



**Australian Government**  
**Independent Parliamentary  
Expenses Authority**

Assurance Review 2023/027

Office of Ms Tracey Roberts MP, Member for Pearce – staff  
use of car transport in Canberra

21 November 2022 – 13 September 2023

# Contents

<b>Executive summary</b>	<b>3</b>
Assurance Review Findings	3
Scope and Purpose	3
Engagement with Ms Roberts and MOP(S) Act employees	3
<b>Audit and Assurance function</b>	<b>5</b>
IPEA's statutory audit function	5
<b>Legislative framework</b>	<b>5</b>
<b>Assurance Review methodology</b>	<b>6</b>
Background	6
Scope of Assurance Review	6
<b>Assessment of work expenses</b>	<b>7</b>
Summary of findings	7

## Executive summary

1. The Independent Parliamentary Expenses Authority (IPEA) conducted an Assurance Review of staff use of car transport in Canberra between 21 November 2022 and 13 September 2023 for two *Members of Parliament (Staff) Act 1984* (MOP(S) Act) employees employed in Ms Tracey Roberts' office. The Assurance Review forms part of IPEA's 3 Year Assurance Plan.

## Assurance Review Findings

2. The Assurance Review found certain transactions for travel from Parliament House to accommodation late in the evening met the requirements of Determination 2020/15 (now Determination 2023/010) – Staff Travel and Relief Staff Arrangements (the Determination). IPEA found both MOP(S) Act employees used car transport for travel from accommodation to Parliament House and return on a regular basis which does not meet the requirements in the Determination. Invoices were raised to recover the full amount of expenses which were not in accordance with the legislative framework and these invoices have been paid in full.

## Scope and Purpose

3. The scope of this Assurance Review is MOP(S) Act employees employed by Ms Tracey Roberts MP use of car transport in Canberra between 21 November 2022 and 13 September 2023. The purpose of the Assurance Review was to determine whether the resources used were in accordance with the legislative framework.

## Engagement with Ms Roberts and MOP(S) Act employees

4. On 1 November 2023, IPEA wrote to Ms Roberts asking her to examine each trip identified for travel by the MOP(S) Act employees and indicate in the comments how it complies with the Determination, including that the travel was directed by Ms Roberts or an authorised person in her office. In the response from Ms Roberts' office, it was noted the travel satisfies paragraphs 16(a) and 16(b) of the Determination due to late departure from Parliament House, the commute time and walking distance to and from public transport.
5. Having regard to the information provided by Ms Roberts, IPEA accepted the travel identified as being a late departure from Parliament House as meeting the requirements of paragraph 16(a) of the Determination. There was insufficient information provided to conclude the remainder of the transactions complied with the legislative framework. On 8 November 2023, IPEA wrote to Ms Roberts asking her to review the Commonwealth-funded travel and against each transaction confirm how the trip complies with the Determination.
6. The response provided by Ms Roberts' office on 10 November 2023, noted the accepted rule for ease of access to public transport is 400m. All travel by staff from their accommodation in Canberra was claimed as falling within the exception of paragraph 16(b) of the Determination because of the distance to access public transport.
7. IPEA sought policy advice from Ministerial and Parliamentary Services in relation to the application of paragraph 16(b) of the Determination. On 20 November 2023, IPEA wrote to Ms Roberts reiterating the requirement for employees to transport themselves to and from work for their normal hours of duty at their own expense. IPEA was not satisfied the circumstances as described met the requirements in the Determination. Ms Roberts was asked to provide any additional information for IPEA to consider before the Assurance Review is finalised.

Independent Parliamentary Expenses Authority  
*Office of Ms Tracey Roberts MP, Member for Pearce*  
*Staff use of car transport in Canberra*

8. The response provided by Ms Roberts' office on 22 November 2023 requested the travel costs for both MOP(S) Act employees be waived or allowed for the period in scope. On 23 November 2023, IPEA advised Ms Roberts that there is no discretion in the Determination to waive or allow costs incurred which are not in accordance with the Determination. Ms Roberts was advised that invoices would be raised to recover the expenses.
9. On 27 November 2023, an invoice to recover \$774.60 was forwarded to one MOP(S) Act employee for payment. This amount was paid in full in March 2024.
10. IPEA wrote to the other MOP(S) Act employee advising the outcome of the Assurance Review and seeking further information for consideration before raising an invoice. Following discussions with the MOP(S) Act employee, IPEA conducted a further review of the use of car transport in Canberra and on 9 January 2024 provided an amended list of transactions which were not consistent with the legislative framework. On 10 January 2024, the MOP(S) Act employee requested IPEA finalise the matter and raise an invoice for repayment. On 23 January 2024, an invoice to recover \$759.94 was raised and sent to the employee and this amount was paid in full on 25 January 2024.

## 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 assesses 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 not inconsistent 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

12. The legislation relevant to this Assurance Review is:
  - a. *Members of Parliament (Staff) Act 1984* (MOP(S) Act)
  - b. Determination 2020/15 (now Determination 2023/010) – Staff Travel and Relief Staff Arrangements (the Determination)
  - c. Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 (MOPS EA)
  - d. Ministerial and Parliamentary Services Domestic Travel Guideline

13. 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. Item 17 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:

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.

## Assurance Review methodology

### Background

16. Review of travel by new parliamentarians, their family members and MOP(S) Act employees forms part of IPEA's 3 Year Assurance Plan. In accordance with IPEA's Statutory Audit Function Sheet, on 30 October 2023 IPEA commenced a Preliminary Assessment into travel by Ms Roberts, her family members and MOP(S) Act employees during the period 1 April to 30 June 2023.
17. Travel data was obtained from the Audit and Assurance Dashboard for all travel undertaken by Ms Roberts, her family members and MOP(S) Act employees. The Preliminary Assessment found that parliamentary business resources were used by two MOP(S) Act employees employed by Ms Roberts for regular travel to and from Parliament House during the period 1 April to 30 June 2023.
18. On 30 October 2023, IPEA decided to conduct an Assurance Review into all use of car transport in Canberra for these MOP(S) Act staff.

### Scope of Assurance Review

19. The scope of this Assurance Review is all use of car transport in Canberra to and from Parliament House by two MOP(S) Act employees employed by Ms Roberts. The period under review is 21 November 2022 to 13 September 2023.

