

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

20-21 November 2013

Question: SBT 384-391

Topic: Travel Costs

Written: 25 November 2013

Senators LUDWIG and WONG asked:

384. 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).
385. 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). Also provide a reason and brief explanation for the travel.
386. What travel is planned for the rest of this financial year from 7 September 2013? Also provide a reason and brief explanation for the travel.
387. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
388. What is the policy for business class airfare tickets?
389. 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.
390. 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.
391. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

Answers:

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

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385: Travel expenses incurred by ASIC in the financial year to 30 November 2013 are detailed below:

ravel Expense Type	\$ excl GST
Domestic Accommodation	\$162,848
Domestic Airfares	\$336,641
Domestic Railfares & cab fares	\$183,418
Domestic Travel Allowance	\$147,220
Overseas Accommodation	\$29,817
Overseas Fares	\$168,509
Overseas Travel Allowance	\$27,535
Overseas Railfares & cab fares	\$3,340
Total domestic and overseas related travel expenses	\$1,059,326

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 Executives 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 undertaken in exceptional circumstances.

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 and beverage costs. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

ASIC employees are required to travel to undertake their business functions, domestic interagency meetings and international meetings with peer regulators.

The ASIC Domestic Travel policy states that "*Staff should only travel and their delegate approve this travel where they have considered that a more cost effective alternative, such as video conferencing or teleconferencing, is not appropriate*".

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386: ASIC employee's domestic travel is dictated by business requirements at any given time and therefore, it is not possible to determine with any certainty a travel calendar for the rest of the financial year from 7 September 2013.

In terms of international travel, the Commission and some Senior Executive Leaders have international travel planned, largely to meet IOSCO commitments.

387: As per 386 above.

388: The ASIC Domestic Travel Policy states that Senior Executives may travel business class when their flight is in excess of 2 hours. All other staff must travel economy class domestically unless there is a business case approved by their Senior Executive to travel at a higher fare class. Commission members are entitled under the Remuneration Tribunal Determination to fly Business for domestic flights.

For travel outside Australia, staff are entitled to travel business class for international travel. Commissioners are entitled to fly first class for international travel as per the Remuneration Tribunal Determinations, however first class travel is only undertaken in exceptional circumstances.

389: ASIC's Domestic Travel policy states that only SES level or SES equivalent staff are entitled to airline lounge memberships, where it is value for money to do so. The cost of these memberships are not recorded in a manner that enables us to respond fully to this question.

390: When SES travel, administrative or support staff do not travel with them unless there is an extraordinary business requirement.

391: ASIC does not elect to offset emissions for employees' work-related travel.