



Australian Government
**Independent Parliamentary
Expenses Authority**

Assurance Review 2023/047

The Hon Matt Thistlethwaite MP
Assistant Minister for Defence, Assistant Minister for
Veterans' Affairs, Assistant Minister for the Republic

Staff use of car transport in Canberra

1 July 2022 to 30 December 2023

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Executive summary

1. The Independent Parliamentary Expenses Authority (IPEA) conducted an Assurance Review of the use of car transport in Canberra by a *Members of Parliament (Staff) Act 1984* (MOP(S) Act) employee in the office of Assistant Minister Matt Thistlethwaite during the period 1 July 2022 to 30 December 2023. The Assurance Review forms part of IPEA's 3 Year Assurance Plan.

Assurance Review Findings

2. The Assurance Review concluded there were 11 transactions where the MOP(S) Act employee had used car transport as they were carrying luggage to and/or from Parliament House for the purpose of the trip. This travel is consistent with the legislative framework.
3. The Assurance Review found the MOP(S) Act employee used car transport in Canberra for the purpose of transporting themselves to and from work (Parliament House) for their normal hours of duty. This travel is not consistent with the legislative framework and invoices were raised to recover the full amount of these expenses. The full amount has been recovered.

Scope and Purpose

4. The scope of this Assurance Review is use of car transport in Canberra by a MOP(S) Act employee in Assistant Minister Thistlethwaite's office. The purpose of the Assurance Review was to determine whether the use of public resources (car transport) by the MOP(S) Act employee was consistent with the legislative framework.

Engagement with Assistant Minister Thistlethwaite

5. On 23 January 2024, IPEA wrote to Assistant Minister Thistlethwaite in relation to the use of car transport in Canberra by the MOP(S) Act employee. Assistant Minister Thistlethwaite was asked to examine each transaction identified by IPEA and indicate how the trip complies with Determination 2020/015 – Staff Travel and Relief Staff Arrangements (now Determination 2023/010). Assistant Minister Thistlethwaite was also asked to confirm that the travel undertaken was directed by him or an authorised person in his office.
6. On 1 February 2024, an extension was requested to provide a response to the Assurance Review which IPEA granted with a response due by 15 February 2024.
7. On 6 February 2024, the Office of Assistant Minister Thistlethwaite, on behalf of the MOP(S) Act employee, requested an interpretation of hours of duty. Based on policy advice previously provided by Ministerial and Parliamentary Services, IPEA responded on 7 February 2024.
8. On 14 February 2024, a response was provided detailing 11 transactions where the MOP(S) Act employee was carrying luggage for the purpose of the trip. Having regard to the available information, IPEA concluded this travel was consistent with item 16 of the Determination.
9. IPEA was asked to invoice the MOP(S) Act employee to recover expenses for the remaining transactions for travel which was not consistent with the legislative framework. IPEA noted that an invoice had been raised in relation to two transactions following certification of the expenditure report for the period October to December 2022.

Independent Parliamentary Expenses Authority
The Hon Matt Thistlethwaite MP, Assistant Minister for Defence
Staff use of car transport – 1 July 2022 to 13 September 2023

10. IPEA raised two invoices totalling \$1,292.57 to recover the full expenses for the use of car transport for travel to and from Parliament House which were not consistent with the legislative framework. The full amount has been recovered.

Audit and Assurance function

IPEA's statutory audit function

11. IPEA audits parliamentarians' work expenses and the travel expenses of their staff under section 12 of the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act). IPEA conducts Assurance Reviews to assess the use of public resources against the legislative framework to determine if there has been a misuse.
12. Potential outcomes of an Assurance Review include:
 - a. no further action in circumstances where the review has concluded the use of parliamentary business resources was consistent with the legislative framework, or
 - b. administrative remedial action, including penalty where the review has concluded there is evidence the use of parliamentary business resources was not consistent with the legislative framework, or
 - c. an IPEA initiated Ruling or Audit, where there is evidence of systemic or substantial misuse of parliamentary business resources, or
 - d. referral to the Australian Federal Police where compelling prima facie evidence of fraud or other criminal conduct is identified.

Legislative framework

13. The legislation relevant to this Assurance Review is:
 - a. *Parliamentary Business Resources Act 2017* (PBR Act)
 - b. *Members of Parliament (Staff) Act 1984* (MOP(S) Act)
 - c. Determination 2020/015 – Staff Travel and Relief Staff Arrangements (the Determination) (now Determination 2023/010)
 - d. Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 (MOPS EA)
 - e. Ministerial and Parliamentary Services Domestic Travel Guideline
11. The PBR Act defines public resources as any expense or allowance, or any goods, services, premises, equipment or any other facility provided or paid for under Part 3 of the PBR Act. Parliamentarians are personally responsible and accountable for their use of public resources for conducting their parliamentary business. This responsibility extends to the use of public resources by staff employed by parliamentarians under the MOP(S) Act.
12. In relation to Domestic Travel, item 2 of Schedule A of the Determination provides:

Subject to item 16, 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. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.

14. In relation to the use of car transport, item 17 of Schedule A of the Determination provides:

Employees, when travelling as directed on official business, or under one of the exceptions at item 16, 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...

15. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out in item 16 of the Determination which provides:

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.

14. The Ministerial and Parliamentary Services Domestic Travel Guideline provides that employees must seek the most efficient, effective, economical and ethical use of public money when arranging travel, making all reasonable efforts to reduce the overall cost to the Commonwealth. Employees must travel in accordance with the Determination.

15. In relation to ordinary hours of duty, clauses 30.1 and 30.4 of the MOPS EA relevantly provide:

30.1 The ordinary hours of duty for a full-time employee are 38 hours per week (7 hours and 36 minutes per day). These hours will generally be worked between the hours of 8.00 am and 6.00 pm, Monday to Friday.

30.4 An employee may agree with his or her employing Member that some part of the ordinary hours of duty (as specified in clauses 30.1 or 30.2) may be worked on a regular or occasional basis outside the span of 8.00 am to 6.00 pm, Monday to Friday.

16. Clause 31 of the MOPS EA provides in part:

31.1 The level of remuneration provided to electorate employees and personal employees, including salary, allowances and other benefits, reflects an expectation that these employees will be required to work reasonable additional hours over and above the ordinary hours of duty as specified in clause 30 on a regular basis. Additional hours of work, over and above the ordinary hours of duty as specified in clause 30, are recognised and compensated through:

- (a) personal staff allowance, in accordance with clause 32;
- (b) electorate staff allowance, in accordance with clause 33;
- (c) time off in lieu, in accordance with clause 34...

17. Clauses 32 and 33 of the MOPS EA provide that employees in receipt of these allowances will work such reasonable additional hours of work as are agreed with the employing Office Holder or Member.

Assurance Review methodology

Background

18. IPEA conducts ongoing systematic checking of expenses through regular sampling of transactions or by identifying anomalies when processing transactions, including the use of car transport (taxis, regulated ridesharing services, hire cars and short-term self-drive hire cars). On 10 January 2024 in accordance with IPEA's Statutory Audit Function Sheet, IPEA commenced a Preliminary Assessment in relation to the use of car transport in Canberra during the period 1 July 2022 to 30 December 2023 by a MOP(S) Act employee in Assistant Minister Thistlethwaite's office.
19. On 10 January 2024 Audit and Assurance obtained data from the Dashboard for all car transport used by the MOP(S) Act employee during the period in scope. The Preliminary Assessment found that public resources (car transport) were used by the MOP(S) Act employee during the period in scope. On 16 January 2024, IPEA decided to conduct an Assurance Review on all use of car transport in Canberra by the MOP(S) Act employee.

Scope of Assurance Review

20. The scope of this Assurance Review is the use of car transport in Canberra during the period 1 July 2022 to 30 December 2023 by a MOP(S) Act employee in Assistant Minister Thistlethwaite's office.

Assessment of work expenses

Summary of findings

Analysis

21. IPEA considered the legislative framework and applied the following questions to the use of car transport (Cabcharge and regulated ridesharing services) for regular travel to and from Parliament House:
 - a. Was the MOP(S) Act employee travelling as directed on official business?
 - b. Did the MOP(S) Act employee's use of car transport in Canberra meet the requirements in items 2 and 16 of the Determination?
22. IPEA conducted the Assurance Review by examining and assessing:
 - a. information held by IPEA in the Parliamentary Expenses Management System
 - b. the relevant legislation and supporting policies and guidelines
 - c. policy advice received from Ministerial and Parliamentary Services
 - d. information provided by the office of Assistant Minister Thistlethwaite
23. In January 2024, IPEA identified that a MOP(S) Act employee in Assistant Minister Thistlethwaite's office used car transport for the purpose of travel to and from Parliament House during the period in scope.
24. An employee's eligibility to use car transport is set out in the Determination (the Determination) which provides that MOP(S) Act employees may only use car transport (Cabcharge, taxis, regulated ridesharing services, hire cars, or short-term self-drive hire cars) when directed to do so by the parliamentarian or an authorised person for official business. It remains an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty.
25. On 23 January 2024, IPEA wrote to Assistant Minister Thistlethwaite in relation to the MOP(S) Act employee's use of car transport in Canberra. Assistant Minister Thistlethwaite was asked to examine each transaction identified by IPEA and confirm how the trip complies with the Determination, including that the travel was directed by the Assistant Minister or an authorised person in his office.
26. On 1 February 2024, the office of the Assistant Minister contacted IPEA to request an extension of time to respond to the Assurance Review. IPEA granted an extension with a response due by 15 February 2024.
27. On 6 February 2024, IPEA was contacted by the office of the Assistant Minister seeking an interpretation of the following:

"Although PSA and ESA provide compensation for additional hours of work, what would be considered outside of "normal hours of duty" during a sitting week and would therefore be claimable? For example, on 2/8/22 [the employee's] work day was approximately 14 hours long (6:19am to 8:04pm), is this still considered normal hours of duty?"

28. IPEA responded on 7 February 2024 based on policy advice received from Ministerial and Parliamentary Services. The office was advised that an employee's 'normal hours' are broadly defined as hours agreed to by the employee and parliamentarian worked in the vicinity of 'ordinary hours' of 8:00 am and 6:00 pm, Monday to Friday, including on public holidays as required, as in accordance with clause 50 of the MOPS EA. Hours may be partially or wholly worked on a regular basis outside of these hours. In accordance with clauses 33.1 and 32.4 of the MOPS EA, Parliamentary Staff Allowance or Electorate Staff Allowance is payable to ongoing and non-ongoing employees in recognition of, and as compensation for, additional hours worked and in lieu of overtime.
29. In addition, IPEA noted the parliamentarian and the employee both have a responsibility to manage the risk where there is a belief that the personal safety of employees is significantly increased due to the requirement to work long hours.
30. On 14 February 2024, the office of Assistant Minister Thistlethwaite responded to IPEA indicating 11 transactions where travel complied with the Determination as the MOP(S) Act employee was carrying luggage for the purpose of the trip. Having reviewed the information provided, IPEA is satisfied this travel was consistent with the legislative framework.
31. The response from Assistant Minister Thistlethwaite's office noted the MOP(S) Act employee should be invoiced for the remaining transactions. IPEA noted that an invoice had been raised for the MOP(S) Act employee in relation to two transactions which formed part of this Assurance Review, following certification of the October to December 2022 Expenditure Report. These transactions were removed from further consideration.
32. As requested by the office of the Assistant Minister, IPEA raised an invoice for \$145.26 to recover the costs of regulated ridesharing services and an invoice for \$1,147.31 to recover the costs of Cabcharge for those transactions which were not consistent with the legislative framework. These amounts have been repaid in full.