# Assessment of work expenses

## Summary of findings

### Analysis

20. IPEA considered the legislative framework and applied the following questions:
  - a. Was the MOP(S) Act employee travelling as directed on official business?
  - b. Did the employee's use of car transport in Canberra meet the requirements in items 2 and 16 of the Determination?
21. IPEA conducted the Assurance Review by examining and assessing:
  - a. information held by IPEA, including in the Parliamentary Expenses Management System
  - b. the legislative framework
  - c. information provided by the office of Ms Roberts and the MOP(S) Act employees
  - d. policy advice provided by Ministerial and Parliamentary Services
22. In October 2023, IPEA identified that two MOP(S) Act employees in Ms Roberts' office used car transport between 21 November 2022 and 13 September 2023 for regular travel to and from Parliament House. This travel appeared to contravene the requirement in the Determination for staff to transport themselves to and from their place of work for their normal hours of duty.
23. On 1 November 2023, IPEA wrote to Ms Roberts detailing the requirements in the Determination and identifying the Commonwealth-funded transport used by the MOP(S) Act employees (**Attachment A**). Ms Roberts was asked to examine each trip identified and indicate how it complies with the Determination, including that the travel was directed by her or an authorised person in her office.
24. The response provided by the office of Ms Roberts (**Attachment B**) noted that both MOP(S) Act employees stay in private accommodation in Canberra. One employee leaves Parliament House late in the evening on a regular basis. It was further noted that the commute time for both employees to use public transport would be more than one hour and involve walking from the bus stop to accommodation for more than 1 kilometre.
25. Having considered the information provided by the office, IPEA accepted the travel departing Parliament House in the late evening as meeting the requirements of paragraph 16(a) of the Determination. However, insufficient information had been provided to conclude the remaining transactions were in accordance with the legislative framework.
26. On 8 November 2023, IPEA wrote to Ms Roberts advising the public transport which services Parliament House is considered frequent, regular and easily accessible (**Attachment C**). Ms Roberts was again asked to review the Commonwealth-funded travel used by the MOP(S) Act employees and against each transaction confirm how the trip complies with items 2 and 16 of the Determination, including that the travel was directed by her or an authorised person in her office.
27. The response provided by the office of Ms Roberts on 10 November 2023 stated the accepted definition of 'easily accessible' for residents when designing public transport is 400 metres (**Attachment D**). It was therefore claimed that all travel for both MOP(S) Act employees to and from their accommodation in Canberra falls within the exception at paragraph 16(b) of the Determination as their walking distance to access public transport varies from 600 metres to 1.8 kilometres.

28. To ensure accurate application of the legislative provisions, IPEA sought policy advice from Ministerial and Parliamentary Services in relation to the application of paragraph 16(b).
29. Following receipt of the policy advice, on 20 November 2023, IPEA wrote to Ms Roberts advising that the intent of paragraph 16(b) of the Determination is for travel in locations which have limited public transport (**Attachment E**). Ms Roberts was also advised it is not appropriate for staff to claim for travel regularly to and from work in regular working hours in Canberra which has a wide public transport network and attracts a flat rate of travel allowance even when private accommodation is elected. Ms Roberts was advised that this provides a choice about selecting accommodation that considers proximity to transport options. Ms Roberts was given the opportunity to provide additional information for IPEA to consider before the Assurance Review is finalised.
30. On 22 November 2022, the office of Ms Roberts responded (**Attachment F**) advising they had not received a formal and full explanation in relation to the use of car transport and had concluded the travel claimed by both MOP(S) Act employees fell under the provisions of paragraph 16(b) of the Determination. It was requested that the travel costs for both MOP(S) Act employees be waived or allowed for the period in scope.
31. On 23 November 2023, IPEA responded to Ms Roberts (**Attachment G**) advising in part:

Items 2 and 16 of [the Determination] provide that it is the staff member's responsibility to transport themselves to and from work. In circumstances where staff use of car transport is not consistent with the Determination, IPEA is obliged to recover the costs. IPEA has no discretion in relation to this obligation and is therefore unable to waive or allow costs incurred which are not in accordance with the rules.
32. On 27 November 2023, IPEA raised an invoice to recover \$774.60 for expenses incurred by one MOP(S) Act employee which were not in accordance with the legislative framework (**Attachment H**). The employee requested a repayment plan which was approved by IPEA Finance. The full amount was repaid in March 2024.
33. On 27 November 2023, IPEA wrote to the second MOP(S) Act employee (**Attachment I**) detailing the Commonwealth-funded travel which was not in accordance with the legislative framework and seeking any additional information to be considered before the Assurance Review is finalised.
34. Following discussions between IPEA and the MOP(S) Act employee, the Commonwealth-funded travel was reviewed, and an amended list of transactions was forwarded to the employee for consideration and to provide additional information (**Attachment J**). On 12 January 2024, the MOP(S) Act employee requested this matter be finalised (**Attachment K**) and on 23 January 2024 an invoice was raised to recover \$759.94 for expenses incurred which were not in accordance with the legislative framework (**Attachment L**). The invoice was paid in full on 25 January 2024.

## Conclusion

35. Having considered the available information, including the policy advice and responses from Ms Roberts' office, IPEA concluded the travel which was directed by Ms Roberts or an authorised person in her office departing Parliament House in the late evening was consistent with the legislative framework.
36. IPEA found that the use of car transport for travel to Parliament House in the morning and return to accommodation in the afternoon does not meet the requirements in the Determination for employees to transport themselves to and from their place of work for their normal hours of duty. Invoices were raised to recover the full amount of these expenses from the MOP(S) Act employees and these have been paid in full.



[REDACTED]

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**From:** Assurance  
**Sent:** Wednesday, 1 November 2023 4:06 PM  
**To:** [REDACTED]  
**Subject:** Assurance Review - staff use of car transport [SEC=OFFICIAL]  
**Attachments:** [REDACTED]; Attachment A Determination 2023-10 Staff Travel and Relief Staff Arrangements.pdf

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**Ms Tracey Roberts MP**  
Member for Pearce

Good afternoon Ms Roberts

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

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

Yours sincerely

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[REDACTED]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: +61 2 6215 3000  
[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)

Classification: OFFICIAL  
Classified by: assurance@ipea.gov.au on: 1/11/2023 4:05:36 PM

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**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

REF: IPEA23/1/19 IDOC/239996

/ November 2023

**Ms Tracey Roberts**  
Member for Pearce  
Shop 3, Kingsway City Shopping Centre  
168 Wanneroo Road  
MADELEY WA 6065

Email: [REDACTED]

Dear Ms Roberts

**Assurance Review of staff travel and travel-related expenses**

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

IPEA is conducting an Assurance Review of your MOP(S) Act staff members, [REDACTED] use of car transport (taxis, regulated ride-sharing services and Cabcharge) for travel in Canberra to and from Parliament House.

