

Assessment Report
Cabcharge usage by Senator Hinch and his staff

NOTED / PLEASE DISCUSS

CEO IPEA: Leonie McGregor
Date:

Assessment Summary

Section 47F



No further action required

NOTED / PLEASE DISCUSS

IPEA to bring fifteen Cabcharge trips Senator Hinch's attention to consider whether they are in accordance with the rules regarding Car Transport provided for senators and members.

- | | |
|---|------------------|
| i. Two EFTPOS trips with no specific destinations | AGREE / DISAGREE |
| ii. Two EFTPOS trips with destinations within Melbourne | AGREE / DISAGREE |
| iii. Two hire car trips with passenger detailed as <small>Section 47F</small> | AGREE / DISAGREE |
| iv. Nine hire car trips with destinations within Melbourne | AGREE / DISAGREE |

A/g Assurance Director: Section 22
Date:

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Issues

In March 2017 Ministerial and Parliamentary Services (M&PS) became aware of concerns expressed

Section 47F

This matter has been transferred by M&PS to the Independent Parliamentary Expenses Authority (IPEA) as of 3 April 2017.

Assessment

This assessment relied upon Cabcharge data available to IPEA as of 5 April 2017.

Senator Hinch's Cabcharge Usage

Since being elected in August 2016, Senator Hinch has used Cabcharge for 42 trips in and around Melbourne. Thirty seven trips were provided by a hire car company whose invoices (at [Attachment A](#)) were paid for with three Cabcharge vouchers (at [Attachment B](#)) from Senator Hinch. Five separate trips were paid via Cabcharge EFTPOS (at [Attachment C](#)). In IPEA's assessment, up to 15 of Senator Hinch's Cabcharge trips may not be in accordance with rules regarding *Car Transport* provided for senators and members¹. IPEA proposes to bring these particular trips to the Senator's attention for his consideration and assessment. The fifteen instances of Cabcharge use to be discussed (at [Attachment E](#)) will be provided to IPEA Travel Advice Director, ^{Section 22} who will contact the Senator's office.

Senator Hinch's Cabcharge Usage - EFTPOS

When a Cabcharge card's EFTPOS facility is used, Cabcharge is provided with specific information about that travel, such as the locations and time. As is routine, Cabcharge transfers this data to IPEA for processing purposes.

Senator Hinch used Cabcharge EFTPOS for five trips in Melbourne, detailed in Table 1.

Table 1

Date	From	To	Cost: (incl. Cabcharge Fee & GST)
31/10/2016	Southbank	South Yarra	\$15.12
11/11/2016	West Melbourne	South Yarra	\$16.17
30/01/2017	Wangaratta	Beechworth	\$81.79
30/01/2017	HOME	HOSPITAL	\$9.24
30/01/2017	HOME	HOME	\$14.59

Senators and members are, within prescribed limits, provided with car transport at Australian Government expense when travelling on parliamentary business. Clause 4.1 (c) of *Remuneration Tribunal Determination 2012/04*, is a limit which specifies that car transport is not provided for use 'within the city in which a senator or member resides or has an electorate office'.

Clauses 4.1 (a) and (d) provides allowance for travel for the purpose of *Parliamentary committee business* and *direct travel between (the Senator's) home base, electorate office or place of business and the nearest airport*.

Senator Hinch's electorate office is in Melbourne and therefore his allowance for car transport in Melbourne is limited to the prescribed travel as detailed above in Clauses 4.1 (a) and (d).

¹ Part 4 – Car Transport, *Remuneration Tribunal Determination 2012/04* (at [Attachment D](#))

The first two trips of Table 1, on 31 October and 11 November 2016, are both within Melbourne and did not travel to the airport or any scheduled Parliamentary committee business. **It would appear these two trips are not in accordance with the applicable rules. IPEA proposes to bring these trips to the attention of the Senator for his consideration.**

The fourth and fifth trips detailed on Table 1 are not assessable as the location information provided by the Cabcharge system is generic and possibly does not reflect the travel that occurred. **IPEA proposes to discuss this travel with the Senator to allow for clarification.**

The Senator's third trip on the table above, from Wangaratta to Beechworth, is not of concern as travel to regional areas is permitted. Clause 4.1 (c) of Determination 2012/04 allows for car transport use *between other capital cities and regional centres* for Parliamentary or electorate purposes.

Senator Hinch's only other Cabcharge EFTPOS use was four trips in Canberra. This travel is not of concern as Clause 4.1 (b) of the Determination provides for Senators and Members to access car transport in Canberra whilst they travel on Parliamentary business.

The Senator has received a payment in lieu of a PPV which he can access, at his discretion, for travel to service his electorate.

Senator Hinch's Cabcharge Usage - Vouchers

Manual vouchers are provided by Cabcharge for use in the event that a hire car or taxi does not have a functional EFTPOS machine. Vouchers are a less preferred option for processing payment, by both Cabcharge and IPEA, as they have an inherently higher risk than EFTPOS.

Cabcharge vouchers are intended to be used for individual occasions of travel as the voucher is designed to record the location, times and cost of particular trips. Senator Hinch has used three vouchers to pay for three invoices which incorporate 49 separate hire car trips. M&PS provides guidelines for the use of Cabcharge in the 'Senators & Members Entitlements Handbook' at [Attachment F](#).

These three vouchers (Attachment B), provided to M&PS from Cabcharge, had very little information about the specific travel they were paying for. The significant cost of these vouchers led, initially M&PS and then IPEA to contact Senator Hinch's office seeking more information regarding the travel related to these vouchers. The Senator's office subsequently provided three hire car invoices detailing all travel being paid for by the vouchers (Attachment A).

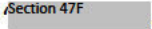

Two of the invoices have been annotated by the Senator's office, identifying trips which are, in the Senator's judgment, personal rather than parliamentary in nature. Six trips were identified as 'personal', totalling \$863.00. IPEA notes that this notation indicates a process of assessment by the Senator that lends confidence to the implied purpose of other trips, such as travel to and from the airport. The amounts paid by the vouchers are only for travel which has not been identified as being personal.