Conclusion

33. Having regard to the available information, including the response provided by the office of the Assistant Minister, IPEA is satisfied with the explanation in relation to transactions where the MOP(S) Act employee was travelling with luggage to or from Parliament House for the purpose of the trip. This is consistent with the legislative requirements in the Determination.
34. IPEA concluded that the remaining transactions were not consistent with the legislative framework and the requirements for MOP(S) Act employees to transport themselves to and from work for their normal hours of duty. Invoices were raised to recover the full amount of these expenses and the full amount has been recovered. No further action is required for this Assurance Review.

From: Assurance
Sent: Tuesday, 23 January 2024 3:33 PM
To: [REDACTED]
Subject: Assurance Review - Staff use of car transport [SEC=OFFICIAL]
Attachments: IPEA letter to Assistant Minister Thistlethwaite - Jan 2024.pdf; Attachment A - Determination 2023-10 Staff Travel and Relief Staff Arrangements.pdf; 3000 - Attachment B to IPEA letter to Assistant Minister Thistlethwaite.pdf

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The Hon Matt Thistlethwaite MP
Assistant Minister for Defence
Assistant Minister for Veterans' Affairs
Assistant Minister for the Republic
Member for Kingsford Smith

Good afternoon Assistant Minister

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra.

Should you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely

Nicole Pearson
Branch Manager, Transparency, Assurance and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: [REDACTED]
E: assurance@ipea.gov.au
W: www.ipea.gov.au



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Australian Government
Independent Parliamentary
Expenses Authority

REF: IPEA 23/1/38 IDOC/244768

January 2024

The Hon Matt Thistlethwaite MP
Assistant Minister for Defence
Assistant Minister for Veterans' Affairs
Assistant Minister for the Republic
PO Box 895
MAROUBRA NSW 2035

Email: [REDACTED]

Dear Assistant Minister

Assurance Review of staff travel and travel-related expenses

The Independent Parliamentary Expenses Authority (IPEA) is responsible for monitoring the use of travel resources used in connection with travel by staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

IPEA is undertaking an Assurance Review of travel expenses incurred by [REDACTED] for the use of car transport (taxis, regulated ridesharing services and Cabcharge) for travel in Canberra between 1 July 2022 and 30 December 2023. Please note that IPEA publishes completed Assurance Reviews on the website at www.ipea.gov.au.

Schedule A of Determination 2023/10 – Staff Travel and Relief Staff Arrangements (the Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Relevant sections of the Determination provide:

2. Subject to item 16, 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. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
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

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- (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
 - (c) short-term self-drive cars hired through the travel services provider, or with any hire company...
18. ...Employees may not use taxis, regulated ridesharing services, hire cars or shortterm [sic] self-drive hire cars at Commonwealth expense for private use, other than as set out at Item 16.

A copy of the Determination is at **Attachment A** for your reference.

Details of the Commonwealth-funded car transport used by [REDACTED] between 1 July 2022 and 30 December 2023 is at **Attachment B**. On assessment of all of [REDACTED] use of car transport, IPEA accepted seven transactions as departing Parliament House late in the evening and ten transactions where Mr Leeson was carrying luggage for the purpose of the trip. There are 65 transactions for travel in Canberra to and from Parliament House which appear to be inconsistent with the requirement for employees to transport themselves to and from their place of work for their normal hours of duty.

Normal hours of duty are broadly defined as hours agreed to by the employee and the parliamentarian as detailed in Clause 30 of the Commonwealth Members of Staff Enterprise Agreement 2020-23. The Enterprise Agreement also provides for Parliamentary Staff Allowance or Electorate Staff Allowance to be paid to employees in recognition of, and as compensation for, reasonable additional hours of work. On this basis, employees arriving at Parliament House at around 6:00 or 7:00 am is considered normal, particularly during parliamentary sitting periods.

In relation to carrying luggage to and from the office, paragraph 16(c) of the Determination relates specifically to the personal effects of the employee associated with their travel to and from their work base at the commencement and completion of travel. It is not intended to include transporting laptops, devices, folders or any other items related to work which an employee would normally carry to and from their home and standard work base as part of their usual practice and day-to-day employment.

To assist with this Assurance Review, please examine each transaction identified in **Attachment B** and indicate in the comments column how each trip complies with the Determination, including that the travel undertaken was directed by you or an authorised person in your office.

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Please provide your response via email to assurance@ipea.gov.au by close of business on **Wednesday 1 February 2024**. If you require additional time to provide a response or if you would like to discuss this matter, please contact [REDACTED]

Yours sincerely



Nicole Pearson
Branch Manager, Transparency, Assurance and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603



Day	Date	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Monday	25/07/2022	Capital Hill	08:13 PM	Braddon	\$17.45	
Tuesday	26/07/2022	Braddon	06:45 AM	Capital Hill	\$20.00	
Tuesday	26/07/2022	Capital Hill	07:37 PM	Braddon	\$17.36	
Wednesday	27/07/2022	Braddon	06:31 AM	Capital Hill	\$20.46	
Monday	01/08/2022	Braddon	07:07 AM	Capital Hill	\$15.82	
Monday	01/08/2022	Capital Hill	07:35 PM	Braddon	\$18.62	
Tuesday	02/08/2022	Braddon	06:19 AM	Capital Hill	\$20.65	
Tuesday	02/08/2022	Capital Hill	08:04 PM	Braddon	\$15.56	
Wednesday	03/08/2022	Braddon	06:39 AM	Capital Hill	\$16.79	
Monday	05/09/2022	Braddon	06:41 AM	Capital Hill	\$20.58	
Tuesday	06/09/2022	Braddon	06:43 AM	Capital Hill	\$19.95	
Tuesday	06/09/2022	Capital Hill	07:04 PM	Braddon	\$15.98	
Wednesday	07/09/2022	Braddon	06:33 AM	Capital Hill	\$20.90	
Wednesday	07/09/2022	Capital Hill	07:48 PM	Braddon	\$15.63	
Monday	07/11/2022	Capital Hill	08:09 AM	Capital Hill	\$22.26	
Tuesday	08/11/2022	Braddon	06:34 AM	Capital Hill	\$20.16	
Tuesday	08/11/2022	Capital Hill	08:08 PM	Braddon	\$23.42	
Wednesday	09/11/2022	Braddon	06:36 AM	Capital Hill	\$21.74	

Departure Day	Departure Date	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Wednesday	09/11/2022	Capital Hill	06:37 PM	Braddon	\$20.58	
Thursday	10/11/2022	Braddon	06:37 AM	Capital Hill	\$22.16	
Monday	28/11/2022	Braddon	08:13 AM	Capital Hill	\$23.42	
Tuesday	29/11/2022	Capital Hill	07:23 PM	Braddon	\$20.90	
Wednesday	30/11/2022	Braddon	06:39 AM	Capital Hill	\$28.35	
Monday	06/02/2023	Braddon	06:45 AM	Capital Hill	\$21.58	
Tuesday	07/02/2023	Braddon	06:38 AM	Capital Hill	\$22.63	
Wednesday	08/02/2023	Braddon	06:37 AM	Capital Hill	\$25.25	
Monday	13/02/2023	Braddon	06:48 AM	Capital Hill	\$22.00	
Tuesday	14/02/2023	Braddon	06:35 AM	Capital Hill	\$21.79	
Wednesday	15/02/2023	Braddon	06:39 AM	Capital Hill	\$24.10	
Monday	06/03/2023	Home	06:42 AM	Office	\$22.31	
Wednesday	08/03/2023	Home	06:36 AM	Office	\$22.10	
Thursday	09/03/2023	Hotel	06:45 AM	Office	\$26.41	
Monday	20/03/2023	Braddon	07:40 AM	Capital Hill	\$25.99	
Tuesday	21/03/2023	Braddon	06:21 AM	Capital Hill	\$26.51	
Wednesday	22/03/2023	Braddon	06:28 AM	Capital Hill	\$21.68	
Thursday	23/03/2023	Braddon	06:56 AM	Capital Hill	\$22.84	
Monday	27/03/2023	Braddon	07:19 AM	Campbell	\$15.49	
Tuesday	28/03/2023	Braddon	06:34 AM	Capital Hill	\$21.37	

Departure Day	Departure Date	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Wednesday	29/03/2023	Hotel	06:38 AM	Office	\$25.67	
Thursday	30/03/2023	Hotel	06:39 AM	Office	\$25.99	
Tuesday	09/05/2023	Capital Hill	07:10 AM	Capital Hill	\$24.83	
Wednesday	10/05/2023	Braddon	06:41 AM	Capital Hill	\$29.56	
Thursday	11/05/2023	Hotel	07:12 AM	Office	\$23.05	
Thursday	11/05/2023	Home	01:33 PM	Braddon	\$36.38	
Tuesday	23/05/2023	Braddon	06:24 AM	Capital Hill	\$26.72	
Wednesday	24/05/2023	Braddon	06:28 AM	Capital Hill	\$25.67	
Wednesday	24/05/2023	Capital Hill	07:19 PM	Braddon	\$25.99	
Tuesday	30/05/2023	Hotel	06:27 AM	Office	\$23.99	
Wednesday	31/05/2023	Hotel	06:27 AM	Office	\$25.04	
Thursday	01/06/2023	Braddon	07:46 AM	Capital Hill	\$25.36	
Tuesday	13/06/2023	Hotel	06:27 AM	Office	\$24.83	
Wednesday	14/06/2023	Hotel	06:27 AM	Office	\$25.15	
Monday	19/06/2023	Braddon	07:28 AM	Capital Hill	\$23.68	
Tuesday	20/06/2023	Braddon	06:22 AM	Capital Hill	\$23.57	
Wednesday	21/06/2023	Braddon	06:25 AM	Capital Hill	\$20.42	
Thursday	22/06/2023	Braddon	07:42 AM	Capital Hill	\$32.55	
Monday	31/07/2023	Braddon	01:20 AM	Capital Hill	\$24.31	
Tuesday	01/08/2023	Braddon	10:30 PM	Capital Hill	\$25.57	