The circumstances in which car transport may be used by MOP(S) Act staff are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements (now Determination 2023/010). Items 2 and 16 of Schedule A 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
- (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.

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Parliamentarians are personally responsible and accountable for their use of public resources for conducting parliamentary business. This responsibility extends to the use of public resources by staff employed by parliamentarians.

Employees may only use car transport when directed to do so by their employing parliamentarian or an authorised person for the purposes of the official business of the parliamentarian. Employees must not use car transport for private use. Private use includes travel to and from the place of work for normal hours of duty, including a temporary place of work such as Parliament House for electorate-based employees. Parliamentarians and authorised persons may direct an employee to use car transport to travel to or from work only in the limited circumstances set out in paragraphs 16(a), (b) and (c) of the Determination. A copy of the Determination is at **Attachment A** for your reference.

An employee's normal hours are broadly defined as hours agreed to by the employee and parliamentarian worked between the ordinary hours of 8:00 am and 6:00 pm Monday to Friday. Hours worked by employees may be partially or wholly worked outside of these hours. In accordance with clauses 33.1 and 32.4 of the MOPS Enterprise Agreement, allowances are payable to employees in recognition of, and compensation for, additional hours worked and in lieu of overtime. On this basis, a staff member arriving at Parliament House early morning is considered normal, in particular during parliamentary sitting periods.

Paragraph 16(c) of Schedule A of the Determination relates specifically to the personal effects of the staff member associated with their travel to and from their work base at the commencement and completion of their travel. This is not intended to include laptops, devices, folders and/or any other documents or items related to work which would most likely be carried by the employee to and from their standard work base and residence as part of their usual practice and day to day employment.

The Commonwealth funded car transport used by [REDACTED] which is relevant to this Assurance Review is detailed at **Attachments B and C**. To assist with this Assurance Review, please examine each trip and confirm how it complies with items 2 and 16 of the Determination, including that the travel was directed by you or an authorised person in your office.

Please provide your response via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) by close of business on **Wednesday 15 November 2023**. If you require additional time to provide a response or if you would like to discuss this matter, please contact [REDACTED]

On a separate matter, IPEA notes that [REDACTED] has outstanding claims in the Parliamentary Expenses Management System which have not been submitted to IPEA. To ensure travel claims are processed accurately, IPEA would be grateful if the necessary action is taken to submit these outstanding claims to IPEA for processing. Please contact IPEA on (02) 6215 3000 if you would like to discuss the outstanding claims further.

Yours sincerely

[REDACTED]

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[REDACTED]  
Acting Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000

## Car transport transactions

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Monday	21/11/2023	08:15 PM	Capital Hill	08:40 PM	Narrabundah	\$32.99	
Tuesday	22/11/2022	08:30 AM	Narrabundah	08:46 AM	Canberra	\$23.72	
Wednesday	23/11/2022	09:15 AM	Narrabundah	09:33 AM	Canberra	\$22.83	
Wednesday	30/11/2022	08:36 PM	Capital Hill	08:41 PM	Kingston	\$9.80	
Friday	02/12/2022	07:15 AM	Curtin	07:22 AM	Capital Hill	\$35.18	
Monday	13/02/2023		Narrabundah	09:00 AM	Capital Hill	\$18.69	
Tuesday	14/02/2023		Narrabundah	08:24 AM	Capital Hill	\$20.11	
Tuesday	14/02/2023		Capital Hill	8:37 PM	Narrabundah	\$23.99	
Wednesday	15/02/2023		Capital Hill	08:47 PM	Narrabundah	\$22.63	
Thursday	16/02/2023		Narrabundah	07:56 AM	Capital Hill	\$21.47	
Thursday	16/02/2023		Narrabundah	07:45 PM	Narrabundah	\$21.16	
Monday	06/03/2023		Suburbs	08:08 AM	Capital Hill	\$19.85	
Tuesday	07/03/2023		Suburbs	07:23 AM	Capital Hill	\$19.85	
Wednesday	08/03/2023		Narrabundah	07:43 AM	Parkes	\$22.73	
Thursday	09/03/2023		Suburbs	07:12 AM	Capital Hill	\$19.64	
Thursday	09/03/2023		Capital Hill	08:51 PM	Narrabundah	\$20.42	
Monday	20/03/2023		Suburbs	07:24 AM	Capital Hill	\$20.79	
Tuesday	21/03/2023		Suburbs	07:57 AM	Capital Hill	\$19.64	
Tuesday	21/03/2023		Capital Hill	09:32 PM	Narrabundah	\$21.37	

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**Attachment B**

**Car transport transactions -**

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Wednesday	22/03/2023		Narrabundah	08:42 AM	Capital Hill	\$23.15	
Thursday	23/03/2023		Suburbs	07:26 AM	Capital Hill	\$19.64	
Monday	27/03/2023		Suburbs	07:42 AM	Capital Hill	\$19.64	
Tuesday	28/03/2023		Suburbs	08:11 AM	Capital Hill	\$20.79	
Tuesday	28/03/2023		Capital Hill	09:21 PM	Narrabundah	\$27.67	
Wednesday	29/03/2023		Narrabundah	08:12 AM	Capital Hill	\$20.74	
Thursday	30/03/2023		City	07:33 AM	Capital Hill	\$20.79	
Friday	31/03/2023		Narrabundah	01:56 PM	Capital Hill	\$20.00	
Monday	08/05/2023		Narrabundah	08:29 AM	Capital Hill	\$22.10	
Tuesday	09/05/2023		Narrabundah	08:49 AM	Capital Hill	\$28.61	
Tuesday	09/05/2023		Capital Hill	11:04 PM	Narrabundah	\$22.21	
Wednesday	10/05/2023		Narrabundah	07:37 AM	Capital Hill	\$19.90	
Wednesday	10/05/2023		Capital Hill	08:16 PM	Narrabundah	\$21.47	
Thursday	11/05/2023		Narrabundah	07:35 AM	Capital Hill	\$19.58	
Friday	12/05/2023		Narrabundah	01:09 PM	Capital Hill	\$19.69	
Monday	22/05/2023		Narrabundah	07:24 AM	Capital Hill	\$20.32	
Tuesday	23/05/2023		Narrabundah	08:34 AM	Capital Hill	\$24.41	
Tuesday	23/05/2023		Capital Hill	10:44 PM	Narrabundah	\$20.42	
Wednesday	24/05/2023		Capital Hill	09:30 PM	Narrabundah	\$22.63	
Thursday	25/05/2023		Narrabundah	08:35 AM	Capital Hill	\$22.52	

Car transport transactions - [REDACTED]

