

Senate Committee: Education and Employment

**QUESTION ON NOTICE
Additional Estimates 2015 - 2016**

Outcome: Agency: AITSL

Department of Education and Training Question No. SQ16-000344

Senator Ludwig, Joe provided in writing

Also refer to previous hearing Question No. ED0503_15

AITSL: Travel costs - department

Question

Since the change of Prime Minister on 14 September, 2015:

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
2. If so, under what policy?
3. Provide a copy of that policy.
4. When was this policy implemented?
5. When is the minister notified, when is approval provided?
6. 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).
7. 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.
8. What date was the minister or their office notified of the travel?
9. What date did the minister or their office approve the travel?
10. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer

The Australian Institute for Teaching and School Leadership (AITSL) has provided the following response for the period 14 September 2015 to 10 February 2016:

1. Yes
2. Grant Agreement dated 9 November 2015.
3. The relevant extract is as follows:

International Travel Plan

- i. You must provide Us with an annual International Travel Plan at least every six months, to be included with Progress Reports 1 (due 31 August each year) and Progress Report 3 (due 28 February each year), for approval by the Minister or relevant Delegate. The International Travel Plan must include a forecast of travel over the financial year, and include the following information:*
 - a. the purpose of the travel;*
 - b. the estimated cost of travel;*

- c. *the period of travel; and*
 - d. *who will be undertaking the travel.*
 - ii. *You must notify Us as soon as any changes occur to the International Travel Plan, and you must provide Us with a copy of the updated International Travel Plan reflecting the changes.*
- 4. 9 November 2015.
- 5. Refer to question 3.
- 6. Not applicable
- 7. Not applicable
- 8. Not applicable
- 9. Not applicable
- 10. Refer to question 3.