

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Additional Estimates 2015 - 2016

Agency - Asbestos Safety and Eradication Agency

Department of Employment Question No. EMSQ16-000281

Senator Ludwig provided in writing.

Question

ASEA - Travel costs

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 approved 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

- 1, 2, 3 and 4. In accordance with Resource Management Guide no. 405 (Official International Travel – Use Best Fare of the Day), issued by the Department of Finance in February 2015, the Minister is required to approve agency international travel where the estimated cost is between \$20,000 and \$50,000. International travel under \$20,000 is approved by the Secretary of the Department of Employment. The Resource Management Guide is available from the Department of Finance website at <http://www.finance.gov.au/sites/default/files/resource-management-guide-no-405.pdf>
5. Not applicable
6. No agency officers have accompanied the Minister and/or Parliamentary Secretary on their travel
7. The agency spent \$8,704.12 on travel expenses. The breakdown of expenses is: \$2,059.06 on accommodation; \$5,972.55 on airfares and \$672.51 on meals and incidentals. To provide the requested level of detail would require an unreasonable diversion of resources
8. Not applicable
9. Not applicable
10. The agency does not specifically budget or plan for individual travel. Travel is one cost of the agency's business of policy and programme administration. Travel is undertaken for a range of purposes, including to meet with stakeholders and to consult on government policies and programmes