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Departure Day	Departure Date	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Wednesday	02/08/2023	Braddon	03:30 PM	Capital Hill	\$33.13	
Thursday	03/08/2023	Braddon	02:10 AM	Capital Hill	\$26.93	
Monday	07/08/2023	Braddon	07:35 AM	Capital Hill	\$25.67	
Tuesday	08/08/2023	Braddon	06:28 AM	Capital Hill	\$32.08	
Wednesday	09/08/2023	Hotel	06:33 AM	Office	\$25.88	
Monday	04/09/2023	Braddon	07:32 AM	Capital Hill	\$21.79	
Tuesday	05/09/2023	Hotel	06:31 AM	Office	\$24.20	
Wednesday	06/09/2023	Braddon	06:55 AM	Capital Hill	\$23.26	
Thursday	07/09/2023	Braddon	07:07 AM	Capital Hill	\$21.58	
Tuesday	12/09/2023	Hotel	06:33 AM	Office	\$26.20	
Wednesday	13/09/2023	Braddon	06:35 AM	Capital Hill	\$25.04	

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[REDACTED]

From: [REDACTED]
Sent: Tuesday, 6 February 2024 11:42 AM
To: Assurance
Subject: FW: Assurance Review - Staff use of car transport [SEC=OFFICIAL]
Attachments: IPEA letter to Assistant Minister Thistlethwaite - Jan 2024.pdf; Attachment A - Determination 2023-10 Staff Travel and Relief Staff Arrangements.pdf; 3000 - Attachment B to IPEA letter to Assistant Minister Thistlethwaite.pdf

Categories: [REDACTED]

Good morning,

While our office considers this assurance review [REDACTED] has asked for an interpretation of the following question.

“Although PSA and ESA provide compensation for additional hours of work, what would be considered outside of “normal hours of duty” during a sitting week and would therefore be claimable? For example, on 2/8/22 [REDACTED] work day was approximately 14 hours long (6:19am to 8:04pm), is this still considered normal hours of duty?”

We would be most grateful for your advice on this matter.

Kind regards,

[REDACTED]
Office of the Hon Matt Thistlethwaite MP



From: Assurance <Assurance@ipea.gov.au>
Sent: Tuesday, January 23, 2024 3:33 PM
To: Thistlethwaite, Matt (MP) [REDACTED]
Subject: Assurance Review - Staff use of car transport [SEC=OFFICIAL]

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The Hon Matt Thistlethwaite MP
Assistant Minister for Defence
Assistant Minister for Veterans' Affairs
Assistant Minister for the Republic

Member for Kingsford Smith

Good afternoon Assistant Minister

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra.

Should you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely

Nicole Pearson
Branch Manager, Transparency, Assurance and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

E: assurance@ipea.gov.au

W: www.ipea.gov.au



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[REDACTED]

From: Assurance
Sent: Wednesday, 7 February 2024 3:49 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Assurance Review - Staff use of car transport [SEC=OFFICIAL]
Attachments: IPEA letter to Assistant Minister Thistlethwaite - Jan 2024.pdf; Attachment A - Determination 2023-10 Staff Travel and Relief Staff Arrangements.pdf; 3000 - Attachment B to IPEA letter to Assistant Minister Thistlethwaite.pdf

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Good afternoon [REDACTED]

Thank you for your email in relation to the Assurance Review being conducted by the Independent Parliamentary Expenses Authority (IPEA). You advise that [REDACTED] has asked for an interpretation of 'normal hours of duty' during a sitting week. IPEA has previously received the below policy advice from the Department of Finance who are the policy owners of Determination 2023/010 – Staff Travel and Relief Staff Arrangements (the Travel Determination).

Item 2 of Schedule A of the Travel Determination provides it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. An employee's 'normal hours' are broadly defined as hours agreed to by the employee and parliamentarian worked in the vicinity of 'ordinary hours' of 8:00 am and 6:00 pm, Monday to Friday, including on public holidays as required, as in accordance with clause 50 of the Commonwealth Members of Parliament (Staff) Enterprise Agreement 2020-23 (MOPS EA). Hours worked may be partially or wholly worked on a regular basis outside of these hours. In accordance with clauses 33.1 and 32.4 of the MOPS EA, Parliamentary Staff Allowance or Electorate Staff Allowance is payable to ongoing and non-ongoing employees in recognition of, and as compensation for, additional hours worked and in lieu of overtime.

On this basis, a staff member arriving at Parliament House at around 6:00 am or 7:00 am is considered 'normal', in particular during parliamentary sitting periods. Although an employee may have specific hours stated on their employment agreement, the terms and conditions of employment for a MOP(S) Act employee are provided for under the MOPS EA. Employees acknowledge their understanding of these terms and conditions of employment on commencement.

If there is a belief that the personal safety of employees is significantly increased due to the requirement to work long hours, the employer and employee both have a responsibility to manage this risk. If there is a situation occurring regularly where there is a known significant personal safety risk to the employee, the parliamentarian and employee may not be meeting their legislative work, health and safety obligations.

IPEA is responsible for reviewing travel resources accessed by staff employed under the *Members of Parliament (Staff) Act 1984* to determine whether the travel has complied with the legislative framework. If there are further queries in relation to working arrangements for employees, including the requirement to work long hours, please contact Ministerial and Parliamentary Services on (02) 6215 3333 or via email mpshelp@finance.gov.au or Parliamentary Workplace Support Service on 1800 747 977 or via email hr@pwss.gov.au

Sincerely

Nicole Pearson
Branch Manager, Transparency, Assurance and Legal

Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

E: assurance@ipea.gov.au

W: www.ipea.gov.au & www.ipea.gov.au/ed



Expenditure reporting is here!

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navigate, review and certify a report

From: [REDACTED]
Sent: Tuesday, February 6, 2024 11:42 AM
To: Assurance <Assurance@ipea.gov.au>
Subject: FW: Assurance Review - Staff use of car transport [SEC=OFFICIAL]

Good morning,

While our office considers this assurance review [REDACTED] has asked for an interpretation of the following question.

“Although PSA and ESA provide compensation for additional hours of work, what would be considered outside of “normal hours of duty” during a sitting week and would therefore be claimable? For example, on 2/8/22 [REDACTED] work day was approximately 14 hours long (6:19am to 8:04pm), is this still considered normal hours of duty?”

We would be most grateful for your advice on this matter.

Kind regards,

[REDACTED]
Office of the Hon Matt Thistlethwaite MP

Matt Thistlethwaite MP

(02) 9349 6007
matthistlethwaite.com.au
Shop 6/205 Maroubra Rd, Maroubra, NSW, 2035

Assistant Minister for Defence
Assistant Minister for Veterans' Affairs
Assistant Minister for the Republic
Member for Kingsford Smith

From: Assurance <Assurance@ipea.gov.au>
Sent: Tuesday, January 23, 2024 3:33 PM
To: Thistlethwaite, Matt (MP) [REDACTED]
Subject: Assurance Review - Staff use of car transport [SEC=OFFICIAL]

OFFICIAL

The Hon Matt Thistlethwaite MP
Assistant Minister for Defence
Assistant Minister for Veterans' Affairs
Assistant Minister for the Republic
Member for Kingsford Smith

Good afternoon Assistant Minister

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra.

Should you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely

Nicole Pearson
Branch Manager, Transparency, Assurance and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

E: assurance@ipea.gov.au

W: www.ipea.gov.au



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Be careful with this message

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From: [REDACTED]
Sent: Wednesday, 14 February 2024 4:11 PM
To: Assurance
Subject: RE: Assurance Review - Staff use of car transport [SEC=OFFICIAL]
Attachments: 3000 - Attachment B to IPEA letter to Assistant Minister Thistlethwaite.xlsx; Flight Details 30-03-2023.pdf; Flight Details 10-11-2022.pdf; Flight Details 07-09-2023.pdf; Flight Details 09-03-2023.pdf; Flight Details 11-05-2023.pdf; Flight Details 03-08-2023.pdf; Flight Details 22-06-2023.pdf; Flight Details 01-06-2023.pdf; Flight Details 23-03-2023.pdf; Flight Details 25-07-2022.pdf; cab230802.pdf; cab230803.pdf; cab230731.pdf; cab230801.pdf

Categories: [REDACTED]

Good afternoon,

I am writing in response to the assurance review of staff travel and travel-related expenses Ref: IPEA 23/1/38 IDOC/244768

In the attached document *3000 - Attachment B to IPEA letter to Assistant Minister Thistlethwaite* I have indicated in the comments whether [REDACTED] should be invoiced or why his trip complies with the Determination.

I have confirmed this with the Member.

Thank you for this opportunity to participate in IPEAs assurance review of staff travel expenses. Please do not hesitate to contact me if I can provide any further information regarding this matter.

Kind regards,

[REDACTED]
Office of the Hon Matt Thistlethwaite MP



From: Assurance <Assurance@ipea.gov.au>
Sent: Tuesday, January 23, 2024 3:33 PM
To: Thistlethwaite, Matt (MP) [REDACTED]
Subject: Assurance Review - Staff use of car transport [SEC=OFFICIAL]

OFFICIAL

The Hon Matt Thistlethwaite MP
Assistant Minister for Defence
Assistant Minister for Veterans' Affairs

Assistant Minister for the Republic
Member for Kingsford Smith

Good afternoon Assistant Minister

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra.