Hire car trips, excluding those self-identified as 'personal', are summarised in the following table.

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Table 2

Invoice No.	Invoice date	No. of Trips	Voucher No	Voucher Date	Cost
1610-A01	14-Nov-16	15	0705361	21-Dec-16	\$2,443.00
1611-A01	07-Jan-17	11	0705364	24-Jan-17	\$1,113.00
1612-A01	07-Jan-17	11	0705363	24-Jan-17	\$1,034.00


Twenty five of the trips detailed on the invoices involve travel to or from the airport. This travel does not appear to be outside of the rules apart from two trips for a passenger recorded as ^{Section 47F} . ^{Section 47F}  does not appear to be a designated/nominated person or a member of the Senator's staff. IPEA proposes to bring these two trips to the Senator's attention to allow for clarification.


Additionally, there are nine other trips which, similar to the EFTPOS travel identified above, appears to be in contravention of Clause 4.1 (c) of the Determination regarding travel within ones electorate. IPEA proposes to bring these trips to the Senator's attention for his further consideration.


There are two trips detailed as to and from Shepparton which are not of concern as travel to regional areas is permitted.

Senator Hinch's Staff Cabcharge Usage

^{Section 47F} 

Senator Hinch has been provided with eight staff since being elected. All but one has had some record of Cabcharge use. The staff initially made minor reimbursement claims for taxi travel as they did not immediately receive their Cabcharge cards upon their employment. This travel has not been assessed as minor reimbursements require certification and receipts from the claimant and additionally, ^{Section 47F} 

IPEA's assessment of the seven relevant staff members found 243 instances of Cabcharge use. The ^{Section 47F} 

From information available to IPEA, only the city specific location of the staff members could be determined if they accessed scheduled flights. This was compared to the general location of Cabcharge use. The tables used for this comparisons are provided at [Attachment G](#). The Cabcharge usage was consistent with the expected locations of the staff members as indicated by their flights. ^{Section 47F} 

The Cabcharge use by the Senator's staff is consistent with the expected pattern of use by electorate staff members of a Victorian Senator.

Background

Transfer of this Matter to IPEA from M&PS (Department of Finance)

This assessment was initiated by the Business Assurance Coordination Branch of M&PS and transferred to IPEA on 3 April 2017.

Section 47F



IPEA Cabcharge Checking Process

Senator Hinch's office is scheduled to be included in IPEA's June Cabcharge Checking Process. This process will provide the Senator's office with all available Cabcharge usage in May for certification. The office is not currently aware of this schedule, as the sampling is random and not disclosed to Senators and Members.

Section 22



12 April 2017



Australian Government
Independent Parliamentary
Expenses Authority

Section 22 [Redacted]

Noted.

18.04.17.

Travel and related work expenses – Section 47F [Redacted]
Assessment of the use of flights, Travelling Allowance and Cabcharge

Issues

Section 47F [Redacted]

This matter has been transferred to the Independent Parliamentary Expenses Authority (IPEA) as of 3 April 2017.

Assessment

Business Class Flights

Section 47F [Redacted]

IPEA reviewed all flights that Section 47F [Redacted] accessed through his staff entitlement since being employed in Senator Hinch’s office. There were no cases of business class travel.

- 61 flights from/to Sydney, Melbourne and Canberra
- 51 economy flights and 10 discount economy flights

Remuneration Tribunal Determination 2016/20 provides guidance on the class of travel available to employees.

Employees, other than senior staff, who are required by the employing Senator or Member to travel on official business by air.....are entitled to a fare which shall not exceed the cost of an economy class airfare

A table of all flights and their relevant classes is at Attachment A.

Travelling Allowance

Section 47F [Redacted]

Since being employed in August 2016, Section 47F [Redacted] has made 23 Travelling Allowance claims. Eleven of those claims were in Canberra and twelve in Melbourne. Section 47F [Redacted]

Section 47F [Redacted] frequent travel to Canberra and Melbourne is expected as an Advisor to a Melbourne based Senator. Section 47F [Redacted] Travelling Allowance claims in Canberra consistently matched Parliamentary sitting periods.

Section 47F travel locations, as indicated by flight information provided by FCM, are consistent on all occasions with the locations of his Travelling Allowance claims.

Section 47F Travelling Allowance claims, held by IPEA as of 17 March 2017, are provided at Attachment B. All Section 47F combined chronological travel and Travelling Allowance data, as of 17 March 2017, is at Attachment C.

Accessing Work Expenses for Personal Business

Section 47F

Section 5.9.1 of the *Senators and Members Handbook* (see Attachment D) is provided as guidance to employing Senators and Members regarding community expectations for the responsibilities of MOP(S) Act employees, including potential conflict of interest and obtaining benefits. It is the responsibility of the employing Senator or Member to consider these matters.

Domestic travel by MOP(S) staff may only occur for official business at the direction of the employing Senator or Member as set out in Determination 2016/20 made under the MOP(S) Act (see Attachment E). IPEA's assessment of Section 47F travel work expense usage found a pattern that is consistent with Parliamentary sitting periods and the travel expected of an Advisor to a Melbourne based Senator.

Prior to December 2016 Section 47F use of his travel work expense had followed this recognisable pattern. The pattern of his usage had on nearly all occasions, prior to this period, involved trips with both flights and Travelling Allowance claims. In December 2016 Section 47F flew on twelve occasions, primarily between Sydney and Melbourne, with no accompanying Travelling Allowance.

Due to this change in pattern M&PS sought confirmation from Senator Hinch that this travel was at the direction of the Senator. In a meeting with Section 22 (M&PS Advice and Support Director) and Deesiree Kauflin (A/g AS Advice and Support Branch) on 21 March 2017, Senator Hinch confirmed that he was not concerned about Section 47F December 2016 travel, as Mr Section 47F had been working from the Melbourne Electorate Office and commented that there were no Travelling Allowance claims as Section 47F was staying with a friend in Melbourne.

