



Australian Government

Independent Parliamentary
Expenses Authority

ipea
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Expenses Authority



Corporate Plan 2018–19

CEO's Introduction

As the inaugural CEO of the Independent Parliamentary Expenses Authority (IPEA), I am pleased to present the IPEA Corporate Plan for 2018-19.

IPEA is a new authority and we are continuing to evolve.

We commenced operations as an executive agency on 3 April 2017 and on 1 July 2017, we became a statutory authority under the *Independent Parliamentary Expenses Authority Act 2017*. From 1 January 2018, the *Parliamentary Business Resources Act 2017* (PBR Act) and associated Regulations and Determinations came into effect.

The PBR Act includes a new principles based framework for parliamentarians' work related expenses. The PBR Act includes the important requirements to 'use those resources for the dominant purpose of conducting parliamentary business and the requirement to ensure value for money.'

This Corporate Plan is in accordance with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Consistent with the requirements under paragraph 35(1) of the PGPA Act, the plan covers the periods 2018-19 through to 2021-22.

The plan provides details of our objectives, our environment, the resources we use and how we track progress as a statutory authority.

Annwyn Godwin
Chief Executive Officer
Independent Parliamentary Expenses Authority

1 July 2018



Our Purpose

IPEA has two important objectives. These are to provide:

1. Advice to parliamentarians and their staff on travel and travel-related work expenses to support them in their respective roles; and
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 pursuing our twin goals of providing support to parliamentarians and former parliamentarians in the exercise of their parliamentary functions, and creating a culture of accountability and transparency in the provision and use of parliamentary work expenses.

Our approach is to tailor interventions – education, raising awareness, 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;
- Publicly reporting on work expenses under the Parliamentary Business Resources framework; and
- Auditing work 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 money; and
2. Assure the Australian public about the efficient, effective and ethical use of taxpayer monies.

Operating Environment

The establishment of IPEA - an *independent* authority focusing on parliamentary business 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 and meet constituents; this necessarily involves the expenditure of public resources. Those very constituents, the Australian community, must have confidence that those public resources are being expended, accessed and administered appropriately.

The Australian community rightly want parliamentary services that provide value for money and are efficient, effective and ethical.

Capability

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

- Assessing and materially updating our ICT digital capability and 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 what it is we do, and how we do 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 value-based leadership and an inclusive and diverse workforce, IPEA encourages a culture of collaboration and consultation that is vital to a small organisation.

Risk Oversight and Management

As a statutory authority, the foundation of our governance is 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. Alignment with the relevant legislative requirements of the PGPA Act and the Australian Government's expectations as described in the Commonwealth Risk Management Policy; and
2. Embedding risk management thinking in our approach to conducting IPEA's business.

IPEA's risk management framework addresses the four important areas of people, performance, compliance and reputation. Wherever possible, a proactive approach is preferred.

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

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

Performance

Consistent with the Portfolio Budget Statements 2018-19, the below table provides IPEA's performance targets over the next four years.

Year	Performance criteria (a)	Targets
2018-19	<p>Travel and Advice</p> <ul style="list-style-type: none"> • Provide clear and timely advice to parliamentarians and MOP(S) staff on travel and related expenses. • Accurate and timely processing of claims for travel expenses and allowances. <p>Reporting</p> <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. <p>Audit and Assurance</p> <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"> • 95% of client contacts acknowledged within 24 hours and responded to within agreed timeframes. • 95% of payments will be made within agreed timeframes. • 100% of reports on parliamentary expenditure are compiled and published within agreed timeframes. • 100% of audits of individual parliamentarian's expenses are being completed within agreed timeframes.
2019-20 2020-21 2021-22	<p>Travel and Advice</p> <ul style="list-style-type: none"> • Provide clear and timely advice to parliamentarians and MOP(S) staff on travel and related expenses. • Accurate and timely processing of claims for travel expenses and allowances. <p>Reporting</p> <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. <p>Audit and Assurance</p> <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"> • 95% of client contacts acknowledged within 24 hours and responded to within agreed service level standards. • 95% of payments will be made within agreed service level standards. • 100% of reports on parliamentary expenditure are compiled and published within agreed service level standards. • 100% of audits of individual parliamentarian's expenses are being completed within agreed service level standards.