Should you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely

Nicole Pearson
Branch Manager, Transparency, Assurance and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

E: assurance@ipea.gov.au

W: www.ipea.gov.au



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Day	Date	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Monday	25/07/2022	Capital Hill	08:13 PM	Braddon	\$ 17.45	Traveling with luggage. Flight details are attached.
Tuesday	26/07/2022	Braddon	06:45AM	Capital Hill	\$ 20.00	Invoice [REDACTED]
Tuesday	26/07/2022	Capital Hill	07:37 PM	Braddon	\$ 17.36	Invoice [REDACTED]
Wednesday	27/07/2022	Braddon	06:31 AM	Capital Hill	\$ 20.46	Invoice [REDACTED]
Monday	01/08/2022	Braddon	07:07 AM	Capital Hill	\$ 15.82	Invoice [REDACTED]
Monday	01/08/2022	Capital Hill	07:35 PM	Braddon	\$ 18.62	Invoice [REDACTED]
Tuesday	02/08/2022	Braddon	06:19 AM	Capital Hill	\$ 20.65	Invoice [REDACTED]
Tuesday	02/08/2022	Capital Hill	08:04 PM	Braddon	\$ 15.56	Invoice [REDACTED]
Wednesday	03/08/2022	Braddon	06:39 AM	Capital Hill	\$ 16.79	Invoice [REDACTED]
Monday	05/09/2022	Braddon	06:41 AM	Capital Hill	\$ 20.58	Invoice [REDACTED]
Tuesday	06/09/2022	Braddon	06:43 AM	Capital Hill	\$ 19.95	Invoice [REDACTED]
Tuesday	06/09/2022	Capital Hill	07:04 PM	Braddon	\$ 15.98	Invoice [REDACTED]
Wednesday	07/09/2022	Braddon	06:33 AM	Capital Hill	\$ 20.90	Invoice [REDACTED]
Wednesday	07/09/2022	Capital Hill	07:48 PM	Braddon	\$ 15.63	Invoice [REDACTED]
Monday	07/11/2022	Capital Hill	08:09AM	Capital Hill	\$ 22.26	Invoice [REDACTED]
Tuesday	08/11/2022	Braddon	06:34 AM	Capital Hill	\$ 20.16	Invoice [REDACTED]
Tuesday	08/11/2022	Capital Hill	08:08 PM	Braddon	\$ 23.42	Invoice [REDACTED]
Wednesday	09/11/2022	Braddon	06:36 AM	Capital Hill	\$ 21.74	Invoice [REDACTED]
Wednesday	09/11/2022	Capital Hill	06:37 PM	Braddon	\$ 20.58	Invoice [REDACTED]
Thursday	10/11/2022	Braddon	06:37 AM	Capital Hill	\$ 22.16	Traveling with luggage. Flight details are attached.
Monday	28/11/2022	Braddon	08:13 AM	Capital Hill	\$ 23.42	Invoice [REDACTED]
Tuesday	29/11/2022	Capital Hill	07:23 PM	Braddon	\$ 20.90	Invoice [REDACTED]
Wednesday	30/11/2022	Braddon	06:39 AM	Capital Hill	\$ 28.35	Invoice [REDACTED]
Monday	06/02/2023	Braddon	06:45 AM	Capital Hill	\$ 21.58	Invoice [REDACTED]
Tuesday	07/02/2023	Braddon	06:38 AM	Capital Hill	\$ 22.63	Invoice [REDACTED]
Wednesday	08/02/2023	Braddon	06:37 AM	Capital Hill	\$ 25.25	Invoice [REDACTED]
Monday	13/02/2023	Braddon	06:48 AM	Capital Hill	\$ 22.00	Invoice [REDACTED]
Tuesday	14/02/2023	Braddon	06:35 AM	Capital Hill	\$ 21.79	Invoice [REDACTED]
Wednesday	15/02/2023	Braddon	06:39 AM	Capital Hill	\$ 24.10	Invoice [REDACTED]
Monday	06/03/2023	Home	06:42 AM	Office	\$ 22.31	Invoice [REDACTED]
Wednesday	08/03/2023	Home	06:36 AM	Office	\$ 22.10	Invoice [REDACTED]

Day	Date	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Thursday	09/03/2023	Hotel	06:45 AM	Office	\$ 26.41	Traveling with luggage. Flight details are attached.
Monday	20/03/2023	Braddon	07:40 AM	Capital Hill	\$ 25.99	Invoice [REDACTED]
Tuesday	21/03/2023	Braddon	06:21 AM	Capital Hill	\$ 26.51	Invoice [REDACTED]
Wednesday	22/03/2023	Braddon	06:28 AM	Capital Hill	\$ 21.68	Invoice [REDACTED]
Thursday	23/03/2023	Braddon	06:56 AM	Capital Hill	\$ 22.84	Traveling with luggage. Flight details are attached.
Monday	27/03/2023	Braddon	07:19 AM	Campbell	\$ 15.49	Invoice [REDACTED]
Tuesday	28/03/2023	Braddon	06:34 AM	Capital Hill	\$ 21.37	Invoice [REDACTED]
Wednesday	29/03/2023	Hotel	06:38 AM	Office	\$ 25.67	Invoice [REDACTED]
Thursday	30/03/2023	Hotel	06:39 AM	Office	\$ 25.99	Traveling with luggage. Flight details are attached.
Tuesday	09/05/2023	Capital Hill	07:10 AM	Capital Hill	\$ 24.83	Invoice [REDACTED]
Wednesday	10/05/2023	Braddon	06:41 AM	Capital Hill	\$ 29.56	Invoice [REDACTED]
Thursday	11/05/2023	Hotel	07:12 AM	Office	\$ 23.05	Traveling with luggage. Flight details are attached.
Thursday	11/05/2023	Home	01:33 PM	Braddon	\$ 36.38	Traveling with luggage. Flight details are attached.
Tuesday	23/05/2023	Braddon	06:24 AM	Capital Hill	\$ 26.72	Invoice [REDACTED]
Wednesday	24/05/2023	Braddon	06:28 AM	Capital Hill	\$ 25.67	Invoice [REDACTED]
Wednesday	24/05/2023	Capital Hill	07:19 PM	Braddon	\$ 25.99	Invoice [REDACTED]
Tuesday	30/05/2023	Hotel	06:27 AM	Office	\$ 23.99	Invoice [REDACTED]
Wednesday	31/05/2023	Hotel	06:27 AM	Office	\$ 25.04	Invoice [REDACTED]
Thursday	01/06/2023	Braddon	07:46 AM	Capital Hill	\$ 25.36	Traveling with luggage. Flight details are attached.
Tuesday	13/06/2023	Hotel	06:27 AM	Office	\$ 24.83	Invoice [REDACTED]
Wednesday	14/06/2023	Hotel	06:27 AM	Office	\$ 25.15	Invoice [REDACTED]
Monday	19/06/2023	Braddon	07:28 AM	Capital Hill	\$ 23.68	Invoice [REDACTED]
Tuesday	20/06/2023	Braddon	06:22 AM	Capital Hill	\$ 23.57	Invoice [REDACTED]
Wednesday	21/06/2023	Braddon	06:25 AM	Capital Hill	\$ 20.42	Invoice [REDACTED]
Thursday	22/06/2023	Braddon	07:42 AM	Capital Hill	\$ 32.55	Traveling with luggage. Flight details are attached.
Monday	31/07/2023	Braddon	01:20 AM	Capital Hill	\$ 24.31	Invoice [REDACTED]. Note: The time of this trip was actually 7:32am [REDACTED] has provided the attached cabcharge receipt 'cab230731' demonstrating this.
Tuesday	01/08/2023	Braddon	10:30 PM	Capital Hill	\$ 25.57	Invoice [REDACTED]. Note: The time of this trip was actually 6:33am [REDACTED] has provided the attached cabcharge receipt 'cab230801' demonstrating this.

Day	Date	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Wednesday	02/08/2023	Braddon	03:30 PM	Capital Hill	\$ 33.13	Invoice [REDACTED]. Note: The time of this trip was actually 6:33am [REDACTED] has provided the attached cabcharge receipt 'cab230802' demonstrating this.
Thursday	03/08/2023	Braddon	02:10 AM	Capital Hill	\$ 26.93	Traveling with luggage. Note: The time of this trip was actually 7:37am [REDACTED] has provided the attached cabcharge receipt 'cab230803' demonstrating this.
Monday	07/08/2023	Braddon	07:35 AM	Capital Hill	\$ 25.67	Invoice [REDACTED]
Tuesday	08/08/2023	Braddon	06:28 AM	Capital Hill	\$ 32.08	Invoice [REDACTED]
Wednesday	09/08/2023	Hotel	06:33 AM	Office	\$ 25.88	Invoice [REDACTED]
Monday	04/09/2023	Braddon	07:32 AM	Capital Hill	\$ 21.79	Invoice [REDACTED]
Tuesday	05/09/2023	Hotel	06:31 AM	Office	\$ 24.20	Invoice [REDACTED]
Wednesday	06/09/2023	Braddon	06:55 AM	Capital Hill	\$ 23.26	Invoice [REDACTED]
Thursday	07/09/2023	Braddon	07:07 AM	Capital Hill	\$ 21.58	Traveling with luggage. Flight details are attached.
Tuesday	12/09/2023	Hotel	06:33 AM	Office	\$ 26.20	Invoice [REDACTED]
Wednesday	13/09/2023	Braddon	06:35 AM	Capital Hill	\$ 25.04	Invoice [REDACTED]



Ticket Summary (CTM)

Registration ID: 20066488

Issue Date: 27/02/2023

Status: Paid

Invoice No: 8351

Booking Date: 24/02/2023

Reference No: B.0012059821

Transaction Details

Ticket Data

Ticket No: CTM76280061

Passenger Name: [REDACTED]

Passenger Ref. No: GU3VAT8P

Ticket Type: D

Carrier Code: QF

Financial Data

Tax Value: 62.87 AUD

GST Free Value: 0.00 AUD

GST Exclusive: 169.67 AUD

GST Amount: 16.97 AUD

Total Amount (incl GST): 186.64 AUD

Employee ID: [REDACTED]

Office ID: 50001210

Thistlethwaite, Matthew

Dominant Purpose: Official

Expense Type: Airfare

Assigned To: [REDACTED]

Tickets (1)

Flight Number	Expense Date	Departure Time	From Location	Arrival Date	Arrival Time	To Location	Flight Class	Status
1450	30/03/2023	17:55:00	Canberra	30/03/2023	18:50:00	Sydney	B	Verified



Ticket Summary (CTM)

Registration ID: 20034950

Issue Date: 04/11/2022

Status: Paid

Invoice No: 8221

Booking Date: 03/11/2022

Reference No: B.0011666848

Transaction Details

Ticket Data

Ticket No: CTM73794991

Passenger Name: [REDACTED]

Passenger Ref. No: GU3VAT8P

Ticket Type: D

Carrier Code: QF

Financial Data

Tax Value: 95.31 AUD

GST Free Value: 0.00 AUD

GST Exclusive: 494.13 AUD

GST Amount: 49.41 AUD

Total Amount (incl GST): 543.54 AUD

Employee ID: [REDACTED]

Office ID: 00000000

Dominant Purpose: Official ▾

Expense Type: Airfare ▾

Assigned To: ▾

Tickets (1)

Flight Number	Expense Date	Departure Time	From Location	Arrival Date	Arrival Time	To Location	Flight Class	Status
1506	10/11/2022	17:40:00	Canberra	10/11/2022	18:35:00	Sydney	Y	Verified



Ticket Summary (CTM)

Registration ID: 20115882

Issue Date: 06/09/2023

Status: Paid

Invoice No: 8490

Booking Date: 31/08/2023

Reference No: B.0012832148

Transaction Details

Ticket Data

Ticket No: CTM81366249

Passenger Name: [REDACTED]

Passenger Ref. No: GU3VAT8P

Ticket Type: D

Carrier Code: QF

Financial Data

Tax Value: 96.82 AUD

GST Free Value: 0.00 AUD

GST Exclusive: 499.99 AUD

GST Amount: 50.00 AUD

Total Amount (incl GST): 549.99 AUD

Employee ID: [REDACTED]

Office ID:

50001210

Thistlethwaite, Matthew

Dominant Purpose:

Official

Expense Type:

Airfare

Assigned To: [REDACTED]