IPEA notes that on some previous and subsequent travel to Melbourne, Section 47F has accessed the non-commercial Travelling Allowance rate which is appropriate for staff using accommodation provided by friends or other non-commercial arrangements. IPEA acknowledges that it is not a requirement for staff to claim allowances they may be entitled to.

Cabcharge misuse

Section 47F

Senator. As such, a separate assessment is being undertaken by IPEA of all Cabcharge usage by the Senator and his staff. This part of Section 47F assessment will be updated to reflect the outcome of the assessment of the Cabcharge use of the Senator and his staff.

Background

Section 47F

Section 47F

Employment

Section 47F

Transfer of this Matter to IPEA from M&PS (Department of Finance)

This assessment was initiated by the Business Assurance Coordination Branch of M&PS and transferred to IPEA on 3 April 2017.

Assessment of Business Card Use

On 17 March 2017 M&PS undertook an assessment of ^{Section 47F} alleged use of an official business card while working on personal business. M&PS assessment concluded that no further action was required as no business cards had been printed under entitlement. Any perceived conflict of interest is a matter for Senator Hinch.

Section 22

6 April 2017

Action: NFA	
Signed: ^{Section 22}	Date: 6.4.17

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Flights taken by Section 47F (Office: Senator Hinch)
August 2016 - March 2017

