



Australian Government

Independent Parliamentary
Expenses Authority

ipea
Independent Parliamentary
Expenses Authority



Independent Parliamentary Expenses Authority

Corporate Plan 2019–20



© Commonwealth of Australia 2019

This publication is available for your use under a [Creative Commons BY Attribution 3.0 Australia licence](https://creativecommons.org/licenses/by/3.0/au/legalcode), with the exception of the Commonwealth Coat of Arms, photographs, images, signatures and where otherwise stated. The full licence terms are available from <http://creativecommons.org/licenses/by/3.0/au/legalcode>.



Use of the Coat of Arms

The terms under which the Coat of Arms can be used are set out on the *It's an Honour* website (see www.itsanhonour.gov.au).

Contents

CEO's Introduction1

Our Purpose1

Operating Environment.....2

Capability2

Risk Oversight and Management.....2

Performance3



CEO's Introduction

As the CEO of the Independent Parliamentary Expenses Authority (IPEA), I am pleased to present for publication the IPEA Corporate Plan for 2019–20.

In a relatively short period of operation and with a new legislative framework that commenced on 1 January 2018, IPEA has established itself as an innovative and responsive organisation, committed to quality advice, reporting and assurance activities.

As IPEA evolves and learns, our priorities continue to be:

- Understanding the needs of our clients
- Developing and implementing best practice
- Balancing our administration, education and integrity roles.

The *Parliamentary Business Resources Act 2017* provides a principles based framework for parliamentarians' work and travel expenses. IPEA's role includes providing advice to parliamentarians and their staff on travel related work expenses and assessing whether the spending of Commonwealth funds on an individual's parliamentary business is within the framework.

I present this Corporate Plan under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Consistent with the requirements under subsection 35(1) of the PGPA Act, the plan covers the periods 2019–20 through to 2022–23. The plan provides an overview of our objectives, our environment, the resources we use and how we track progress as an independent statutory authority.

Annwyn Godwin

Chief Executive Officer

Independent Parliamentary Expenses Authority

1 July 2019



Our Purpose

IPEA has two important objectives, to provide:

1. Advice and administration for current and former parliamentarians and their staff on travel and travel related work expenses to support them in the exercise of their parliamentary functions and their respective roles.
2. Independent oversight of the work expenses accessed by current and former parliamentarians and their staff through our auditing and reporting functions.

IPEA is committed to delivering on our objectives by creating a culture of accountability and transparency in the provision and use of parliamentary work expenses.

Our approach is to tailor interventions—education, advice, reporting, compliance and enforcement—as appropriate. IPEA does this by:

- Providing general and personal advice to parliamentarians and their staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act) on travel expenses and allowances
- Monitoring parliamentarians and MOP(S) Act employees regarding travel expenses, allowances, and related expenses
- Administering travel expenses, allowances, and related expenses, including processing of these claims
- Educating parliamentarians and their staff and, raising awareness of the Parliamentary Business Resources framework
- Publically reporting on work expenses under the Parliamentary Business Resources framework
- Auditing work and travel expense claims.

Through these interventions, we aim to:

1. Advise, educate and raise awareness about the Parliamentary Business Resources framework and the principles to consider when making decisions about the use of taxpayer monies.
2. Assure the Australian public about the efficient, effective, economical and ethical use of taxpayer monies.

Operating Environment

The establishment of IPEA—an *independent* authority focusing on parliamentary *expenses*—reflects the dynamic external environment in which we operate.

By its very nature a parliamentary democracy consists of competing demands. In order to perform their role and support a healthy and functioning democracy, parliamentarians must engage with each other and engage with and meet constituents; this necessarily involves the expenditure of public resources. The Australian community must have confidence that these public resources are being expended, accessed and administered appropriately.

Capability

In delivering our objectives in this complex environment, we focus on:

- Assessing and updating our digital data and analytical capability as well as our governance infrastructure, to improve IPEA's administration, advisory, reporting and audit functions.
- Maintaining and fostering effective relationships with Commonwealth parliamentarians, and other stakeholders, including the broader Australian community and media by clearly communicating the value we add and how we add it.
- Developing and implementing corporate policies to support a well-trained, professional and client-focused workforce that attracts and retains talented, forward-thinking staff. Through our values-based leadership and our inclusive and diverse workforce, IPEA encourages a culture of collaboration, consultation and flexibility that is vital to a small organisation.

Risk Oversight and Management

As a statutory authority, the foundations of our governance are the *Independent Parliamentary Expenses Authority Act 2017*, the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), the *Public Service Act 1999*, and the *Australian Public Service Code of Conduct*.

IPEA has a two-step risk management strategy. This includes:

1. Aligning with the relevant legislative requirements of the PGPA Act and the Australian Government's expectations as described in the Commonwealth Risk Management Policy.
2. Embedding risk management thinking in our approach to conducting IPEA's business.

IPEA's risk management framework addresses the four important areas of stakeholders, services, employees, and business systems and support. Wherever possible, a proactive approach is preferred.

Within our operating environment we aim to innovatively pursue opportunities, adopt new technology consistently, achieve objectives and meet our responsibilities. The integrity of our people and the security and accuracy of the information we hold are critical to our success. IPEA has a low risk tolerance for:

- Dishonest, deceptive or fraudulent conduct
- The unauthorised disclosure of official information
- Dangers to the health, safety and wellbeing of IPEA's employees.



Performance

Consistent with the Portfolio Budget Statements 2019–20, IPEA's performance targets over the next four years are set out in the table below.

Year	Performance criteria	Targets
2019–20	Travel and Advice	
2020–21	<ul style="list-style-type: none"> Provide clear and timely advice to parliamentarians and MOP(S) staff on travel and related expenses. 	<ul style="list-style-type: none"> 95% of client contacts acknowledged within 24 hours and responded to within agreed service level standards.
2021–22		
2022–23	<ul style="list-style-type: none"> Accurate and timely processing of claims for travel expenses and allowances. 	<ul style="list-style-type: none"> 95% of payments will be made within agreed service level standards.
	Reporting	
	<ul style="list-style-type: none"> Increasing transparency through the compilation of reports detailing the work resources of current and former parliamentarians and the travel resources of MOP(S) staff. 	<ul style="list-style-type: none"> 100% of reports on parliamentary expenditure are compiled and published within agreed service level standards.
	Audit and Assurance	
	<ul style="list-style-type: none"> Auditing the work resources of parliamentarians and the travel resources of MOP(S) staff. 	<ul style="list-style-type: none"> 100% of audits of individual parliamentarian's expenses are being completed within agreed service level standards.