Tickets (1)

Flight Number	Expense Date	Departure Time	From Location	Arrival Date	Arrival Time	To Location	Flight Class	Status
1450	07/09/2023	17:55:00	Canberra	07/09/2023	18:50:00	Sydney	Y	Verified



Ticket Summary (CTM)

Registration ID: 20059606

Issue Date: 02/03/2023

Status: Paid

Invoice No: 8331

Booking Date: 24/02/2023

Reference No: B.0012059790

Transaction Details

Ticket Data

Ticket No: CTM76279864

Passenger Name: [REDACTED]

Passenger Ref. No: GU3VAT8P

Ticket Type: D

Carrier Code: QF

Financial Data

Tax Value: 62.87 AUD

GST Free Value: 0.00 AUD

GST Exclusive: 169.67 AUD

GST Amount: 16.97 AUD

Total Amount (incl GST): 186.64 AUD

Employee ID: [REDACTED]

Office ID:

50001210

Thistlethwaite, Matthew

Dominant Purpose:

Official

Expense Type:

Airfare

Assigned To:

Tickets (1)

Flight Number	Expense Date	Departure Time	From Location	Arrival Date	Arrival Time	To Location	Flight Class	Status
1450	09/03/2023	17:55:00	Canberra	09/03/2023	18:50:00	Sydney	B	Verified



Monday 08 May 2023 08:28 - Sydney, NSW

Itinerary for

Booking Number: B12335309
PNR Reference: RZFOJV
Consultant: [REDACTED]
Booked By: [REDACTED]
Departure Date: 08 May 23
Debtor: Independent Parliamentary Expenses Authority (IPEA)
Return Date: 11 May 23

CTM CONTACT INFORMATION

Should you require assistance with booking changes or amendments, please contact CTM 24/7 on the following numbers:

Within Australia - 1800 187 584
Outside Australia - +61 2 8286 7499
Email: ipea@travelctm.com

Date	Service	Details		
Monday 08 May 23	Flight	Airline: QANTAS AIRWAYS Departure Date: Mon 08 May 23 at 10:05 Arrival Date: Mon 08 May 23 at 11:00 Aircraft: Boeing 717 Class: K - Economy FLEX Stops: Non-Stop Airline Reference: 54R03Y Code Share: /QANTASLINK - NATIONAL JET SYSTEMS Status: Confirmed	Flight QF1505 SYDNEY, AUSTRALIA CANBERRA, AUSTRALIA	
		Details: SYDNEY, AUSTRALIA (TERMINAL - TERMINAL 3 DOMESTIC) CANBERRA, AUSTRALIA (TERMINAL -), Dept Time 08-05-2023 10:05, Arrival Time 08-05-2023 11:00 - Travelling time: 0 hr 55 mins - Meal Service: Refreshment		
Thursday 11 May 23	Flight	Airline: QANTAS AIRWAYS Departure Date: Thu 11 May 23 at 17:55 Arrival Date: Thu 11 May 23 at 18:50 Aircraft: De Havilland Canada DHC-8-400 Dash 8Q Class: K - Economy FLEX Stops: Non-Stop Airline Reference: 54R03Y Code Share: /SUNSTATE ON BEHALF OF EASTERN Status: Confirmed Baggage: 1 piece	Flight QF1450 CANBERRA, AUSTRALIA SYDNEY, AUSTRALIA	
		Details: CANBERRA, AUSTRALIA (TERMINAL -) SYDNEY, AUSTRALIA (TERMINAL - TERMINAL 3 DOMESTIC), Dept Time 11-05-2023 17:55, Arrival Time 11-05-2023 18:50 - Travelling time: 0 hr 55 mins - Meal Service: Refreshment		

Frequent Flyer Numbers

[REDACTED] [REDACTED]

Ticket Numbers

TKT QF 9646410083 - [REDACTED] - ADULT - CBR-SYD
TKT QF 9646410080 - [REDACTED] - ADULT - SYD-CBR

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Ticket	QF - K - Economy FLEX 9646410083 - 05 May 23 - ADULT 11 May 23 CANBERRA- SYDNEY	307.68	46.38	35.41	389.47
Ticket	QF - K - Economy FLEX 9646410080 - 05 May 23 - ADULT 08 May 23 SYDNEY- CANBERRA	307.68	46.38	35.41	389.47
Due		615.36	92.76	70.82	778.94
Total Booking Cost Inc Pay Direct				70.82	778.94

Final Ticket Date: 05 May 23

CTM Global Privacy Policy

For more information on the CTM Global Privacy Policy please refer to:
<https://www.travelctm.com/global-privacy-policy/>

Travel Advice including COVID-19 Guidance.

For both domestic and international travel we recommend you familiarise yourself with airline and hotel requirements around passenger vaccination requirements, safety, face mask requirement and the need to produce evidence meeting airline/hotel and border control regulations in relation to a negative COVID-19 test both for transit and final destination passengers. This information is subject to change without notice so we recommend you update yourself in relation to the relevant airline/hotel/government policies for your entire journey at each of (i) the time of booking, (ii) as you approach your travel date, and (iii) immediately before travel.

For International Travel it is the passengers responsibility to contact the Department of Foreign Affairs and Trade ("DFAT") or visit their website at <https://www.smartraveller.gov.au> for general travel advice, as well as specific advice (including safety alert levels) relating to the destination you wish to visit or where you are returning to. You can also register your travel plans with DFAT, so that you may be more easily contacted in an emergency.

It is the passengers responsibility to familiarise yourself with the current status to Australia's immigration and border arrangements during the COVID-19 outbreak, available at <https://covid19.homeaffairs.gov.au>.

You acknowledge that you are choosing to travel at a time where you may be exposed to the Coronavirus. It is your own responsibility to acquaint yourself with all relevant travel information, including applicable health risks. You acknowledge that your decision to travel is made based on your own consideration of this information, and you acknowledge and agree that you are aware of, and assume responsibility for, the risks associated with traveling at this time. To the fullest extent permitted by law, we accept no liability in relation to these additional risks

DOMESTIC BAGGAGE

Baggage is included in most fare types, please refer to your itinerary for the included baggage allowance on each sector of your booking. Please note Platinum, Gold, Silver frequent flyer members may receive additional baggage concessions

DOMESTIC CHECK IN (JQ/QF/VA)

JETSTAR

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 30 minutes prior to scheduled departure time.

<http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in>

NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.

www.jetstar.com/au/en/planning-and-booking/checking-in/domestic

QANTAS

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.

<http://www.qantas.com.au/travel/airlines/checkin/global/en>

VIRGIN AUSTRALIA

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in.

<https://www.virginaustralia.com/au/en/travel-info/bookings/check-in/>

E-TICKET

E ticket identification required by airlines:

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.



Ticket Summary (CTM)

Registration ID: 20105716

Issue Date: 15/07/2023

Status: Paid

Invoice No: 8458

Booking Date: 12/07/2023

Reference No: B.0012623712

Transaction Details

Ticket Data

Ticket No: CTM79867407

Passenger Name: [REDACTED]

Passenger Ref. No: GU3VAT8P

Ticket Type: D

Carrier Code: QF

Financial Data

Tax Value: 82.46 AUD

GST Free Value: 0.00 AUD

GST Exclusive: 356.40 AUD

GST Amount: 35.64 AUD

Total Amount (incl GST): 392.04 AUD

Employee ID: [REDACTED]

Office ID:

50001210

Thistlethwaite, Matthew

Dominant Purpose:

Official

Expense Type:

Airfare

Assigned To:

[REDACTED]

Tickets (1)

Flight Number	Expense Date	Departure Time	From Location	Arrival Date	Arrival Time	To Location	Flight Class	Status
1450	03/08/2023	17:55:00	Canberra	03/08/2023	18:50:00	Sydney	K	Verified



Ticket Summary (CTM)

Registration ID: 20096139

Issue Date: 20/05/2023

Status: Paid

Invoice No: 8416

Booking Date: 17/05/2023

Reference No: B.0012397687

Transaction Details

Ticket Data

Ticket No: CTM78425401

Passenger Name: [REDACTED]

Passenger Ref. No: GU3VAT8P

Ticket Type: D

Carrier Code: QF

Financial Data

Tax Value: 81.79 AUD

GST Free Value: 0.00 AUD

GST Exclusive: 354.06 AUD

GST Amount: 35.41 AUD

Total Amount (incl GST): 389.47 AUD

Employee ID: [REDACTED]

Office ID:

50001210

Thistlethwaite, Matthew

Dominant Purpose:

Official

Expense Type:

Airfare

Assigned To: [REDACTED]

Tickets (1)

Flight Number	Expense Date	Departure Time	From Location	Arrival Date	Arrival Time	To Location	Flight Class	Status
1450	22/06/2023	17:55:00	Canberra	22/06/2023	18:50:00	Sydney	K	Verified



Ticket Summary (CTM)

Registration ID: 20087830

Issue Date: 20/05/2023

Status: Paid

Invoice No: 8395

Booking Date: 17/05/2023

Reference No: B.0012397659

Transaction Details

Ticket Data

Ticket No: CTM78425226

Passenger Name: [REDACTED]

Passenger Ref. No: GU3VAT8P

Ticket Type: D

Carrier Code: QF

Financial Data

Tax Value: 81.79 AUD

GST Free Value: 0.00 AUD

GST Exclusive: 354.06 AUD

GST Amount: 35.41 AUD

Total Amount (incl GST): 389.47 AUD

Employee ID: [REDACTED]

Office ID:

50001210

Thistlethwaite, Matthew

Dominant Purpose:

Official

Expense Type:

Airfare

Assigned To:

Tickets (1)

Flight Number	Expense Date	Departure Time	From Location	Arrival Date	Arrival Time	To Location	Flight Class	Status
1434	01/06/2023	10:55:00	Canberra	01/06/2023	11:50:00	Sydney	K	Verified



Ticket Summary (CTM)

Registration ID: 20085699

Issue Date: 27/02/2023

Status: Paid

Invoice No: 8392

Booking Date: 24/02/2023

Reference No: B.0012059810

Transaction Details

Ticket Data

Ticket No: CTM76279998

Passenger Name: [REDACTED]

Passenger Ref. No: GU3VAT8P

Ticket Type: D

Carrier Code: QF

Financial Data

Tax Value: 62.87 AUD

GST Free Value: 0.00 AUD

GST Exclusive: 169.67 AUD

GST Amount: 16.97 AUD

Total Amount (incl GST): 186.64 AUD

Employee ID: [REDACTED]

Office ID:

50001210

Thistlethwaite, Matthew

Dominant Purpose:

Official

Expense Type:

Airfare

Assigned To:

[REDACTED]

Tickets (1)

Flight Number	Expense Date	Departure Time	From Location	Arrival Date	Arrival Time	To Location	Flight Class	Status
0861	23/03/2023	17:55:00	Canberra	23/03/2023	18:50:00	Sydney	B	Verified



Ticket Summary (CTM)

Registration ID: 20007297

Issue Date: 23/07/2022

Status: Paid

Invoice No: 8124

Booking Date: 20/07/2022

Reference No: B.0011207087

Transaction Details

Ticket Data

Ticket No: CTM70888099

Passenger Name: [REDACTED]

Passenger Ref. No: GU3VAT8P

Ticket Type: D

Carrier Code: QF

Financial Data

Tax Value: 90.49 AUD

GST Free Value: 0.00 AUD

GST Exclusive: 448.03 AUD

GST Amount: 44.80 AUD

Total Amount (incl GST): 492.83 AUD

Employee ID: [REDACTED]

Office ID: 00000000

Dominant Purpose: Official ▾

Expense Type: Airfare ▾

Assigned To: [REDACTED] ▾

Tickets (1)

Flight Number	Expense Date	Departure Time	From Location	Arrival Date	Arrival Time	To Location	Flight Class	Status
1429	25/07/2022	10:35:00	Sydney	25/07/2022	11:30:00	Canberra	Y	Verified

(M. Thistlethwaite, MP)

From: ereceipts@cabcharge.com.au on behalf of Cabcharge
<ereceipts@cabcharge.com.au>
Sent: Wednesday, 2 August 2023 6:34 AM
To: (M. Thistlethwaite, MP)
Subject: Cabcharge receipt

CABCHARGE

How was your experience today?