ATTACHMENT A

Office	Entitlement	Work/ Home Base	Role	Entitlement Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Supplier	Amount (GST Exclusive)	Flight Number	Accommodation Type/Class
HINCH, Derryn Nigel	Section 47F	Sydney, NSW	Personal Staff	15/08/2016	7:15 PM	Sydney	15/08/2016	8:50 PM	Melbourne	Qantas Airways	\$448.57	QF0493	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	19/08/2016	5:00 PM	Melbourne	19/08/2016	6:25 PM	Sydney	Qantas Airways	\$448.57	QF0452	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	22/08/2016	8:15 AM	Sydney	22/08/2016	9:15 AM	Canberra	Qantas Airways	\$334.35	QF1513	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	25/08/2016	3:00 PM	Canberra	25/08/2016	3:55 PM	Sydney	Qantas Airways	\$334.35	QF1476	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	29/08/2016	10:45 AM	Sydney	29/08/2016	11:40 AM	Canberra	Qantas Airways	\$334.35	QF1473	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	2/09/2016	2:05 PM	Canberra	2/09/2016	3:00 PM	Sydney	Qantas Airways	\$334.35	QF1480	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/09/2016	10:00 AM	Sydney	5/09/2016	10:55 AM	Canberra	Qantas Airways	\$334.35	QF1471	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/09/2016	5:00 PM	Canberra	5/09/2016	6:10 PM	Melbourne	Qantas Airways	\$416.12	QF0819	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/09/2016	2:00 PM	Melbourne	9/09/2016	3:25 PM	Sydney	Qantas Airways	\$448.57	QF0438	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	11/09/2016	7:15 PM	Sydney	11/09/2016	8:10 PM	Canberra	Qantas Airways	\$334.35	QF1495	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	16/09/2016	8:30 AM	Canberra	16/09/2016	9:25 AM	Sydney	Qantas Airways	\$334.35	QF1462	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	20/09/2016	6:00 PM	Sydney	20/09/2016	7:35 PM	Melbourne	Qantas Airways	\$448.57	QF0459	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	23/09/2016	11:00 AM	Melbourne	23/09/2016	12:25 PM	Sydney	Qantas Airways	\$448.57	QF0426	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	27/09/2016	4:30 PM	Sydney	27/09/2016	6:05 PM	Melbourne	Qantas Airways	\$448.57	QF0449	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	30/09/2016	5:30 AM	Melbourne	30/09/2016	10:55 AM	Sydney	Qantas Airways	\$448.57	QF0420	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	4/10/2016	8:45 AM	Sydney	4/10/2016	10:20 AM	Melbourne	Qantas Airways	\$448.57	QF0461	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/10/2016	9:30 AM	Melbourne	5/10/2016	10:55 AM	Sydney	Qantas Airways	\$448.57	QF0420	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	16/10/2016	6:40 PM	Sydney	16/10/2016	7:40 PM	Canberra	Qantas Airways	\$334.35	QF1525	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	19/10/2016	8:00 AM	Canberra	19/10/2016	8:55 AM	Sydney	Qantas Airways	\$334.35	QF1514	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	24/10/2016	1:00 PM	Sydney	24/10/2016	2:35 PM	Melbourne	Qantas Airways	\$448.57	QF0435	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	28/10/2016	8:00 AM	Melbourne	28/10/2016	9:25 AM	Sydney	Qantas Airways	\$448.57	QF0414	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	30/10/2016	7:30 PM	Sydney	30/10/2016	9:05 PM	Melbourne	Qantas Airways	\$448.57	QF0467	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	1/11/2016	10:30 AM	Melbourne	1/11/2016	11:35 AM	Canberra	Qantas Airways	\$416.12	QF1528	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	2/11/2016	9:00 AM	Canberra	2/11/2016	10:10 AM	Melbourne	Qantas Airways	\$416.12	QF0811	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/11/2016	9:00 AM	Melbourne	5/11/2016	10:25 AM	Sydney	Qantas Airways	\$448.57	QF0418	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	6/11/2016	6:40 PM	Sydney	6/11/2016	7:40 PM	Canberra	Qantas Airways	\$334.35	QF1525	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/11/2016	10:50 AM	Canberra	9/11/2016	12:00 PM	Melbourne	Qantas Airways	\$159.19	QF0853	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	11/11/2016	7:20 AM	Melbourne	11/11/2016	8:25 AM	Canberra	Qantas Airways	\$416.12	QF0804	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	11/11/2016	2:00 PM	Canberra	11/11/2016	2:55 PM	Sydney	Qantas Airways	\$334.35	QF1480	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	13/11/2016	4:30 PM	Sydney	13/11/2016	6:05 PM	Melbourne	Qantas Airways	\$448.57	QF1471	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	18/11/2016	5:00 PM	Melbourne	18/11/2016	6:25 PM	Sydney	Qantas Airways	\$448.57	QF0452	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	24/11/2016	9:00 AM	Sydney	24/11/2016	9:55 AM	Canberra	Qantas Airways	\$334.35	QF1467	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	25/11/2016	12:15 PM	Canberra	25/11/2016	1:10 PM	Sydney	Qantas Airways	\$334.35	QF1474	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	29/11/2016	2:00 PM	Sydney	29/11/2016	3:35 PM	Melbourne	Qantas Airways	\$448.57	QF0439	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	30/11/2016	12:00 PM	Melbourne	30/11/2016	1:25 PM	Sydney	Qantas Airways	\$448.57	QF0430	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	1/12/2016	9:55 AM	Sydney	1/12/2016	10:50 AM	Canberra	Qantas Airways	\$334.35	QF1471	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	2/12/2016	11:15 AM	Canberra	2/12/2016	12:10 PM	Sydney	Qantas Airways	\$334.35	QF1472	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/12/2016	12:00 PM	Sydney	5/12/2016	1:35 PM	Melbourne	Qantas Airways	\$448.57	QF0431	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	6/12/2016	4:00 PM	Melbourne	6/12/2016	5:25 PM	Sydney	Qantas Airways	\$448.57	QF0446	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	7/12/2016	2:30 PM	Sydney	7/12/2016	4:05 PM	Melbourne	Qantas Airways	\$448.57	QF0441	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/12/2016	1:00 PM	Melbourne	9/12/2016	2:25 PM	Sydney	Qantas Airways	\$448.57	QF0434	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	11/12/2016	10:00 PM	Sydney	11/12/2016	11:35 PM	Melbourne	Qantas Airways	\$153.78	QF0497	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	13/12/2016	9:30 AM	Melbourne	13/12/2016	10:55 AM	Sydney	Qantas Airways	\$448.57	QF0420	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	14/12/2016	7:45 AM	Sydney	14/12/2016	9:20 AM	Melbourne	Qantas Airways	\$448.57	QF0413	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	16/12/2016	12:30 PM	Melbourne	16/12/2016	1:55 PM	Sydney	Qantas Airways	\$448.57	QF0432	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	18/12/2016	6:00 PM	Sydney	18/12/2016	7:35 PM	Melbourne	Qantas Airways	\$448.57	QF0459	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	20/12/2016	5:30 PM	Melbourne	20/12/2016	6:55 PM	Sydney	Qantas Airways	\$153.78	QF0454	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	21/12/2016	12:00 PM	Sydney	21/12/2016	12:55 PM	Canberra	Qantas Airways	\$117.83	QF1419	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	21/12/2016	5:05 PM	Canberra	21/12/2016	6:00 PM	Sydney	Qantas Airways	\$117.83	QF1520	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	10/01/2017	9:00 AM	Sydney	10/01/2017	10:35 AM	Melbourne	Qantas Airways	\$154.28	QF0149	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	10/01/2017	3:00 PM	Melbourne	10/01/2017	4:25 PM	Sydney	Qantas Airways	\$449.33	QF0442	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	29/01/2017	4:00 PM	Sydney	29/01/2017	5:35 PM	Melbourne	Qantas Airways	\$154.28	QF0447	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	2/02/2017	5:00 PM	Melbourne	2/02/2017	6:25 PM	Sydney	Qantas Airways	\$449.33	QF0452	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	6/02/2017	11:25 AM	Sydney	6/02/2017	12:20 PM	Canberra	Qantas Airways	\$341.03	QF1425	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/02/2017	10:44 AM	Canberra	9/02/2017	11:54 AM	Melbourne	Qantas Airways	\$159.19	QF2131	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/02/2017	5:45 PM	Melbourne	9/02/2017	6:50 PM	Canberra	Qantas Airways	\$257.62	QF1536	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	10/02/2017	6:15 AM	Canberra	10/02/2017	7:25 AM	Melbourne	Qantas Airways	\$422.03	QF0795	Economy
HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	17/02/2017	1:00 PM	Canberra	17/02/2017	1:55 PM	Sydney	Qantas Airways	\$354.03	QF1478	Economy
HINCH, Derryn Nigel		Sydney, NSW	Electorate Staff	19/02/2017	6:00 PM	Sydney	19/02/2017	7:35 PM	Melbourne	Qantas Airways	\$154.28	QF0459	Discount Econ
HINCH, Derryn Nigel		Sydney, NSW	Electorate Staff	23/02/2017	3:00 PM	Melbourne	23/02/2017	4:25 PM	Sydney	Qantas Airways	\$467.07	QF0442	Economy
HINCH, Derryn Nigel		Sydney, NSW	Electorate Staff	3/03/2017	4:20 PM	Canberra	3/03/2017	5:15 PM	Sydney	Qantas Airways	\$118.33	QF1428	Discount Econ

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 Travelling Allowance - Section 47F (Office: Senator Hinch)
 August 2016 - March 2017

