

Senate Finance and Public Administration Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2013

Department/Agency: Office of the Inspector-General of Intelligence and Security

Outcome/Program: Outcome 1

Topic: Travel Costs

Senator: Ryan

Question reference number: 69

Type of question: Written

Date set by the committee for the return of answer: 2 April 2013

Number of pages:3

Question: For the financial year to date, please detail 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).

For the financial year to date, please detail 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 travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.

What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.

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.

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.

Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

Answer:

There was no travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel.

All travel undertaken by agency staff for the financial year to date (as at 31 January 2013), is as follows:

| Person Travelling & purpose of travel | Date | Cost (GST Ex) | Travel Type | Travel Allowance¹ | Accommodation | M/V Mileage Paid |
|--|-------------|----------------------|--------------------|-------------------------------------|----------------------|-------------------------|
| V Thom - Executive Learning Group | 5/8/12 | 311.60 | Economy | 848.00 | 0.00 | 0.00 |
| H Walsh - official travel Sydney | 24/8/12 | 186.84 | Economy | 0.00 | 0.00 | 0.00 |
| N Bryan - official travel Sydney | 24/8/12 | 186.84 | Economy | 0.00 | 0.00 | 0.00 |
| H Walsh – official travel Melbourne | 26/10/12 | 333.23 | Economy | 0.00 | 0.00 | 0.00 |
| Total | | 1,018.51 | | | | |

¹ Travel allowance includes components for accommodation, meals and incidentals

The following travel is planned for the remainder of the financial year:

| Person Travelling & purpose of travel | Date | Cost (GST Ex) | Travel Type | Travel Allowance | Accommodation | M/V Mileage Paid |
|--|-------------|----------------------|--------------------|-------------------------|----------------------|-------------------------|
| S Benbow – official travel Sydney | 7/03/13 | 400.00 | Economy | 0.00 | 0.00 | 0.00 |
| official travel Melbourne | 00/5/13 | 400.00 | Economy | 0.00 | 0.00 | 0.00 |
| M Gates – official travel Melbourne | 00/5/13 | 500.00 | Economy | 0.00 | 0.00 | 0.00 |
| Total | | 1,300.00 | | | | |

The following travel is planned for the remainder of the calendar year:

| Person Travelling & purpose of travel | Date | Cost (GST Ex) | Travel Type | Travel Allowance | Accommodation | M/V Mileage Paid |
|--|-------------|----------------------|--------------------|-------------------------|----------------------|-------------------------|
| S Benbow – official travel Sydney | 7/03/13 | 400.00 | Economy | 0.00 | 0.00 | 0.00 |
| official travel Melbourne | 00/5/13 | 400.00 | Economy | 0.00 | 0.00 | 0.00 |
| official travel Melbourne | 00/5/13 | 500.00 | Economy | 0.00 | 0.00 | 0.00 |
| official travel Sydney | 00/09/13 | 400.00 | Economy | 0.00 | 0.00 | 0.00 |
| Total | | 1,700.00 | | | | |

The agency follows the Government's Lowest Practical Fare travel policy for Official Domestic Air Travel (Finance Circular No. 2012/04) and Best Fare of the Day for International Official Air Travel (finance Circular No. 2012/05) guidelines.

This is monitored by the officer responsible for corporate management through monthly reports from the travel provider.

Lounge membership may be provided to employees at the discretion of the Inspector-General of Intelligence and Security based on the business requirement for frequent interstate travel. There have been no employees provided with lounge membership in this financial year to date (as at 31 January 2013).

SES employees in OIGIS do not have support or administrative staff travel with them.

OIGIS does not elect to offset emissions for employees work related travel.