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Friday	26/05/2023		Narrabundah	11:17 AM	Capital Hill	\$18.85	
Tuesday	30/05/2023		Capital Hill	08:36 PM	Narrabundah	\$19.48	
Tuesday	30/05/2023		Narrabundah	08:12 AM	Capital Hill	\$19.69	
Wednesday	31/05/2023		Narrabundah	07:54 AM	Capital Hill	\$21.16	
Wednesday	31/05/2023		Capital Hill	09:11 PM	Narrabundah	\$20.63	
Thursday	1/06/2023		Narrabundah	07:50 AM	Capital Hill	\$19.69	
Friday	2/06/2023		AIRPORT	10:23 PM	Mindarie	\$118.86	
Tuesday	13/06/2023		Narrabundah	08:16 AM	Capital Hill	\$22.00	
Tuesday	13/06/2023		Capital Hill	09:31 PM	Narrabundah	\$20.63	
Wednesday	14/06/2023		Narrabundah	08:41 AM	Capital Hill	\$29.93	
Wednesday	14/06/2023		Capital Hill	09:49 PM	Narrabundah	\$21.89	
Thursday	15/06/2023		Narrabundah	07:26 AM	Capital Hill	\$24.68	
Friday	16/06/2023		Narrabundah	08:09 AM	Capital Hill	\$31.29	
Monday	19/06/2023		SUBURBS	08:09 AM	Capital Hill	\$19.69	
Monday	19/06/2023		Capital Hill	08:22 PM	Narrabundah	\$18.74	
Thursday	22/06/2023		Narrabundah	08:18 AM	Capital Hill	\$21.58	
Friday	23/06/2023		HOME	12:41 PM	Capital Hill	\$21.37	
Friday	23/06/2023		Narrabundah	07:02 PM	Narrabundah	\$28.61	

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Attachment C

Car transport transactions

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Monday	8/05/2023		HOME	09:00 AM	Capital Hill	\$41.84	
Tuesday	9/05/2023		Aranda	08:38 AM	Capital Hill	\$39.11	
Wednesday	10/05/2023		Aranda	08:57 AM	Capital Hill	\$42.05	
Thursday	11/05/2023		CITY	09:30 AM	Capital Hill	\$68.36	
Friday	12/05/2023		Aranda	02:45 PM	Macquarie	\$10.03	
Monday	22/05/2023		Barton	09:29 PM	Aranda	\$42.47	
Tuesday	23/05/2023		Capital Hill	06:35 PM	Macquarie	\$41.84	
Wednesday	24/05/2023		Capital Hill	05:35 PM	Aranda	\$48.46	
Wednesday	24/05/2023		Aranda	08:33 AM	Capital Hill	\$36.91	
Monday	7/08/2023		Aranda	08:16 AM	Capital Hill	\$39.74	
Tuesday	8/08/2023		Capital Hill	08:06 PM	Aranda	\$34.81	
Tuesday	8/08/2023		Aranda	08:12 AM	Capital Hill	\$52.03	
Wednesday	9/08/2023		Aranda	07:43 AM	Capital Hill	\$35.23	
Thursday	10/08/2023		Aranda	07:23 AM	Capital Hill	\$51.19	
Monday	4/09/2023		Capital Hill	08:01 PM	Aranda	\$44.68	
Monday	4/09/2023		Home	08:02 AM	City	\$41.42	
Tuesday	5/09/2023		Capital Hill	06:50 PM	Aranda	\$34.49	
Wednesday	6/09/2023		Aranda	07:42 AM	Capital Hill	\$35.23	
Tuesday	12/09/2023		Capital Hill	07:29 PM	Aranda	\$46.15	

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**Attachment C**

**Car transport transactions**

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Tuesday	12/09/2023		Aranda	07:42 AM	Capital Hill	\$36.70	
Wednesday	13/09/2023		Capital Hill	06:53 PM	Aranda	\$35.23	
Wednesday	13/09/2023		Aranda	08:05 AM	Capital Hill	\$38.59	

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*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

I, DON FARRELL, 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 MOP(S) Act) that, with effect on and from 1 July 2023:

- Determination 2020/15 made on 29 June 2020 is revoked with effect from 30 June 2023;
- 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;
- 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 24 <sup>June</sup> day of ~~May~~ 2023

  
**DON FARRELL**  
Special Minister of State

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
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.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2020-2023* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a parliamentarian may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be determined, where practical, at the commencement of the financial year with effect from 1 July .
  - (b) The expectation is that the nomination would not change more than three times within a financial year period. These three changes accommodate for any unforeseen circumstances or staffing arrangement changes that arise throughout the financial year.
  - (c) The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup> where possible, at the commencement of the financial year. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (d) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (e) All travel undertaken by electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.
6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>2</sup>.

- (a) The nomination for a swap of the travel entitlements of a personal employee with an electorate employee is to be determined, where practical, at the commencement of the financial year with effect from 1 July
  - (b) The nomination of a personal and electorate employee would not change more than three times within a financial year period. These three changes accommodate for any unforeseen circumstances or staffing arrangement changes that arise throughout the financial year.
  - (c) The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. All travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories) unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
  8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
  9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
    - (a) the stopover is for a maximum of two nights only;
    - (b) no annual leave is taken by an employee as part of the stopover; and
    - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
  10. Travel allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
  11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
    - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
    - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
    - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

<sup>5</sup> For example, travel from Hobart to Canberra may have a usual stop in Melbourne en route.

12. Employees are required to take all reasonable steps to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

### **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 limited 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 shall travel at economy class 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<sup>6</sup>:
  - (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:

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<sup>6</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self drive- hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or shortterm self- drive-hire cars at Commonwealth expense for private use, other than as set out at item 16.

### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), as defined by the Australian Electoral Commission, or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the Professional Development Program or approved ad hoc training and professional development opportunities, IT training or

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<sup>7</sup> For example, it is generally expected that long-stay parking will be used at an airport.

training for Work Health and Safety roles (including travel for Health and Safety Representatives (HSR) to attend accredited HSR training).

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
- (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.

