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Australian Government  
Independent Parliamentary  
Expenses Authority

**ASSURANCE REVIEW MEMORANDUM – [2021/014]**

Office Requisites and Stationary accessed by Parliamentarians 1 March to 31 May 2021.

Date: 22 November 2021

To: Marc Roberts  
A/g Branch Manager, Transparency, Assurance & Legal

**RECOMMENDATION**

It is recommended that you:

- i. Note the contents of this assurance review and;
- ii. Accept the matter as closed and advise MaPS of the Konica Minolta toner transactions.

**NOTED & ACCEPTED / PLEASE DISCUSS**

*[Handwritten Signature]*  
Date: 23 November 2021  
Marc Roberts  
A/g Branch Manager  
Transparency, Assurance & Legal Branch

Prepared by:

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[Redacted Name]  
Date: 22 November 2021

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Reviewed by:

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**SCOPE**

1. The scope of this assurance review is office requisites and stationary ordered by parliamentarians through the contracted service provider (Complete Office Supplies (COS)) from 1 March to 31 May 2021.

## PURPOSE

2. This assurance review aims to:
  - ensure IPEA meets its 2020-21 target that *'all parliamentarians' offices are subject to one or more forms of assurance activities during the financial year in accordance with IPEA's published service level standards'*.
  - ensure the office requisites and stationary ordered by parliamentarians through COS were within 'office expenses' and appear to be for the conduct of a member's parliamentary business.

## BACKGROUND

3. As part of IPEA's assurance activities, IPEA conducts ongoing systematic checking of expenses through regular sampling of transactions, including:
  - short term self-drive hire cars by staff;
  - accommodation receipts available on request; and
  - Cabcharge usage.
4. During the 2020-21 financial year, travel by parliamentarians and their office's had decreased due to the COVID-19 pandemic.
5. Due to the decrease in travel, parliamentarians and their office's accessed Cabcharge and travel allowance outside of Canberra less than compared to previous financial years.
6. On 9 April 2021, 73 of 229 parliamentarians' offices had not had been subject to an assurance activity for the 2020-21 financial year.
7. 26 of these parliamentarians' offices were included in future post payment checks.
8. To ensure IPEA met its 2020-21 target, an assurance review into office requisites and stationary was conducted for the remaining 47 parliamentarians' offices.

## LEGISLATIVE FRAMEWORK

9. The relevant legislative includes:
  - *Parliamentary Business Resources Act 2017*
  - *Parliamentary Business Resources Regulations 2017*
    - Part 3—Work expenses and other public resources
      - 66 Office expenses  
(1) For the purposes of subsection 32(1) of the Act, expenses (the office expenses) for the following are prescribed for the conduct of a member's parliamentary business: ...  
... (i) office stationery and supplies; ...

ANALYSIS

10. The parliamentarians and the month they accessed office requisites and stationary were:

- March 2021:
  - i. Hon Kevin Andrews MP, Member for Menzies, Victoria
  - ii. Senator Catryna Bilyk, Senator for Tasmania
  - iii. Mr Russell Broadbent MP, Member for Monash, Victoria
  - iv. Senator Slade Brockman, Senator for Western Australia
  - v. Mr Josh Burns MP, Member for Macnamara, Victoria
  - vi. Hon Anthony Byrne MP, Member for Holt, Victoria
  - vii. Ms Lisa Chesters MP, Member for Bendigo, Victoria
  - viii. Senator Raff Ciccone, Senator for Victoria
  - ix. Ms Libby Coker MP, Member for Corangamite, Victoria
  - x. Hon Justine Elliot MP, Member for Richmond, New South Wales
  - xi. Mr Jason Falinski MP, Member for Mackellar, New South Wales
  - xii. Dr Mike Freeland MP, Member for Macarthur, New South Wales
  - xiii. Hon Andrew Gee MP, Minister for Decentralisation and Regional Education
  - xiv. Dr Helen Haines MP, Member for Indi, Victoria
  - xv. Ms Celia Hammond MP, Member for Curtin, Western Australia
  - xvi. Mr Chris Hayes MP, Member for Fowler, New South Wales
  - xvii. Ms Ged Kearney MP, Member for Cooper, Victoria
  - xviii. Mr Peter Khalil MP, Member for Wills, Victoria
  - xix. Mr Andrew Laming MP, Member for Bowman, Queensland
  - xx. Hon Dr Andrew Leigh MP, Member for Fenner, Australian Capital Territory
  - xxi. Ms Kristy McBain MP, Member for Eden-Monaro, New South Wales
  - xxii. Ms Emma McBride MP, Member for Dobell, New South Wales
  - xxiii. Senator Jim Molan AO DSC, Senator for New South Wales
  - xxiv. Ms Peta Murphy MP, Member for Dunkley, Victoria
  - xxv. Mr Ken O'Dowd MP, Member for Flynn, Queensland
  - xxvi. Ms Julie Owens MP, Member for Parramatta, New South Wales
  - xxvii. Ms Alicia Payne MP, Member for Canberra, Australian Capital Territory
  - xxviii. Mr Gavin Pearce MP, Member for Braddon, Tasmania
  - xxix. Mr Julian Simmonds MP, Member for Ryan, Queensland
  - xxx. Mr David Smith MP, Member for Bean, Australian Capital Territory
  - xxxi. Senator Marielle Smith, Senator for South Australia
  - xxxii. Ms Kate Thwaites MP, Member for Jagajaga, Victoria
  - xxxiii. Senator Larissa Waters, Senator for Queensland
  - xxxiv. Dr Anne Webster MP, Member for Mallee, Victoria
  - xxxv. Ms Anika Wells MP, Member for Lilley, Queensland
  - xxxvi. Mrs Lucy Wicks MP, Member for Robertson, New South Wales
  - xxxvii. Mr Terry Young MP, Member for Longman, Queensland
- April 2021:
  - i. Senator the Hon Eric Abetz, Senator for Tasmania
  - ii. Senator Katy Gallagher, Senator for Australian Capital Territory
  - iii. Hon Steve Irons MP, Member for Swan, Western Australia

## OFFICIAL

- iv. Ms Anne Stanley MP, Member for Werriwa, New South Wales
- v. Ms Susan Templeman MP, Member for Macquarie, New South Wales
- vi. Senator Lidia Thorpe, Senator for Victoria
- vii. Ms Maria Vamvakinou MP, Member for Calwell, Victoria

- May 2021:
  - i. Mrs Melissa McIntosh MP, Member for Lindsay, New South Wales
  - ii. Mr Rob Mitchell MP, Member for McEwen, Victoria
  - iii. Senator Tony Sheldon, Senator for New South Wales

11. There were nine (9) orders for Konica Minolta toner (eight (8) from Ms Kate Thwaites and one (1) from Senator Marielle Smith.

12. The Ministerial and Parliamentary Services (MaPS) website advises that *'consumables including toners and staples for Konica Minolta multi-function devices (MFDs) must be ordered through Konica Minolta'*.

### CONCLUSION

13. The total 177 transactions of office stationary and requisites ordered through COS were reviewed and were within 'office expenses' and appear to be for the conduct of a member's parliamentary business.
14. The Konica Minolta toner ordered through COS is still within the 'office expenses', however, administratively they should be ordered through Konica Minolta.
15. Following finalisation of this assurance review, IPEA will liaise with M&PS and advise of the toner ordered through COS by Ms Kate Thwaites and Senator Marielle Smith.