Thank you for using Cabcharge

\$33.13



Trip details

a

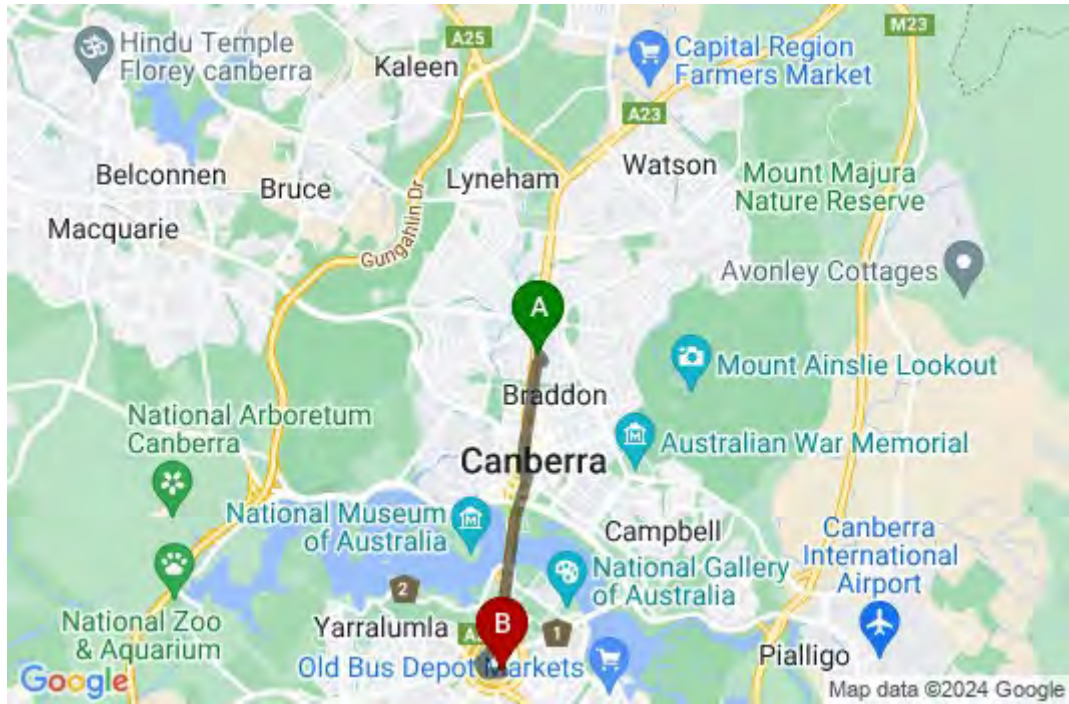
Northbourne Avenue, Braddon, Australian Capital Territory, 2612

⋮

b

Parliament Drive, Capital Hill, Australian Capital Territory, 2600

August 2nd 2023, 6:33 am



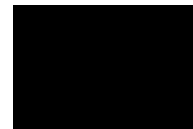
Trip breakdown

Fare	\$31.55
Fare inc GST	\$31.55
Service fee	\$1.58
Total	\$33.13



Payment details

FASTCARD
Receipt no.



Taxi information

Taxi ID

TX217



Lost Property



Customer Service



Unsubscribe

ABN 99 001 958 390

(M. Thistlethwaite, MP)

From: ereceipts@cabcharge.com.au on behalf of Cabcharge
<ereceipts@cabcharge.com.au>
Sent: Thursday, 3 August 2023 7:38 AM
To: [REDACTED] M. Thistlethwaite, MP)
Subject: Cabcharge receipt

CABCHARGE

How was your experience today?



[REDACTED]
Thank you for using Cabcharge

\$26.93



Trip details

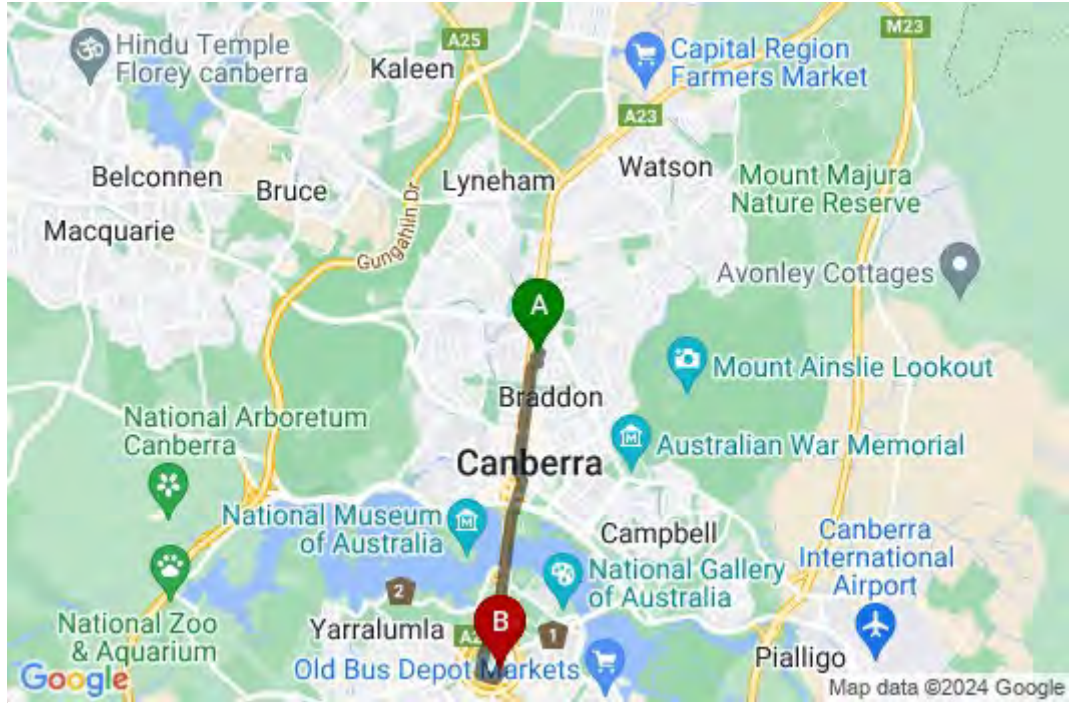
a

[REDACTED] Northbourne Avenue, Braddon, Australian Capital Territory, 2612

b

Parliament Drive, Capital Hill, Australian Capital Territory, 2600

August 3rd 2023, 7:37 am



Trip breakdown

Fare	\$25.65
Fare inc GST	\$25.65
Service fee	\$1.28
Total	\$26.93



Payment details

FASTCARD		
Receipt no.		12336



Taxi information

Taxi ID	TX190
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 [Lost Property](#)

 [Customer Service](#)

 [Unsubscribe](#)

ABN 99 001 958 390

(M. Thistlethwaite, MP)

From: ereceipts@cabcharge.com.au on behalf of Cabcharge
<ereceipts@cabcharge.com.au>
Sent: Monday, 31 July 2023 7:33 AM
To: [REDACTED] (M. Thistlethwaite, MP)
Subject: Cabcharge receipt

CABCHARGE

How was your experience today?



[REDACTED]
Thank you for using Cabcharge

\$24.31



Trip details

a

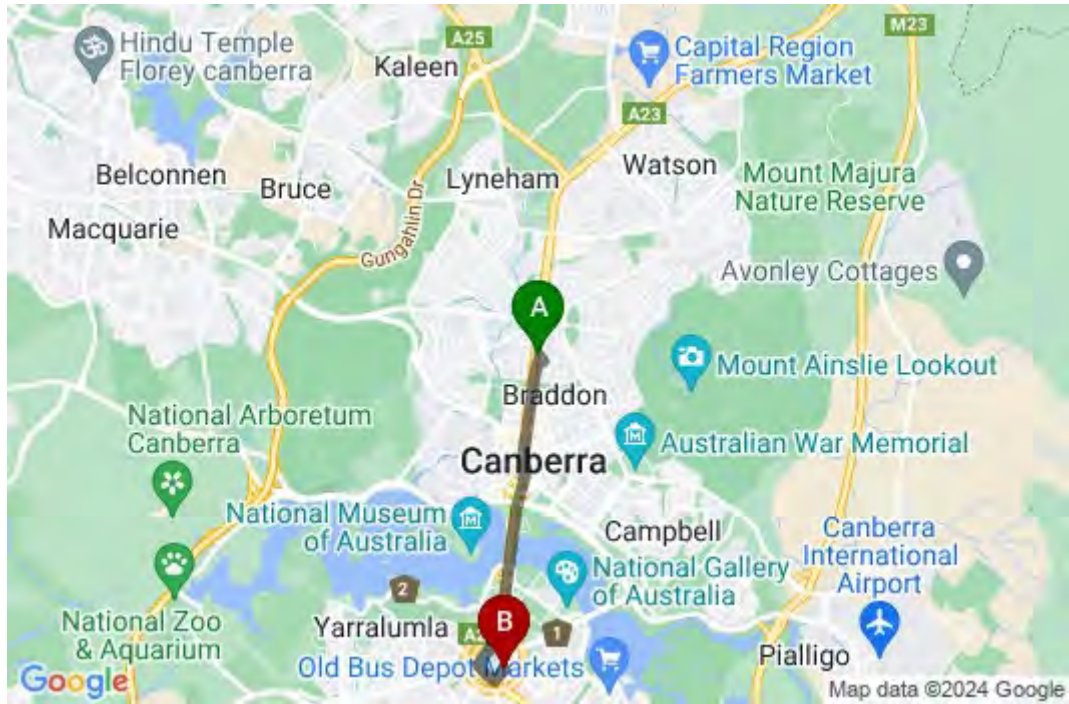
[REDACTED] Northbourne Avenue, Braddon, Australian Capital Territory, 2612

⋮

b

Parliament Drive, Capital Hill, Australian Capital Territory, 2600

July 31st 2023, 7:32 am



Trip breakdown

Fare	\$23.15
Fare inc GST	\$23.15
Service fee	\$1.16
Total	\$24.31



Payment details

FASTCARD		
Receipt no.		1201



Taxi information

Taxi ID	TX118
---------	-------

 [Lost Property](#)

 [Customer Service](#)

 [Unsubscribe](#)

ABN 99 001 958 390

(M. Thistlethwaite, MP)

From: ereceipts@cabcharge.com.au on behalf of Cabcharge
<ereceipts@cabcharge.com.au>
Sent: Tuesday, 1 August 2023 7:04 AM
To: [REDACTED] (M. Thistlethwaite, MP)
Subject: Cabcharge receipt

CABCHARGE

How was your experience today?