23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

#### **Travel for ECG Representatives and WHS Committee Members**

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

#### **COMCAR Services for Employees of the Prime Minister**

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>8</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

<sup>10</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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<sup>12</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>13</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>14</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

- (viii) supporting partner leave;
  - (ix) unpaid parental leave; and
  - (x) leave without pay.
32. Where an electorate employee is partially incapacitated (i.e. working fewer than their usual weekly hours on the basis of medical advice), working up to but not exceeding 20 hours per week, that employee will be treated as totally incapacitated and full-time relief arrangements will apply (to the maximum of the usual weekly hours of the employee) for a maximum period of six months without debit against the Electorate Support Budget. After six months, or when the affected employee's work hours exceed 20 hours per week (but are less than their usual weekly hours), relief staff may be engaged part-time in order to fully staff the position without debit against the Electorate Support Budget.
33. Senators and Members who hold a 'relevant office', as defined under section 3 of the Act, engage relief staff as electorate employees against the Electorate Support Budget under Part III of the Act. Senators and Members who do not hold a 'relevant office' engage relief staff as electorate employees against the Electorate Support Budget under Part IV of the Act.



## SCHEDULE C

### Calculation of the Electorate Support Budget

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
  - (a) the electorate staff travel component; and
  - (b) the relief staff component.
35. The Electorate Support Budget is calculated pro rata, on the basis of the number of calendar days remaining, for the financial year in which a Senator or Member commences his or her term.
36. The relief staff component will be adjusted in line with changes to the base salary point of the Electorate Officer B classification.
37. The relief staff component will be adjusted pro rata where a Member is allocated, or ceases to be allocated, an additional position for a second and/or third official electorate office.
38. The Special Minister of State may approve changes to the Electorate Support Budget for any Senator or Member.
39. If the Electorate Support Budget for a year is exhausted, a Senator or Member may not draw from the Electorate Support Budget for the following year. All costs beyond the Electorate Support Budget are a debt owed to the Commonwealth and must be repaid by the Senator or Member. Unused funds may not be carried over to the following year.

### Electorate staff travel component

40. Except as provided at items 41, 42 and 43, the electorate staff travel component is calculated on the basis of:
  - (a) 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
  - (b) 110 nights of travelling allowance at the rate applicable to Canberra;
  - (c) taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
  - (d) an amount for other travel as follows:

Senator/Member	Electorate Size	\$
Member	0-199 km <sup>2</sup>	\$300
Member	200-999 km <sup>2</sup>	\$500
Member	1,000-9,999 km <sup>2</sup>	\$700
Member	10,000-99,999 km <sup>2</sup>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
Member	200,000-499,999 km <sup>2</sup>	\$10,132
Member	500,000 km <sup>2</sup> or greater	\$12,132
Senators for the NT	–	\$9,000
All other Senators	–	\$500

41. Where a Senator or Member's primary electorate office is located within 150km of Canberra by road, the electorate staff travel component is calculated at the commencement of each financial year on the basis of:
- (a) the value of motor vehicle allowance payable for 20 return motor vehicle trips between the primary electorate office and Canberra;
  - (b) 110 nights of travelling allowance at the rate applicable to Canberra; and
  - (c) an amount for other travel as set out at item 40(d).
42. The electorate staff travel component for each financial year for the Member for Bean and Senators for the ACT is calculated on the basis of:
- (a) three return economy airfares (fully flexible) between Canberra and Norfolk Island;
  - (b) eight nights of travelling allowance at the commercial rate applicable to Norfolk Island; and
  - (c) an amount of \$2,000 for other travel.
43. The electorate staff travel component for each financial year for the following Senators and Members is calculated as follows:

Senator/Member	\$
Member for Canberra	\$2,000
Member for Fenner	\$2,000
Member for Eden-Monaro	\$5,000
Senator whose electorate office is in Queanbeyan	\$5,000

#### **Relief staff component**

44. The relief staff component is calculated on the basis of:
- (a) 150 days' salary at the base salary point of the Electorate Officer B classification; and
  - (b) an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a second official electorate office; and
  - (c) an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a third official electorate office.

#### **Terms and Definitions**

45. In this determination, terms have the meaning set out in the Enterprise Agreement. In addition, the terms below have the following meanings:

***Opposition Office Holder*** means:

- (a) the Leader or Deputy Leader of the Opposition in the House of Representatives; or
- (b) the Leader or Deputy Leader of the Opposition in the Senate.

***Leader or Deputy Leader of a Minority Party*** means the Leader or Deputy Leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder.

***Professional Development Program*** means a scheduled program of training courses for MOP(S) Act employees, administered by the Department of Finance.

***Regulated ridesharing services*** means a ridesharing service operating under regulation in the State or Territory in which the travel occurs.

**From:** [REDACTED]  
**Sent:** Wednesday, 1 November 2023 4:59 PM  
**To:** Assurance  
**Subject:** RE: Assurance Review - staff use of car transport [SEC=OFFICIAL]

**Categories:** [REDACTED]

Good afternoon

Thank you for your email below. Please be advised that [REDACTED].

Advising that [REDACTED] stay in private accommodation in [REDACTED] respectively when they support Tracey Roberts MP in Canberra. [REDACTED]

[REDACTED] did not leave APH before 815pm to return "home" and often left after 9pm. At this time the public transport would have taken [REDACTED] 1 hr and 2 minutes and involves walking on [REDACTED] own at night for approx. 1.2km.

[REDACTED] arrived at APH at approx. 8am each morning. To achieve this on public transport, would take 59 minutes and involve a walk of approx. 1.7km.

[REDACTED] on average leaves APH to return "home" at 7pm. At this time, the public transport would have [REDACTED] walking on [REDACTED] own at night for 2.2km and would take 55 minutes.

[REDACTED] arrives at APH at approx. 8am each morning. To achieve this on public transport, would take 59 minutes and involve a walk of approx. 2.8km.

I believe this satisfies both 16 (a) and (b).

The other trips are to and from the airport/APH and their home addresses which satisfies 16 (c)

Please let me know if you need any other advice.

Kind regards

[REDACTED]  
 [REDACTED]  
**Tracey Roberts MP, Member for Pearce**  
**PO Box 2663, Clarkson WA 6030**  
**(08) 6500 6499**

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**From:** Assurance <Assurance@ipea.gov.au>  
**Sent:** Wednesday, November 1, 2023 1:06 PM  
**To:** Roberts, Tracey (MP Office) [REDACTED]  
**Subject:** Assurance Review - staff use of car transport [SEC=OFFICIAL]

**OFFICIAL**

**Ms Tracey Roberts MP**  
 Member for Pearce

Good afternoon Ms Roberts

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

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

Yours sincerely

[REDACTED]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au)

Classification: OFFICIAL

Classified by: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) on: 1/11/2023 4:05:36 PM

**Be careful with this message**

External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.

