

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2014 - 2015

Department/Agency: APRA

Question: SBT1449-1454

Topic: Travel costs - department

Reference: written - 30 October 2014

Senator: Ludwig, Joe

Question:

Since Budget Estimates in June, 2014*:

1449. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
- If so, under what policy?
 - Provide a copy of that policy.
 - When was this policy implemented?
1450. List all occurrences of travel that this has occurred under.A. Detail the process.
1451. When is the minister notified, when is approved provided?
1452. 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).
1453. 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.
- What date was the minister or their office was notified of the travel?
 - What date did the minister or their office approve the travel?
1454. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

* *period 2 June to 30 October 2014.*

Answer:

1449. Where the total estimated cost (GST inclusive) of international travel, either individually or for a delegation or group activity is:
- more than \$20,000 and less than \$50,000, the travel must be approved by the relevant Cabinet Minister; and
 - \$50,000 or more, the relevant Cabinet Minister must consult with the Prime Minister in writing before approving the travel.
- Resource Management Guide No. 405 Official International Travel – Approval and Use of the Best Fare of the Day.*
 - A copy of the Guide can be located at <http://www.finance.gov.au/procurement/travel-and-related-services/travel-policies.html>
 - This Guide commenced on 1 July 2014.

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1450. – 1451. Ministerial approval for international travel by APRA staff, during the period 2 June to 30 October 2014 occurred as set out below:

Date of Travel	Ministerial approval date	Destination
17 to 29 August 2014	30 June 2014	Singapore, Shanghai and Taipei.
30 August to 8 September 2014	17 July 2014	Manila and Cebu (Philippines)

Executive Minutes with information on the purpose of the visit and the itinerary including details of meetings and activities being undertaken, supported by a comprehensive breakdown of costs, including flights and accommodation are sent to the Minister seeking approval. Approval has been provided by the Minister within the requested period.

1452. APRA officers have not accompanied the Minister and/or Parliamentary Secretary on their travel.

1453. For the period 2 June to 30 October 2014, the details of all air travel by officers of APRA is as follows:

	No. of Trips	Total Cost \$
Domestic	386	199,795
International	59	340,099
Provider booking fees	-	21,182
Department of Finance fees	-	122
Total	445	561,198

The travel relates to APRA's prudential regulation, supervision and support. Extracting the cost of accommodation, meals and other incidentals would require a substantial diversion of APRA's resources as the data sources are not in a form that makes this readily available.

a) – b) Ministerial approval to travel was sought and granted only in relation to the travel set out in 1451. Approvals were sought and granted with the timeframe set out in the Executive Minutes.

1454. Travel relates to APRA's prudential regulation, supervision and support activities. Provision of expected travel information is not readily available and would require a substantial diversion of APRA's resources to compile.