

**Senate Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Treasury Portfolio**  
Supplementary Budget Estimates  
2014 - 2015

**Department/Agency:** ASIC  
**Question:** SBT1723-1728  
**Topic:** Travel costs – department  
**Reference:** written - 30 October 2014  
**Senator:** Ludwig, Joe

**Question:**

Since Budget Estimates in June, 2014:

1723. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
- a) If so, under what policy?
  - b) Provide a copy of that policy.
  - c) When was this policy implemented?
1724. List all occurrences of travel that this has occurred under. A. Detail the process.
1725. When is the minister notified, when is approved provided?
1726. Detail all travel (domestic and international) 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).
1727. 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.
- a) What date was the minister or their office was notified of the travel?
  - b) What date did the minister or their office approve the travel?
1728. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

**Answer:**

1723. No, ASIC is not required to seek approval for international travel expenditure from the Minister or his delegate, unless the single itinerary is valued over \$20,000.
- a) n/a
  - b) n/a.
  - c) n/a.
  - d) n/a

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1724. ASIC has not had to seek approval from the Minister or his delegate for international travel expenditure valued over \$20,000 for a single itinerary.
1725. The Minister is notified of planned or completed international travel when requested and approval is only sought from the Minister or his delegate for international travel expenditure valued over \$20,000 for a single itinerary.
1726. ASIC officers have not accompanied the Minister or Parliamentary Secretary on their travel in from 5 June 2014 to 31 October 2014.
1727. Travel expenses incurred by ASIC from 5 June to 31 October 2014 are detailed below:

Travel Expense Type	\$ excluding GST
Domestic Accommodation	402,044.84
Domestic Airfares	661,750.93
Domestic Railfares & cab fares	257,323.26
Domestic Travel Allowance	150,109.60
Other Overseas Travel expenses	2,275.11
Overseas Accommodation	35,378.07
Overseas Fares	211,032.00
Overseas Railfares & cab fares	1,449.12
Overseas Travel Allowance	18,822.50
<b>Total domestic and overseas related travel expenses</b>	<b>\$ 1,740,185.43</b>

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. ASIC 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.

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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".

1728. 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 calendar year from 1 November 2014.

In terms of international travel, the Commission and some Senior Executive Leaders have international travel planned, to meet IOSCO commitments and to provide technical assistance to build regulatory capacity in the region.