ATTACHMENT B

EMS Module	Office	Office State	Entitlee	Work / Home Base	Role	Entitlement Date	Reference	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount (GST Exclusive)	# Nights	Adjusted to # Nights	Accommodation Type/Class	Receipt Status/Status	Entitlement Name
Staff Travel Allowance	HINCH, Derryn Nigel	VIC	Section 47F	Sydney, NSW	Personal Staff	15/08/2016	389359 (Acq)	15/08/2016	8:00 PM	Sydney	15/08/2016	9:50 PM	Melbourne	\$1,152.00	4		Commercial	Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	22/08/2016	389360 (Acq)	22/08/2016	8:00 AM	Sydney	22/08/2016	9:15 AM	Canberra	\$789.00	3		Canberra		TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	29/08/2016	389831 (Acq)	29/08/2016	10:45 AM	Sydney	29/08/2016	11:40 AM	Canberra	\$1,064.00	4		Canberra		TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	5/09/2016	389838 (Acq)	5/09/2016	5:00 PM	Canberra	5/09/2016	6:10 PM	Melbourne	\$96.00	1		Non-Commercial		TA - Non-commercial travel other than Canberra - Personal employees (ETTA13)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	6/09/2016	389838 (Acq)	6/09/2016	10:00 AM	Melbourne	6/09/2016	11:00 AM	Melbourne	\$864.00	3		Commercial	Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	11/09/2016	390144 (Acq)	11/09/2016	7:55 PM	Sydney	11/09/2016	8:10 PM	Canberra	\$1,330.00	5		Canberra		TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	20/09/2016	390545 (Acq)	20/09/2016	6:00 PM	Sydney	20/09/2016	7:25 PM	Melbourne	\$864.00	3		Commercial	Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	9/10/2016	392701 (Acq)	9/10/2016	3:00 PM	Seven Hills	9/10/2016	6:00 PM	Canberra	\$1,330.00	7	5	Canberra		TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	16/10/2016	392274 (Acq)	16/10/2016	6:40 PM	Sydney	16/10/2016	7:40 PM	Canberra	\$798.00	3		Canberra		TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	24/10/2016	392435 (Acq)	24/10/2016	1:00 PM	Sydney	24/10/2016	2:35 PM	Melbourne	\$1,152.00	4		Commercial	Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	30/10/2016	393424 (Acq)	30/10/2016	7:30 PM	Sydney	30/10/2016	9:05 PM	Melbourne	\$576.00	2		Commercial	Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	1/11/2016	393424 (Acq)	1/11/2016	11:25 AM	Melbourne	1/11/2016	12:35 PM	Canberra	\$266.00	1		Canberra		TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	2/11/2016	393424 (Acq)	2/11/2016	9:00 AM	Canberra	2/11/2016	10:10 AM	Melbourne	\$864.00	3		Commercial	Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	6/11/2016	393423 (Acq)	6/11/2016	6:40 PM	Sydney	6/11/2016	7:40 PM	Canberra	\$798.00	3		Canberra		TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	9/11/2016	393423 (Acq)	9/11/2016	10:50 AM	Canberra	9/11/2016	12:00 PM	Melbourne	\$576.00	2		Commercial	Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	13/11/2016	394977 (Acq)	13/11/2016	5:00 PM	Sydney	13/11/2016	6:35 PM	Melbourne	\$1,440.00	5		Commercial	Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	24/11/2016	395312 (Acq)	24/11/2016	9:00 AM	Sydney	24/11/2016	9:55 AM	Canberra	\$266.00	1		Canberra		TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	29/11/2016	395313 (Acq)	29/11/2016	2:00 PM	Sydney	29/11/2016	3:35 PM	Melbourne	\$288.00	1		Commercial	Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Personal Staff	1/12/2016	394985 (Acq)	1/12/2016	9:55 AM	Sydney	1/12/2016	10:50 AM	Canberra	\$266.00	1		Canberra		TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Electorate Staff	6/02/2017	397785 (Acq)	6/02/2017	9:55 AM	Sydney	6/02/2017	10:50 AM	Canberra	\$1,064.00	4		Canberra		TA - Electorate employees (ETTA21)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Electorate Staff	13/02/2017	397785 (Acq)	13/02/2017	8:00 AM	Melbourne	13/02/2017	9:00 AM	Canberra	\$1,064.00	4		Canberra		TA - Electorate employees (ETTA21)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Electorate Staff	19/02/2017	397770 (Adv)	19/02/2017	6:00 PM	Sydney	19/02/2017	7:35 PM	Melbourne	\$864.00	3		Commercial		TA - Electorate employees (ETTA21)
Staff Travel Allowance	HINCH, Derryn Nigel	VIC		Sydney, NSW	Electorate Staff	22/02/2017	397770 (Adv)	22/02/2017	8:00 AM	Melbourne	22/02/2017	9:00 AM	Melbourne	\$96.00	1		Non-Commercial		TA - Electorate employees (ETTA21)

