



Australian Government  
Independent Parliamentary  
Expenses Authority

## ASSURANCE REVIEW MEMORANDUM – [2021/007]

Staff member [REDACTED], review of work base  
Parliamentarian [REDACTED] Northern Territory

Date: 3 March 2022  
To: Nicole Pearson  
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 with no further action required.

NOTED & ACCEPTED AS CLOSED

PLEASE DISCUSS

Date: 3 March 2022  
Nicole Pearson  
Branch Manager  
Transparency, Assurance & Legal Branch

Prepared by:

[REDACTED]

Assurance Support Officer, Audit & Assurance  
Transparency, Assurance & Legal Branch

Reviewed by:

[REDACTED]

A/g Assistant Director, Audit & Assurance  
Transparency, Assurance & Legal Branch

### SCOPE

1. The scope of this assurance review is the period 14 July 2020 to 22 August 2021.

### PURPOSE

2. This assurance review aims to consider [REDACTED] staff member's use of Travelling Allowance (TA) during the period in scope.

## OFFICIAL

13. Through analysis of [REDACTED] of use of TA during the dates of this initial contract, IPEA confirmed that:
  - i. Staff member [REDACTED] claimed 187 nights of TA
  - ii. Staff member [REDACTED] claimed 122 nights in Darwin, 39 in Canberra, and 26 in other locations
  - iii. Staff member [REDACTED] could have spent a maximum of 90 nights in [REDACTED] approved work base of [REDACTED]
14. Details of [REDACTED] staff member [REDACTED] s TA claimed in Darwin is at **Attachment A**.
15. The Enterprise Agreement defines 'work base' as *the place of work where the employee spends most time on duty*.
16. On 22 July 2021 when this assurance review was commenced, [REDACTED] staff member [REDACTED] appeared to have spent the most time on duty in Darwin for [REDACTED] employment contract dates of 14 July 2020 to 16 April 2021.
17. While this assurance review was being conducted, [REDACTED] staff member [REDACTED] s employment contract was extended to 22 August 2021. This necessitated a recalculation of the Scope to include the extended contract dates, and a reassessment of the figures under analysis.
18. [REDACTED] Staff member [REDACTED] s total period of employment was extended from 277 days, to 405 days. [REDACTED] did not claim any TA following the extension of [REDACTED] contract, so the total number of nights of TA claimed remained at 187, of which 122 were in Darwin.
19. Thus, it appears [REDACTED] staff member [REDACTED] spent the most time on duty in [REDACTED] approved work base of [REDACTED].

### CONCLUSION

20. Based on the information available to IPEA, it appears [REDACTED] staff member [REDACTED] has spent the most time on duty in [REDACTED] and there is no basis to conclude that this matter requires further investigation.



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Attachment A

Travelling allowance in Darwin for the period 14 July 2021 to 22 August 2022

Entitlee	Reference	Departure Location	Arrival Date	Arrival Time	Arrival Location	# Nights	Accommodation Type	Amount
Staff member	458730 (Acq)	Personal Travel	25/07/2020	3:00 PM	Darwin	2	Commercial	\$666.00
Staff member	458730 (Acq)	Alyangula	29/07/2020	5:00 PM	Darwin	10	Commercial	\$3,330.00
Staff member	459189 (Acq)	Katherine	7/09/2020	4:00 PM	Darwin	16	Commercial	\$5,328.00
Staff member	460329 (Acq)	Tennant Creek	27/09/2020	4:30 PM	Darwin	1	Commercial	\$333.00
Staff member	460329 (Acq)	Adelaide	1/10/2020	12:50 PM	Darwin	27	Commercial	\$8,991.00
Staff member	462192 (Acq)	Tennant Creek	2/11/2020	4:00 PM	Darwin	3	Commercial	\$999.00
Staff member	462192 (Acq)	Alice Springs	7/11/2020	5:15 PM	Darwin	1	Non-Commercial	\$111.00
Staff member	462192 (Acq)	Canberra	14/11/2020	5:15 PM	Darwin	14	Non-Commercial	\$1,554.00
Staff member	462192 (Acq)	Canberra	12/12/2020	12:15 PM	Darwin	10	Non-Commercial	\$810.00
Staff member	464835 (Acq)	Personal Travel	10/01/2021	4:00 PM	Darwin	21	Non-Commercial	\$1,701.00
Staff member	464835 (Acq)	Canberra	6/02/2021	1:30 PM	Darwin	5	Non-Commercial	\$405.00
Staff member	464835 (Acq)	Canberra	19/02/2021	10:05 AM	Darwin	1	Non-Commercial	\$81.00
Staff member	464837 (Acq)	Personal Travel	25/02/2021	4:00 PM	Darwin	1	Non-Commercial	\$81.00
Staff member	464837 (Acq)	Alice Springs	28/02/2021	5:15 PM	Darwin	1	Non-Commercial	\$81.00
Staff member	466336 (Acq)	Personal Travel	8/03/2021	6:00 PM	Darwin	4	Non-Commercial	\$324.00
Staff member	466336 (Acq)	Canberra	19/03/2021	11:30 AM	Darwin	2	Non-Commercial	\$162.00
Staff member	466336 (Acq)	Alice Springs	28/03/2021	11:45 AM	Darwin	3	Commercial	\$726.00