[REDACTED]
Thank you for using Cabcharge

\$25.57



Trip details

a

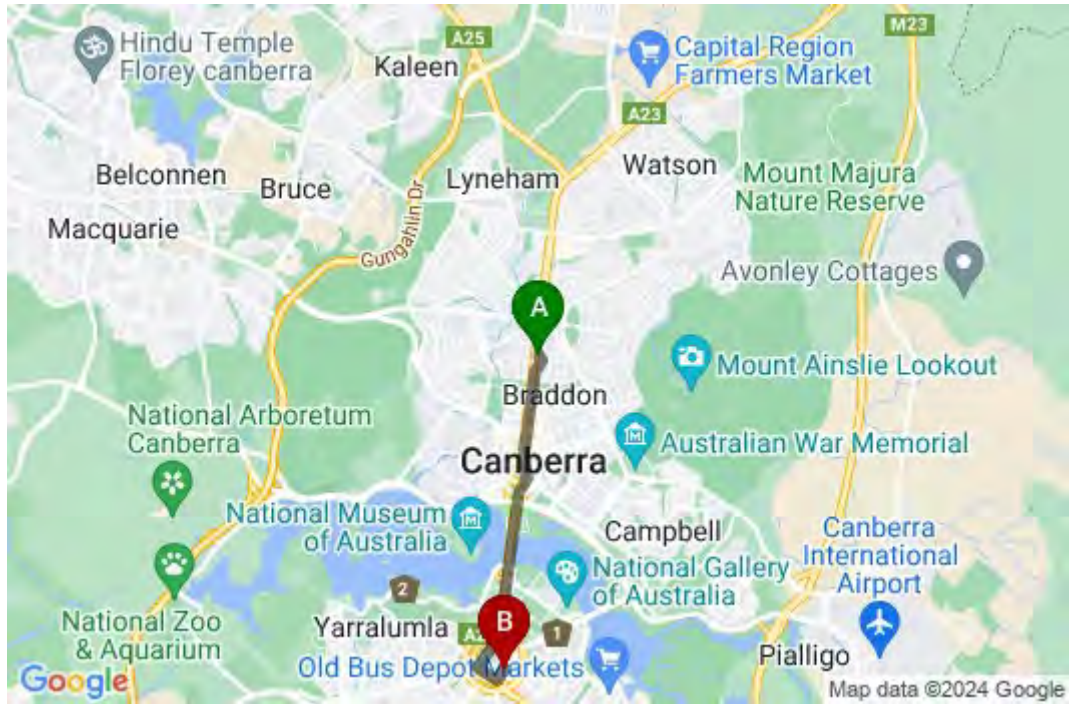
[REDACTED] Northbourne Avenue, Braddon, Australian Capital Territory, 2612

...

b

Parliament Drive, Capital Hill, Australian Capital Territory, 2600

August 1st 2023, 7:03 am



Trip breakdown

Fare	\$24.35
Fare inc GST	\$24.35
Service fee	\$1.22
Total	\$25.57



Payment details

FASTCARD	[REDACTED]	[REDACTED]
Receipt no.	[REDACTED]	4125



Taxi information

Taxi ID	TX138
---------	-------

 [Lost Property](#)

 [Customer Service](#)

 [Unsubscribe](#)

ABN 99 001 958 390

[REDACTED]

From: Assurance
Sent: Wednesday, 6 March 2024 1:28 PM
To: [REDACTED]
Subject: REF: 1866826 - Assurance Review - staff use of car transport [SEC=OFFICIAL]
Attachments: PEMS_claim_xx0020156766 - [REDACTED].pdf; PEMS_claim_xx0020159810 - [REDACTED].pdf; 12
_Display and Manage Debts (3).pdf

OFFICIAL

[REDACTED]
Office of the Hon Matt Thistlethwaite

Good afternoon [REDACTED]

The Independent Parliamentary Expenses Authority (IPEA) has responsibility under the *Independent Parliamentary Expenses Authority Act 2017* to review travel resources accessed by staff employed under the *Members of Parliament (Staff) Act 1984*.

IPEA undertook an Assurance Review of travel expenses incurred by you, specifically in relation to your use of Commonwealth-funded transport in Canberra for travel to and from Parliament House. IPEA wrote to Assistant Minister Thistlethwaite detailing the Commonwealth-funded car transport used by you. In the response provided to IPEA, 11 transactions were identified where you were carrying luggage for the purpose of the trip and IPEA concluded this was consistent with Determination 2023/010 - Staff Travel and Relief Staff Arrangements. For the remaining transactions, IPEA was asked to raise invoices as the use of car transport was not consistent with the Travel Determination. In circumstances where IPEA is satisfied the use of car transport was not in accordance with the legislative framework, IPEA is obliged to recover the full amount of these expenses.

Please find attached invoices to recover the expenses for car transport (regulated ridesharing services and Cabcharge) which creates a debt to the Commonwealth. I apologise for the delay in sending these invoices to you, however it was necessary to ensure the amounts being recovered are accurate. Please note that the due date on both invoices is incorrect and should read 28 March 2024 and 5 April 2024 respectively. Further details on the debt can be found in the debt tile in the Parliamentary Expenses Management System (PEMS), where you can also manage your debt repayment options. Please refer to the attached PEMS guidance on displaying and managing debts. In relation to repayment options, you may opt to:

- deduct the debt from your future travel claims, or
- pay your invoice directly using the details on the bottom of page one of the invoices, or
- have the debt deducted from your salary.

Alternatively, please email enquiries@ipea.gov.au with your preferred method of debt recovery and IPEA will update PEMS accordingly. Should a recovery method not be selected within 30 days of this email, IPEA will automatically select to deduct from your future travel claims.

Should you wish to discuss this matter, please contact [REDACTED].

Sincerely

Nicole Pearson

Branch Manager, Transparency, Assurance and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]

E: assurance@ipea.gov.au

W: www.ipea.gov.au & www.ipea.gov.au/ed



TAX INVOICE

Invoice To:

[Redacted]
 [Redacted]
 [Redacted]

Invoice Date: 28.02.2024
Phone number: (02) 6215 3000
Invoice Reference: 20156766
Payment Reference: 3100002775
Customer No: [Redacted]
Payment Due Date: 28.02.2024
Email: finance@ipea.gov.au

On any correspondence,
 please quote the Invoice Reference.

Please pay within 30 days of the invoice date

Item Description	Net Amount	GST Amount	Total Amount
001 *Recovery of Regulated Ridesharing 2 Aug 22	\$14.14	\$1.41	\$15.55
002 *Recovery of Regulated Ridesharing 26 Jul 22	\$18.18	\$1.82	\$20.00
003 *Recovery of Regulated Ridesharing 2 Aug 22	\$18.78	\$1.88	\$20.66
004 *Recovery of Regulated Ridesharing 1 Aug 22	\$16.93	\$1.69	\$18.62
005 *Recovery of Regulated Ridesharing 27 Jul 22	\$18.60	\$1.86	\$20.46
006 *Recovery of Regulated Ridesharing 26 Jul 22	\$15.78	\$1.58	\$17.36
007 *Recovery of Regulated Ridesharing 1 Aug 22	\$14.38	\$1.44	\$15.82
008 *Recovery of Regulated Ridesharing 3 Aug 22	\$15.26	\$1.53	\$16.79

Total: \$132.05 \$13.21 \$145.26



1. Payment by Direct Debit

IPEA Administered Receipts A/C

BSB: [Redacted] Account No: [Redacted] Payment Ref: 3100002775

2. Mailing your payment

All cheques and money orders should be made payable to the IPEA.

Mail payment together with this stub to:

IPEA
 1 Canberra Avenue FORREST, ACT, 2603

3. Payment by Credit Card

Complete the following and return by email to finance@ipea.gov.au or contact the IPEA Help Desk on (02) 6215 3000 with your credit card details.

Card Type: Mastercard Visa

Card Number: _____ Expiry Date: _____ CCV _____

Name of Card Holder: _____ Signature: _____

Payment Amount: _____ Date: _____ Payment Ref: 3100002775



TAX INVOICE

Invoice To:

[REDACTED]
[REDACTED]
[REDACTED]

Invoice Date: 05.03.2024
Phone number: (02) 6215 3000
Invoice Reference: 20159810
Payment Reference: 3100002790
Customer No: [REDACTED]
Payment Due Date: 05.03.2024
Email: finance@ipea.gov.au

On any correspondence,
please quote the Invoice Reference.

Please pay within 30 days of the invoice date

Item Description	Net Amount	GST Amount	Total Amount
001 *Recovery of cabcharge (service fee) 8 Nov 22	\$1.12		\$1.12
002 *Recovery of cabcharge (service fee) 6 Sep 22	\$0.95		\$0.95
003 *Recovery of cabcharge (service fee) 28 Nov 22	\$1.12		\$1.12
004 *Recovery of cabcharge (service fee) 14 Feb 23	\$1.04		\$1.04
005 *Recovery of cabcharge (service fee) 8 Mar 23	\$1.05		\$1.05
006 *Recovery of cabcharge (service fee) 30 May 23	\$1.14		\$1.14
007 *Recovery of cabcharge 12 Sep 23	\$22.68	\$2.27	\$24.95
008 *Recovery of cabcharge (service fee) 23 May 23	\$1.27		\$1.27
009 *Recovery of cabcharge 13 Jun 23	\$21.50	\$2.15	\$23.65
010 *Recovery of cabcharge 19 Jun 23	\$20.50	\$2.05	\$22.55
011 *Recovery of cabcharge (service fee) 7 Aug 23	\$1.22		\$1.22
012 *Recovery of cabcharge 9 Aug 23	\$22.41	\$2.24	\$24.65
013 *Recovery of cabcharge (service fee) 24 May 23	\$1.24		\$1.24
014 *Recovery of cabcharge (service fee) 21 Jun 23	\$0.97		\$0.97
015 *Recovery of cabcharge 5 Sep 22	\$17.82	\$1.78	\$19.60
016 *Recovery of cabcharge 8 Aug 23	\$27.77	\$2.78	\$30.55



1. Payment by Direct Debit

IPEA Administered Receipts A/C
BSB: [REDACTED] Account No: [REDACTED] Payment Ref: 3100002790

2. Mailing your payment

All cheques and money orders should be made payable to the IPEA.
Mail payment together with this stub to:

IPEA
1 Canberra Avenue FORREST, ACT, 2603

3. Payment by Credit Card

Complete the following and return by email to finance@ipea.gov.au or contact the IPEA Help Desk on (02) 6215 3000 with your credit card details.