[REDACTED]

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**From:** Assurance  
**Sent:** Wednesday, 8 November 2023 2:19 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Assurance Review - staff use of car transport [SEC=OFFICIAL]  
**Attachments:** [REDACTED]

**OFFICIAL**

Good afternoon Ms Roberts

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

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

Yours sincerely

---

[REDACTED]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: +61 2 6215 3000  
[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)

**Classification:** OFFICIAL  
**Classified by:** assurance@ipea.gov.au on: 8/11/2023 2:19:04 PM

OFFICIAL



**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

REF: IPEA23/1/19 IDOC/240051

📧 November 2023

**Ms Tracey Roberts**  
Member for Pearce  
Shop 3, Kingsway City Shopping Centre  
168 Wanneroo Road  
MADELEY WA 6065

Email: [REDACTED]

Dear Ms Roberts

**Assurance Review of staff travel and travel-related expenses**

Thank you for your email of 1 November 2023 responding to the Assurance Review being conducted by the Independent Parliamentary Expenses Authority in relation to staff use of car transport for travel in Canberra. Based on the information provided by you, IPEA has accepted those transactions identified by you as being late departure from Parliament House and directed under the provisions of paragraph 16(a) of Schedule A of Determination 2023/10. I have attached a copy of the Determination for your information.

However, you have not provided sufficient information for IPEA to conclude that the remainder of the transactions are in accordance with the legislative framework and IPEA requires additional information to assist in the assessment of this travel.

Neither you, nor an authorised person, are able to direct [REDACTED] to use taxis, Cabcharge, regulated ride-sharing services or self-drive hire cars for transport to and from work other than in one of the exceptions set out at item 16 of the Determination. The distance or time to commute between their accommodation and Parliament House does not fall within the exceptions in the Determination.

The public transport service which arrives and departs Parliament House at 30 minute intervals between the hours of 5:52 am and 8:00 pm is considered frequent, regular and easily accessible on the basis that the frequency and regularity of the service has been determined as appropriate to meet the needs of individuals who have a need to travel to Parliament House or surrounds for work or tourism purposes. Bus timetables and trip information is easily accessible by contacting Transport Canberra which allows employees to make informed decisions and plans about their trip.

OFFICIAL

**OFFICIAL**

Please review the attached Commonwealth-funded travel used by [REDACTED] and against each transaction confirm how the trip complies with items 2 and 16 of the Determination, including that the travel was directed by you or an authorised person. Please provide your response via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) by close of business on **Tuesday 21 November 2023**.

In circumstances where IPEA is not satisfied the use of car transport was not directed by a parliamentarian or an authorised person or was not in accordance with the Determination, IPEA is obliged to recover the full amount of these expenses. Please note that IPEA publishes completed Assurance Reviews on the website [www.ipea.gov.au](http://www.ipea.gov.au).

If you would like to discuss this matter, please contact [REDACTED]

Yours sincerely

[REDACTED]

---

[REDACTED]  
Acting Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000



## Car transport transactions

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Tuesday	22/11/2022	08:30 AM	Narrabundah	08:46 AM	Canberra	\$23.72	
Wednesday	23/11/2022	09:15 AM	Narrabundah	09:33 AM	Canberra	\$22.83	
Friday	02/12/2022	07:15 AM	Curtin	07:22 AM	Capital Hill	\$35.18	
Monday	13/02/2023		Narrabundah	09:00 AM	Capital Hill	\$18.69	
Tuesday	14/02/2023		Narrabundah	08:24 AM	Capital Hill	\$20.11	
Thursday	16/02/2023		Narrabundah	07:56 AM	Capital Hill	\$21.47	
Thursday	16/02/2023		Narrabundah	07:45 PM	Narrabundah	\$21.16	
Monday	06/03/2023		Suburbs	08:08 AM	Capital Hill	\$19.85	
Tuesday	07/03/2023		Suburbs	07:23 AM	Capital Hill	\$19.85	
Wednesday	08/03/2023		Narrabundah	07:43 AM	Parkes	\$22.73	
Thursday	09/03/2023		Suburbs	07:12 AM	Capital Hill	\$19.64	
Monday	20/03/2023		Suburbs	07:24 AM	Capital Hill	\$20.79	
Tuesday	21/03/2023		Suburbs	07:57 AM	Capital Hill	\$19.64	
Wednesday	22/03/2023		Narrabundah	08:42 AM	Capital Hill	\$23.15	
Thursday	23/03/2023		Suburbs	07:26 AM	Capital Hill	\$19.64	
Monday	27/03/2023		Suburbs	07:42 AM	Capital Hill	\$19.64	
Tuesday	28/03/2023		Suburbs	08:11 AM	Capital Hill	\$20.79	
Wednesday	29/03/2023		Narrabundah	08:12 AM	Capital Hill	\$20.74	

OFFICIAL

Attachment B

Car transport transactions

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Thursday	30/03/2023		City	07:33 AM	Capital Hill	\$20.79	
Friday	31/03/2023		Narrabundah	01:56 PM	Capital Hill	\$20.00	
Monday	08/05/2023		Narrabundah	08:29 AM	Capital Hill	\$22.10	
Tuesday	09/05/2023		Narrabundah	08:49 AM	Capital Hill	\$28.61	
Wednesday	10/05/2023		Narrabundah	07:37 AM	Capital Hill	\$19.90	
Thursday	11/05/2023		Narrabundah	07:35 AM	Capital Hill	\$19.58	
Friday	12/05/2023		Narrabundah	01:09 PM	Capital Hill	\$19.69	
Monday	22/05/2023		Narrabundah	07:24 AM	Capital Hill	\$20.32	
Tuesday	23/05/2023		Narrabundah	08:34 AM	Capital Hill	\$24.41	
Thursday	25/05/2023		Narrabundah	08:35 AM	Capital Hill	\$22.52	
Friday	26/05/2023		Narrabundah	11:17 AM	Capital Hill	\$18.85	
Tuesday	30/05/2023		Narrabundah	08:12 AM	Capital Hill	\$19.69	
Wednesday	31/05/2023		Narrabundah	07:54 AM	Capital Hill	\$21.16	
Thursday	1/06/2023		Narrabundah	07:50 AM	Capital Hill	\$19.69	
Tuesday	13/06/2023		Narrabundah	08:16 AM	Capital Hill	\$22.00	
Wednesday	14/06/2023		Narrabundah	08:41 AM	Capital Hill	\$29.93	
Thursday	15/06/2023		Narrabundah	07:26 AM	Capital Hill	\$24.68	
Friday	16/06/2023		Narrabundah	08:09 AM	Capital Hill	\$31.29	
Monday	19/06/2023		SUBURBS	08:09 AM	Capital Hill	\$19.69	

