to Senior Executives by ASIC's travel management provider.

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

17 October – 18 October 2012

1287. ASIC's policy states that only SES level or SES equivalent staff are entitled to lounge memberships. The cost of these memberships are not recorded in a manner that enables us to respond fully to this question.
1288. When SES travel, administrative or support staff do not travel with them unless there is an extraordinary business requirement.
1289. ASIC officers did not accompany the Minister or Parliamentary Secretary on travel during the financial year 2011-2012.
1290. Travel expenses incurred by ASIC officers in the previous financial year 2011 – 2012 are detailed below:

Travel Expense Type	\$ excl GST
Domestic Airfares	\$1,485,039
Domestic Accommodation	\$879,863
Domestic Railfares & cab fares	\$632,515
Domestic Travel Allowance	\$361,002
Overseas Fares	\$470,869
Overseas Accommodation	\$100,703
Overseas Travel Allowance	\$44,773
Overseas Railfares & cab fares	\$5,499
Overseas Travel Expenses (Other Incidentals)	\$6,608
Total domestic and overseas related travel expenses	\$4,267,474