Card Type: Mastercard Visa

Card Number: _____ Expiry Date: _____ CCV _____

Name of Card Holder: _____ Signature: _____

Payment Amount: _____ Date: _____ Payment Ref: 3100002790



TAX INVOICE

Invoice To:

[REDACTED]
[REDACTED]
[REDACTED]

Invoice Date: 05.03.2024
Phone number: (02) 6215 3000
Invoice Reference: 20159810
Payment Reference: 3100002790
Customer No: [REDACTED]
Payment Due Date: 05.03.2024
Email: finance@ipea.gov.au

On any correspondence,
please quote the Invoice Reference.

Item Description	Net Amount	GST Amount	TotalAmount
017 *Recovery of cabcharge (service fee) 5 Sep 23	\$1.15		\$1.15
018 *Recovery of cabcharge 9 Nov 22	\$17.82	\$1.78	\$19.60
019 *Recovery of cabcharge 20 Jun 23	\$20.41	\$2.04	\$22.45
020 *Recovery of cabcharge (service fee) 9 Nov 22	\$1.04		\$1.04
021 *Recovery of cabcharge 8 Feb 23	\$21.86	\$2.19	\$24.05
022 *Recovery of cabcharge (service fee) 13 Jun 23	\$1.18		\$1.18
023 *Recovery of cabcharge 10 May 23	\$25.59	\$2.56	\$28.15
024 *Recovery of cabcharge 27 Mar 23	\$13.41	\$1.34	\$14.75
025 *Recovery of cabcharge 24 May 23	\$22.50	\$2.25	\$24.75
026 *Recovery of cabcharge (service fee) 14 Jun 23	\$1.20		\$1.20
027 *Recovery of cabcharge 31 Jul 23	\$21.05	\$2.11	\$23.16
028 *Recovery of cabcharge (service fee) 4 Sep 23	\$1.04		\$1.04
029 *Recovery of cabcharge 22 Mar 23	\$18.77	\$1.88	\$20.65
030 *Recovery of cabcharge 29 Mar 23	\$22.23	\$2.22	\$24.45
031 *Recovery of cabcharge (service fee) 20 Jun 23	\$1.12		\$1.12
032 *Recovery of cabcharge 7 Sep 22	\$18.09	\$1.81	\$19.90
033 *Recovery of cabcharge 29 Nov 22	\$18.09	\$1.81	\$19.90
034 *Recovery of cabcharge (service fee) 30 Nov 22	\$1.35		\$1.35
035 *Recovery of cabcharge 30 May 23	\$20.77	\$2.08	\$22.85
036 *Recovery of cabcharge 28 Nov 22	\$20.27	\$2.03	\$22.30
037 *Recovery of cabcharge 6 Mar 23	\$19.32	\$1.93	\$21.25
038 *Recovery of cabcharge 2 Aug 23	\$28.70	\$2.87	\$31.57
039 *Recovery of cabcharge 20 Mar 23	\$22.50	\$2.25	\$24.75
040 *Recovery of cabcharge 23 May 23	\$23.14	\$2.31	\$25.45
041 *Recovery of cabcharge 5 Sep 23	\$20.95	\$2.10	\$23.05
042 *Recovery of cabcharge (service fee) 29 Mar 23	\$1.22		\$1.22
043 *Recovery of cabcharge 9 May 23	\$21.50	\$2.15	\$23.65
044 *Recovery of cabcharge 24 May 23	\$22.23	\$2.22	\$24.45
045 *Recovery of cabcharge 13 Sep 23	\$21.68	\$2.17	\$23.85
046 *Recovery of cabcharge 7 Nov 22	\$19.27	\$1.93	\$21.20
047 *Recovery of cabcharge 8 Nov 22	\$20.27	\$2.03	\$22.30



TAX INVOICE

Invoice To:

[Redacted]

Invoice Date: 05.03.2024
Phone number: (02) 6215 3000
Invoice Reference: 20159810
Payment Reference: 3100002790
Customer No: [Redacted]
Payment Due Date: 05.03.2024
Email: finance@ipea.gov.au

On any correspondence,
please quote the Invoice Reference.

Item Description	Net Amount	GST Amount	TotalAmount
048 *Recovery of cabcharge (service fee) 8 Feb 23	\$1.20		\$1.20
049 *Recovery of cabcharge (service fee) 6 Mar 23	\$1.06		\$1.06
050 *Recovery of cabcharge (service fee) 10 May 23	\$1.41		\$1.41
051 *Recovery of cabcharge 21 Mar 23	\$22.95	\$2.30	\$25.25
052 *Recovery of cabcharge (service fee) 7 Sep 22	\$1.00		\$1.00
053 *Recovery of cabcharge (service fee) 7 Nov 22	\$1.06		\$1.06
054 *Recovery of cabcharge (service fee) 7 Feb 23	\$1.08		\$1.08
055 *Recovery of cabcharge (service fee) 15 Feb 23	\$1.15		\$1.15
056 *Recovery of cabcharge (service fee) 19 Jun 23	\$1.13		\$1.13
057 *Recovery of cabcharge 21 Jun 23	\$17.68	\$1.77	\$19.45
058 *Recovery of cabcharge (service fee) 8 Nov 22	\$0.96		\$0.96
059 *Recovery of cabcharge 9 Nov 22	\$18.82	\$1.88	\$20.70
060 *Recovery of cabcharge 6 Feb 23	\$18.68	\$1.87	\$20.55
061 *Recovery of cabcharge (service fee) 9 Aug 23	\$1.23		\$1.23
062 *Recovery of cabcharge 4 Sep 23	\$18.86	\$1.89	\$20.75
063 *Recovery of cabcharge (service fee) 12 Sep 23	\$1.25		\$1.25
064 *Recovery of cabcharge 14 Feb 23	\$18.86	\$1.89	\$20.75
065 *Recovery of cabcharge (service fee) 22 Mar 23	\$1.03		\$1.03
066 *Recovery of cabcharge (service fee) 24 May 23	\$1.22		\$1.22
067 *Recovery of cabcharge (service fee) 6 Feb 23	\$1.03		\$1.03
068 *Recovery of cabcharge (service fee) 13 Feb 23	\$1.05		\$1.05
069 *Recovery of cabcharge 31 May 23	\$21.68	\$2.17	\$23.85
070 *Recovery of cabcharge (service fee) 5 Sep 22	\$0.98		\$0.98
071 *Recovery of cabcharge 8 Nov 22	\$17.45	\$1.75	\$19.20
072 *Recovery of cabcharge 14 Jun 23	\$21.77	\$2.18	\$23.95
073 *Recovery of cabcharge 7 Aug 23	\$22.23	\$2.22	\$24.45
074 *Recovery of cabcharge 8 Mar 23	\$19.14	\$1.91	\$21.05
075 *Recovery of cabcharge (service fee) 20 Mar 23	\$1.24		\$1.24
076 *Recovery of cabcharge (service fee) 21 Mar 23	\$1.26		\$1.26
077 *Recovery of cabcharge (service fee) 9 May 23	\$1.18		\$1.18
078 *Recovery of cabcharge (service fee) 6 Sep 23	\$1.11		\$1.11



TAX INVOICE

Invoice To:

[REDACTED]
[REDACTED]
[REDACTED]

Invoice Date: 05.03.2024
Phone number: (02) 6215 3000
Invoice Reference: 20159810
Payment Reference: 3100002790
Customer No: [REDACTED]
Payment Due Date: 05.03.2024
Email: finance@ipea.gov.au

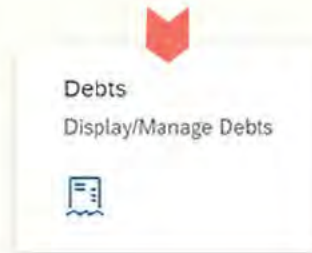
On any correspondence,
please quote the Invoice Reference.

Item Description	Net Amount	GST Amount	TotalAmount
079 *Recovery of cabcharge 13 Feb 23	\$19.05	\$1.91	\$20.96
080 *Recovery of cabcharge (service fee) 1 Aug 23	\$1.22		\$1.22
081 *Recovery of cabcharge 6 Sep 23	\$20.14	\$2.01	\$22.15
082 *Recovery of cabcharge 7 Feb 23	\$19.59	\$1.96	\$21.55
083 *Recovery of cabcharge 30 Nov 22	\$24.55	\$2.46	\$27.01
084 *Recovery of cabcharge (service fee) 27 Mar 23	\$0.74		\$0.74
085 *Recovery of cabcharge (service fee) 28 Mar 23	\$1.02		\$1.02
086 *Recovery of cabcharge (service fee) 9 Nov 22	\$0.98		\$0.98
087 *Recovery of cabcharge (service fee) 29 Nov 22	\$1.00		\$1.00
088 *Recovery of cabcharge 6 Sep 22	\$17.27	\$1.73	\$19.00
089 * Recovery of cabcharge (service fee) 31 Jul 23	\$1.16		\$1.16
090 *Recovery of cabcharge (service fee) 2 Aug 23	\$1.58		\$1.58
091 *Recovery of cabcharge (service fee) 13 Sep 23	\$1.19		\$1.19
092 *Recovery of cabcharge 15 Feb 23	\$20.86	\$2.09	\$22.95
093 *Recovery of cabcharge 28 Mar 23	\$18.50	\$1.85	\$20.35
094 *Recovery of cabcharge (service fee) 31 May 23	\$1.19		\$1.19
095 *Recovery of cabcharge 1 Aug 23	\$22.14	\$2.21	\$24.35
096 *Recovery of cabcharge (service fee) 8 Aug 23	\$1.53	\$0.05	\$1.48
Total:	\$1,047.98	\$99.33	\$1,147.31

Display and Manage Debts

1 Open the Debt Transactions Dashboard

- Select the Debts tile
- Transaction Dashboard opens



2 Find the Debt invoice

- Use filters, or
- Select the debt transaction



3 View or Manage the debt

- Select View Invoice PDF button, or
- Select the Manage Debt button
- Choose repayment option
- Select Proceed