OFFICIAL

OFFICIAL

Attachment B

Car transport transactions

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Thursday	22/06/2023		Narrabundah	08:18 AM	Capital Hill	\$21.58	
Friday	23/06/2023		HOME	12:41 PM	Capital Hill	\$21.37	
Friday	23/06/2023		Narrabundah	07:02 PM	Narrabundah	\$28.61	

OFFICIAL

OFFICIAL

Attachment C

Car transport transactions

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Monday	8/05/2023		HOME	09:00 AM	Capital Hill	\$41.84	
Tuesday	9/05/2023		Aranda	08:38 AM	Capital Hill	\$39.11	
Wednesday	10/05/2023		Aranda	08:57 AM	Capital Hill	\$42.05	
Thursday	11/05/2023		CITY	09:30 AM	Capital Hill	\$68.36	
Friday	12/05/2023		Aranda	02:45 PM	Macquarie	\$10.03	
Tuesday	23/05/2023		Capital Hill	06:35 PM	Macquarie	\$41.84	
Wednesday	24/05/2023		Capital Hill	05:35 PM	Aranda	\$48.46	
Wednesday	24/05/2023		Aranda	08:33 AM	Capital Hill	\$36.91	
Monday	7/08/2023		Aranda	08:16 AM	Capital Hill	\$39.74	
Tuesday	8/08/2023		Aranda	08:12 AM	Capital Hill	\$52.03	
Wednesday	9/08/2023		Aranda	07:43 AM	Capital Hill	\$35.23	
Thursday	10/08/2023		Aranda	07:23 AM	Capital Hill	\$51.19	
Monday	4/09/2023		Home	08:02 AM	City	\$41.42	
Tuesday	5/09/2023		Capital Hill	06:50 PM	Aranda	\$34.49	
Wednesday	6/09/2023		Aranda	07:42 AM	Capital Hill	\$35.23	
Tuesday	12/09/2023		Capital Hill	07:29 PM	Aranda	\$46.15	
Tuesday	12/09/2023		Aranda	07:42 AM	Capital Hill	\$36.70	
Wednesday	13/09/2023		Capital Hill	06:53 PM	Aranda	\$35.23	
Wednesday	13/09/2023		Aranda	08:05 AM	Capital Hill	\$38.59	

OFFICIAL

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, 10 November 2023 12:12 PM  
**To:** Assurance  
**Subject:** RE: Assurance Review - staff use of car transport in Canberra [SEC=OFFICIAL]

**Categories:** [REDACTED]

Good morning

With regard to the "easily accessible" definition in your letter for public transport.

I have researched various/government websites and the accepted "easily accessible" for residents when designing public transport is 400m with a few examples below.

1. *"Planners typically use ten minutes as the duration that people are willing to spend to walk to a destination. While there is little empirical evidence to support the validity of this measure, it has nonetheless been accepted as a standard. Translating ten minutes of walking into a measure of distance brings up the question of walking speed. Obviously, speed varies depending on the physical ability of the pedestrian and any encumbrances they may have, such as pushing a baby stroller or carrying packages. Other factors, such as the nature of the route (including such things as pavement type, terrain, and impediments like busy streets or waterways) affect pedestrian speed as well. As a result there is a lack of consistency in the distances used among planners to make decisions related to walking. Distances ranging from 1/8 mile to a mile or more are found in planning studies, with ¼ mile being the most commonly used standard for determining walkable access."*
2. *"So we approximate. We generally assume that 400m is a rough upper bound for slow local-stop service, and that for rapid-transit (usually rail) we can expect people to walk up to 1000m or so."*
3. **"How do we assess Walking Accessibility?**  
*With Insights, we currently use a walking time of 5 minutes, a time frame that people are willing to walk to public transport stops. This equates to a walking distance of approximately 400m, using an average walking speed of 5.0 km/h. We calculate how far we can get in 5 minutes from any given location and then count the stations within that radius."*

With the above finding in mind and the accepted Walking Accessibility to public transport being 400m, I am claiming all travel for [REDACTED] from their accommodation in Canberra to fall under exception 16(b) of Schedule A of determination, as their walking distance varies from 600m – 1.8km.

Kind regards

[REDACTED]

[REDACTED]

**Tracey Roberts MP, Member for Pearce**  
**PO Box 2663, Clarkson WA 6030**  
**(08) 6500 6499**

---

**From:** Assurance <Assurance@ipea.gov.au>  
**Sent:** Thursday, November 9, 2023 4:21 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Assurance Review - staff use of car transport in Canberra [SEC=OFFICIAL]

**OFFICIAL**

**Ms Tracey Roberts**  
Member for Pearce

Good morning Ms Roberts

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

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

Yours sincerely

[REDACTED]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: +61 2 6215 3000  
[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)



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**Classification: OFFICIAL**

**Classified by:** [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) on: 9/11/2023 7:21:23 AM

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[REDACTED]

---

**From:** Assurance  
**Sent:** Monday, 20 November 2023 1:43 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Assurance Review - staff use of car transport in Canberra [SEC=OFFICIAL]  
**Attachments:** [REDACTED]

**OFFICIAL**

**Ms Tracey Roberts**  
Member for Pearce

Good afternoon Ms Roberts

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

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

Sincerely

---

[REDACTED]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: +61 2 6215 3000  
[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)



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**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

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REF: IPEA23/1/19 IDOC/240974

20 November 2023

**Ms Tracey Roberts MP**  
Member for Pearce  
Shop 3, Kingsway City Shopping Centre  
168 Wanneroo Road  
MADELEY WA 6065

Email [REDACTED]

Dear Ms Roberts

**Assurance Review of staff travel and travel-related expenses**

Thank you for your continued engagement with the Independent Parliamentary Expenses Authority in relation to the Assurance Review being conducted into staff use of car transport for travel in Canberra.

In your email of 10 November 2023, you identified information regarding the term "easily accessible" for residents and indicated that this designates a situation where public transport is within 400m of a person's accommodation. You have therefore claimed all travel for [REDACTED] in Canberra to fall under the exception at paragraph 16(b) of Schedule A of Determination 2023/010 as their walking distance from their accommodation to public transport is more than 400 metres.

IPEA notes that items 2 and 16 of the Determination are clear that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Further, clause 55.1 of the Commonwealth Members of Parliament (Staff) Enterprise Agreement 2020-23 states that travel allowance incorporates incidental expenses which may include taxi or bus fares.

The intent of paragraph 16(b) of the Determination is for travel in locations which have limited public transport. It is not appropriate for staff to claim for travel in their normal hours of duty in Canberra which has a wide public transport network and attracts a flat rate of travel allowance even when private accommodation is elected. In this regard, neither [REDACTED] are 'residents' and they have the discretion within their travel allowance to choose accommodation which factors in public transport options.