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EMS Module	Office	Entitlee	Work / Home Base	Role	Entitlement Date	Reference	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount (GST Exclusive)	# Nights/Leg/Total KM's	Adjusted to # Nights/Flight Number/Vehicle Details	Accommodation Type/Class	Itinerary Code	Receipt Status/Status	Entitlement Name
Staff Travel Allowance	HINCH, Derryn Nigel	Section 47F	Sydney, NSW	Personal Staff	15/08/2016	389359 (Acq)	15/08/2016	8:00 PM	Sydney	15/08/2016	9:50 PM	Melbourne	\$1152.00	4		Commercial		Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	15/08/2016	FCM54417237	15/08/2016	7:15 PM	Sydney	15/08/2016	8:50 PM	Melbourne	\$448.57	1	QF0493	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	19/08/2016	FCM54534506	19/08/2016	5:00 PM	Melbourne	19/08/2016	6:25 PM	Sydney	\$448.57	1	QF0452	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	22/08/2016	389360 (Acq)	22/08/2016	8:00 AM	Sydney	22/08/2016	9:15 AM	Canberra	\$789.00	3		Canberra			TA - in Canberra - Personal employees (ETTA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	22/08/2016	FCM54549223	22/08/2016	6:15 AM	Sydney	22/08/2016	9:15 AM	Canberra	\$334.35	1	QF1513	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	25/08/2016	FCM54663071	25/08/2016	3:00 PM	Canberra	25/08/2016	3:55 PM	Sydney	\$334.35	1	QF1476	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	29/08/2016	389881 (Acq)	29/08/2016	10:45 AM	Sydney	29/08/2016	11:40 AM	Canberra	\$1064.00	4		Canberra			TA - in Canberra - Personal employees (ETTA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	29/08/2016	FCM54715562	29/08/2016	10:45 AM	Sydney	29/08/2016	11:40 AM	Canberra	\$334.35	1	QF1473	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	2/09/2016	FCM54859286	2/09/2016	2:05 PM	Canberra	2/09/2016	3:00 PM	Sydney	\$334.35	1	QF1460	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/09/2016	389888 (Acq)	5/09/2016	5:00 PM	Canberra	5/09/2016	6:10 PM	Melbourne	\$96.00	1		Non-Commercial			TA - Non-commercial travel other than Canberra - Personal employees (ETTA13)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/09/2016	FCM54879910	5/09/2016	10:00 AM	Sydney	5/09/2016	10:55 AM	Canberra	\$334.35	1	QF1471	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/09/2016	FCM54901621	5/09/2016	5:00 PM	Canberra	5/09/2016	6:10 PM	Melbourne	\$416.12	1	QF0819	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	6/09/2016	389888 (Acq)	6/09/2016	10:00 AM	Melbourne	6/09/2016	11:00 AM	Melbourne	\$864.00	3		Commercial		Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/09/2016	FCM55005649	9/09/2016	2:00 PM	Melbourne	9/09/2016	3:25 PM	Sydney	\$448.57	1	QF0430	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	11/09/2016	390144 (Acq)	11/09/2016	7:55 PM	Sydney	11/09/2016	8:10 PM	Canberra	\$1,330.00	5		Canberra			TA - in Canberra - Personal employees (ETTA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	11/09/2016	FCM55028319	11/09/2016	7:15 PM	Sydney	11/09/2016	8:10 PM	Canberra	\$334.35	1	QF1495	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	16/09/2016	FCM55051466	16/09/2016	8:30 AM	Canberra	16/09/2016	9:25 AM	Sydney	\$334.35	1	QF1462	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	20/09/2016	390645 (Acq)	20/09/2016	6:00 PM	Sydney	20/09/2016	7:25 PM	Melbourne	\$864.00	3		Commercial		Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	20/09/2016	FCM55241058	20/09/2016	6:00 PM	Sydney	20/09/2016	7:35 PM	Melbourne	\$448.57	1	QF0459	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	23/09/2016	FCM55101769	23/09/2016	11:00 AM	Melbourne	23/09/2016	12:25 PM	Sydney	\$448.57	1	QF0426	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	27/09/2016	FCM55387496	27/09/2016	4:30 PM	Sydney	27/09/2016	6:05 PM	Melbourne	\$448.57	1	QF0449	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	30/09/2016	FCM55467166	30/09/2016	9:30 AM	Melbourne	30/09/2016	10:55 AM	Sydney	\$448.57	1	QF0420	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	4/10/2016	FCM55514522	4/10/2016	8:45 AM	Sydney	4/10/2016	10:20 AM	Melbourne	\$448.57	1	QF0461	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/10/2016	FCM55546942	5/10/2016	9:30 AM	Melbourne	5/10/2016	10:55 AM	Sydney	\$448.57	1	QF0420	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/10/2016	392701 (Acq)	9/10/2016	3:00 PM	Seven Hills	9/10/2016	6:00 PM	Canberra	\$1,330.00	7		Canberra			TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/10/2016	392701 (Acq)	9/10/2016	3:00 PM	Seven Hills	9/10/2016	6:00 PM	Canberra	\$352.80	560	Audi - A4 - APD63Q				MVA - Personal employees (ETPV11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	16/10/2016	392274 (Acq)	16/10/2016	6:40 PM	Sydney	16/10/2016	7:40 PM	