

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

Outcome/Program: Outcome 1

Topic: Travel costs

Senator: Ryan

Question reference number: 114

Type of question: Written

Date set by the committee for the return of answer: 30 November 2012

Number of pages:2

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

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 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.

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 30 September 2012), 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
Total		685.28				

¹ Travel allowance includes components for accommodation, meals and incidentals

The agency follows 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.

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 30 September 2012).

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