Canberra	\$798.00	3		Canberra			TA - in Canberra - Personal employees (ETTA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	16/10/2016	FCM55815000	16/10/2016	6:40 PM	Sydney	16/10/2016	7:40 PM	Canberra	\$334.35	1	QF1525	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	16/10/2016	392701 (Acq)	16/10/2016	8:00 AM	Canberra	16/10/2016	11:00 AM	Seven Hills			Audi - A4 - APD63Q			MVA - Personal employees (ETPV11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	19/10/2016	FCM55872645	19/10/2016	8:00 AM	Canberra	19/10/2016	8:55 AM	Sydney	\$334.35	1	QF1514	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	24/10/2016	392435 (Acq)	24/10/2016	1:00 PM	Sydney	24/10/2016	2:35 PM	Melbourne	\$1,152.00	4		Commercial		Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	24/10/2016	FCM5592730	24/10/2016	1:00 PM	Sydney	24/10/2016	2:35 PM	Melbourne	\$448.57	1	QF0435	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	28/10/2016	FCM56127131	28/10/2016	8:00 AM	Melbourne	28/10/2016	9:25 AM	Sydney	\$448.57	1	QF0414	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	30/10/2016	393424 (Acq)	30/10/2016	7:30 PM	Sydney	30/10/2016	9:05 PM	Melbourne	\$576.00	2		Commercial		Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	30/10/2016	FCM56164510	30/10/2016	7:30 PM	Sydney	30/10/2016	9:05 PM	Melbourne	\$448.57	1	QF0467	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	1/11/2016	393424 (Acq)	1/11/2016	11:25 AM	Melbourne	1/11/2016	12:35 PM	Canberra	\$266.00	1		Canberra			TA - in Canberra - Personal employees (ETTA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	1/11/2016	FCM56207056	1/11/2016	10:30 AM	Melbourne	1/11/2016	11:35 AM	Canberra	\$416.12	1	QF1528	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	2/11/2016	393424 (Acq)	2/11/2016	9:00 AM	Canberra	2/11/2016	10:10 AM	Melbourne	\$864.00	3		Commercial		Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	2/11/2016	FCM56234975	2/11/2016	9:00 AM	Canberra	2/11/2016	10:10 AM	Melbourne	\$416.12	1	QF0811	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	5/11/2016	FCM56333367	5/11/2016	9:00 AM	Melbourne	5/11/2016	10:25 AM	Sydney	\$448.57	1	QF0416	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	6/11/2016	393423 (Acq)	6/11/2016	6:40 PM	Sydney	6/11/2016	7:40 PM	Canberra	\$798.00	3		Canberra			TA - in Canberra - Personal employees (ETTA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	6/11/2016	FCM56333831	6/11/2016	6:40 PM	Sydney	6/11/2016	7:40 PM	Canberra	\$334.35	1	QF1525	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/11/2016	393423 (Acq)	9/11/2016	10:50 AM	Canberra	9/11/2016	12:00 PM	Melbourne	\$576.00	2		Commercial		Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/11/2016	FCM56415365	9/11/2016	10:50 AM	Canberra	9/11/2016	12:00 PM	Melbourne	\$159.19	1	QF0853	Discount Econ	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	11/11/2016	FCM56474600	11/11/2016	7:20 AM	Melbourne	11/11/2016	8:25 AM	Canberra	\$416.12	1	QF0804	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	11/11/2016	FCM56490771	11/11/2016	2:00 PM	Canberra	11/11/2016	2:55 PM	Sydney	\$334.35	1	QF1480	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	13/11/2016	394977 (Acq)	13/11/2016	5:00 PM	Sydney	13/11/2016	6:35 PM	Melbourne	\$1,440.00	5		Commercial		Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	13/11/2016	FCM56512680	13/11/2016	4:30 PM	Sydney	13/11/2016	6:05 PM	Melbourne	\$448.57	1	QF0449	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	18/11/2016	FCM56658552	18/11/2016	5:00 PM	Melbourne	18/11/2016	6:25 PM	Sydney	\$448.57	1	QF0452	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	24/11/2016	395312 (Acq)	24/11/2016	9:00 AM	Sydney	24/11/2016	9:55 AM	Canberra	\$266.00	1		Canberra			TA - in Canberra - Personal employees (ETTA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	24/11/2016	FCM56787287	24/11/2016	9:00 AM	Sydney	24/11/2016	9:55 AM	Canberra	\$334.35	1	QF1467	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	25/11/2016	FCM56821669	25/11/2016	12:15 PM	Canberra	25/11/2016	1:10 PM	Sydney	\$334.35	1	QF1474	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	29/11/2016	395313 (Acq)	29/11/2016	2:00 PM	Sydney	29/11/2016	3:35 PM	Melbourne	\$288.00	1		Commercial		Received	TA - Commercial travel other than Canberra - Personal employees (ETTA12)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	29/11/2016	FCM56693918	29/11/2016	2:00 PM	Sydney	29/11/2016	3:35 PM	Melbourne	\$448.57	1	QF0439	Economy	AIR	Flown	Fares - Personal employees (ETFA11)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	30/11/2016	FCM56923421	30/11/2016	12:00 PM	Melbourne	30/11/2016	1:25 PM	Sydney	\$448.57	1	QF0430	Economy	AIR	Flown	Fares - Personal employees (ETFA11)</

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 Office: Senator Derryn Hinch
 2 July 2016 to 16 March 2017

EMS Module	Office	Entitlee	Work / Home Base	Role	Entitlement Date	Reference	Departure Date	Departure Time	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount (GST Exclusive)	# Nights/Leg/ Total KMs	Adjusted to # Nights/Flight Number/Vehicle Details	Accommodation Type/Class	Itinerary Code	Receipt Status/Status	Entitlement Name	
Travel Provider	HINCH, Derryn Nigel	Section 47F	Sydney, NSW	Personal Staff	16/12/2016	FCMS7239989	16/12/2016	12:30 PM	Melbourne	16/12/2016	1:55 PM	Sydney	\$448.57	1	QF0432	Economy	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	18/12/2016	FCMS7259297	18/12/2016	6:00 PM	Sydney	18/12/2016	7:35 PM	Melbourne	\$448.57	1	QF0459	Economy	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	20/12/2016	FCMS7299403	20/12/2016	5:30 PM	Melbourne	20/12/2016	6:55 PM	Sydney	\$153.78	1	QF0454	Discount Econ	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	21/12/2016	FCMS7305515	21/12/2016	12:00 PM	Sydney	21/12/2016	12:55 PM	Canberra	\$117.83	1	QF1419	Discount Econ	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	21/12/2016	FCMS7317251	21/12/2016	5:05 PM	Canberra	21/12/2016	6:00 PM	Sydney	\$117.83	1	QF1520	Discount Econ	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	10/01/2017	FCMS7478066	10/01/2017	9:00 AM	Sydney	10/01/2017	10:35 AM	Melbourne	\$154.28	1	QF0419	Discount Econ	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	10/01/2017	FCMS7489752	10/01/2017	3:00 PM	Melbourne	10/01/2017	4:25 PM	Sydney	\$449.33	1	QF0442	Economy	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	29/01/2017	FCMS7643712	29/01/2017	4:00 PM	Sydney	29/01/2017	5:35 PM	Melbourne	\$154.28	1	QF0447	Discount Econ	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	2/02/2017	FCMS7961631	2/02/2017	5:00 PM	Melbourne	2/02/2017	6:25 PM	Sydney	\$449.33	1	QF0452	Economy	AIR	Flown	Fares - Personal employees (ETFA11)	
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Electorate Staff	6/02/2017	397785 (Acq)	6/02/2017	9:55 AM	Sydney	6/02/2017	10:50 AM	Canberra	\$1,064.00	4		Canberra				TA - Electorate employees (ETTA21)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	6/02/2017	FCMS8009046	6/02/2017	11:25 AM	Sydney	6/02/2017	12:20 PM	Canberra	\$341.03	1	QF1425	Economy	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/02/2017	FCMS6112178	9/02/2017	10:44 AM	Canberra	9/02/2017	11:54 AM	Melbourne	\$159.19	1	QF2131	Discount Econ	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	9/02/2017	FCMS6132831	9/02/2017	5:45 PM	Melbourne	9/02/2017	6:50 PM	Canberra	\$257.62	1	QF1536	Discount Econ	AIR	Flown	Fares - Personal employees (ETFA11)	
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	10/02/2017	FCMS6114265	10/02/2017	6:15 AM	Canberra	10/02/2017	7:25 AM	Melbourne	\$422.03	1	QF0795	Economy	AIR	Flown	Fares - Personal employees (ETFA11)	
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Electorate Staff	13/02/2017	397785 (Acq)	13/02/2017	8:00 AM	Melbourne	13/02/2017	9:00 AM	Canberra	\$1,064.00	4		Canberra				TA - Electorate employees (ETTA21)
Travel Provider	HINCH, Derryn Nigel		Sydney, NSW	Personal Staff	17/02/2017	FCMS6312366	17/02/2017	1:00 PM	Canberra	17/02/2017	1:55 PM	Sydney	\$354.03	1	QF1478	Economy	AIR	Flown	Fares - Personal employees (ETFA11)	
Staff Travel Allowance	HINCH, Derryn Nigel		Sydney, NSW	Electorate Staff	19/02/2017	397770 (Adv)	19/02/2017	6:00 PM	Sydney	19/02/2017	7:35 PM	Melbourne	\$864.00	3		Commercial				TA - Electorate employees (ETTA21)
Travel Provider	HINCH, Derryn Nigel	Sydney, NSW	Electorate Staff	19/02/2017	FCMS8343715	19/02/2017	6:00 PM	Sydney	19/02/2017	7:35 PM	Melbourne	\$154.28	1	QF0459	Discount Econ	AIR	Flown	Fares - Electorate employees (ETFA21)		
Staff Travel Allowance	HINCH, Derryn Nigel	Sydney, NSW	Electorate Staff	22/02/2017	397770 (Adv)	22/02/2017	8:00 AM	Melbourne	22/02/2017	9:00 AM	Melbourne	\$96.00	1		Non-Commercial				TA - Electorate employees (ETTA21)	
Travel Provider	HINCH, Derryn Nigel	Sydney, NSW	Electorate Staff	23/02/2017	FCMS6451679	23/02/2017	3:00 PM	Melbourne	23/02/2017	4:25 PM	Sydney	\$467.07	1	QF0442	Economy	AIR	Flown	Fares - Electorate employees (ETFA21)		
Travel Provider	HINCH, Derryn Nigel	Sydney, NSW	Electorate Staff	3/03/2017	FCMS6671116	3/03/2017	4:20 PM	Canberra	3/03/2017	5:15 PM	Sydney	\$118.33	1	QF1428	Discount Econ	AIR	Flown	Fares - Electorate employees (ETFA21)		



Australian Government
Department of Finance

PART FIVE: STAFF MATTERS

5.9 Workplace Practices

5.9.1 Responsibilities in the Workplace

The Senator or Member's responsibilities in the workplace, on behalf of the Commonwealth, are to:

- deal honestly and ethically with employees
- clearly state performance expectations and accountabilities for work roles
- consult with employees on any decision of the employing Senator or Member to introduce a major change that is likely to have a significant effect on employees¹
- ensure good employer practices (for example, work health and safety and freedom from discrimination or harassment) are followed
- help develop an employee's skills and abilities
- fulfil his or her duties under the *Work Health and Safety Act 2011*.

The responsibilities of employees are to:

- be honest, act legally and with integrity
- respect privacy and confidentiality of dealings
- disclose, and take reasonable steps to avoid, any conflict of interest in connection with his or her employment
- take no advantage of his or her official position to obtain a benefit for him or herself or others
- work with skill, care and diligence and undertake all work allocated to the agreed standards
- be responsive to the needs of others and treat other employees and members of the public with courtesy at all times
- fulfil his or her duties under the *Work Health and Safety Act 2011*.

5.9.2 Workplace Practices - General

All employees have the right to be treated fairly and with respect. As an employer, the Commonwealth seeks to promote a work environment which is safe, free from discrimination and harassment and supports both productivity and the self-esteem and personal work goals of employees. While Senators and Members and their employees should initially aim to resolve all matters relating to the workplace within the office, Ministerial and Parliamentary Services is available to assist in these matters.²

5.9.3 Consultation with Employees

Major Changes in the Workplace

The Enterprise Agreement requires a Senator or Member who has made a decision to introduce

DETERMINATION 2016/20

*Members of Parliament (Staff) Act 1984***STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

I, SCOTT RYAN, Special Minister of State, for and on behalf of the Prime Minister, determine under subsection 13(2) and subsection 20(2) of the *Members of Parliament (Staff) Act 1984* (the Act) that, with effect on and from the date of this Determination:

- Determination 2016/16 made on 5 October 2016 is revoked; and
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act; and
- the relief staff arrangements set out in Schedule B of this determination apply; and;
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this *15TH* day of *DECEMBER* 2016



SCOTT RYAN
Special Minister of State

Class of Travel

13. Senior staff (employees above the level of Adviser) who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are entitled to a fare which shall not exceed the cost of a business class airfare for the most reasonable and usual route between the departure and destination points. Where a business class airfare is not published for the destination point, the cost to the Commonwealth of travel by air, rail, road or sea must not exceed the economy class airfare for the most reasonable and usual route, between the departure and destination points.
14. Employees, other than senior staff, who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are entitled to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

Car Transport

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
 - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
 - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
 - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:
 - (a) taxis;
 - (b) regulated ridesharing services;
 - (c) hire cars; and
 - (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
 - (i) the hire is of no more than 10 days duration;
 - (ii) the vehicle is not used for journeys within Canberra;
 - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of