IPEA is therefore not satisfied the circumstances as described by you meet the requirements in paragraph 16(a) and/or (b) of the Determination. IPEA considers that employees are responsible for considering all costs associated with travel to Canberra within their rate of travel allowance.

**OFFICIAL**



**OFFICIAL**

If you consider that the personal safety of your employees is significantly impacted by the location of their accommodation, you have a responsibility to manage this risk and direct the employees to seek accommodation in a more appropriate location.

As previously advised, in circumstances where IPEA is not satisfied the use of car transport was not directed or not in accordance with the Determination, IPEA is obliged to recover the full amount of these expenses.

If you would like IPEA to consider additional information before this matter is finalised, please provide this to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) by close of business on **Monday 4 December 2023**.

If you would like to discuss this matter, please contact [REDACTED]

Yours sincerely

[REDACTED]

---

[REDACTED]  
Acting Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Wednesday, 22 November 2023 2:49 PM  
**To:** Assurance  
**Subject:** RE: Assurance Review - staff use of car transport in Canberra [SEC=OFFICIAL]

**Categories:** [REDACTED]

Good morning [REDACTED]

Thank you for the email and detailed explanation behind the Determination.

It appears that our (mine and previous Office Manager) interpretation, having not received a formal and full explanation, but more of a general acceptance, had all drawn the same conclusion that [REDACTED] travel claims fell under Clause 16 (b).

The advice given to myself and therefore my staff was **not afforded that level of detail**. I do not feel that it is fair in this instance for the staff to then incur the costs that they were not expecting, nor have budgeted for.

Can I therefore request the travel costs for [REDACTED] please be waived/allowed for the period of time in this review.

Now that I am in possession of the **full information** surrounding this allowance claim, I will ensure staff are also well aware. Unless the travel falls under the very succinct circumstances, it will not be claimed.

Can you please advise if this conciliation would be suitable.

Kind regards

[REDACTED]

[REDACTED]  
*Tracey Roberts MP, Member for Pearce*  
*PO Box 2663, Clarkson WA 6030*  
*(08) 6500 6499*

---

**From:** Assurance <Assurance@ipea.gov.au>  
**Sent:** Monday, November 20, 2023 10:43 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Assurance Review - staff use of car transport in Canberra [SEC=OFFICIAL]

**OFFICIAL**

**Ms Tracey Roberts**  
Member for Pearce

Good afternoon Ms Roberts

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

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

Sincerely

[REDACTED]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: +61 2 6215 3000  
[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)



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[REDACTED]

---

**From:** Assurance  
**Sent:** Thursday, 23 November 2023 11:28 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Assurance Review - staff use of car transport in Canberra [SEC=OFFICIAL]

**OFFICIAL**

**Ms Tracey Roberts MP**  
Member for Pearce

Good morning Ms Roberts

Thank you for your email of 22 November 2023 and your continued engagement with the Independent Parliamentary Expenses Authority (IPEA) in relation to the Assurance Review of staff use of car transport in Canberra.

Items 2 and 16 of Determination 2023/010 – Staff Travel and Relief Staff Arrangements provide that it is the staff member’s responsibility to transport themselves to and from work. In circumstances where staff use of car transport is not consistent with the Determination, IPEA is obliged to recover the costs. IPEA has no discretion in relation to this obligation and therefore is unable to waive or allow costs incurred which are not in accordance with the rules.

One of IPEA’s key functions is to provide personal advice to parliamentarians and their staff about their use of travel resources. IPEA can provide verbal or written guidance, or recommendations, in relation to the use of parliamentary travel resources. If you, or your staff, are unsure about eligibility to use travel resources, you may contact IPEA on (02) 6215 3000 or by email to [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au) to seek advice in relation to particular travel arrangements. You and your staff may also book some one-on-one time with one of IPEA’s Advice Team, either in person or over the phone. Please see the [Education](#) page on the IPEA website [www.ipea.gov.au](http://www.ipea.gov.au) for additional information.

In relation to the travel undertaken by [REDACTED] which is not in accordance with the legislative framework, IPEA will raise an invoice to recover the full amount of these expenses. [REDACTED]

[REDACTED] IPEA will contact [REDACTED] in relation to those expenses incurred which require repayment. Once an invoice has been raised, your staff members may opt to:

- deduct the debt from future travel claims
- pay the invoice directly using the details on the bottom of the invoice
- have the debt deducted from their salary

IPEA will provide the staff member with details on how to manage their debt repayment options.

Please do not hesitate to contact me if you would like to discuss further.

Sincerely

[REDACTED]

---

A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: +61 2 6215 3000  
[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)



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---

**From:** [REDACTED]  
**Sent:** Wednesday, November 22, 2023 2:49 PM  
**To:** Assurance <Assurance@ipea.gov.au>  
**Subject:** RE: Assurance Review - staff use of car transport in Canberra [SEC=OFFICIAL]

Good morning [REDACTED]

Thank you for the email and detailed explanation behind the Determination.

It appears that our (mine and previous Office Manager) interpretation, having not received a formal and full explanation, but more of a general acceptance, had all drawn the same conclusion that [REDACTED] travel claims fell under Clause 16 (b).

The advice given to myself and therefore my staff was **not afforded that level of detail**. I do not feel that it is fair in this instance for the staff to then incur the costs that they were not expecting, nor have budgeted for.

Can I therefore request the travel costs for [REDACTED] please be waived/allowed for the period of time in this review.

Now that I am in possession of the **full information** surrounding this allowance claim, I will ensure staff are also well aware. Unless the travel falls under the very succinct circumstances, it will not be claimed.

Can you please advise if this conciliation would be suitable.

Kind regards

[REDACTED]

[REDACTED]  
**Tracey Roberts MP, Member for Pearce**  
**PO Box 2663, Clarkson WA 6030**  
**(08) 6500 6499**

---

**From:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
**Sent:** Monday, November 20, 2023 10:43 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Assurance Review - staff use of car transport in Canberra [SEC=OFFICIAL]

**OFFICIAL**

**Ms Tracey Roberts**  
Member for Pearce

Good afternoon Ms Roberts

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

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

Sincerely

[REDACTED]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au)



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[REDACTED]

---

**From:** Assurance  
**Sent:** Monday, 27 November 2023 1:30 PM  
**To:** [REDACTED]  
**Subject:** HPE CM: REF: 1843231 - Invoice - Assurance Review - staff use of car transport in Canberra [SEC=OFFICIAL]  
**Attachments:** [REDACTED] 12\_display\_and\_manage\_debt.pdf

**OFFICIAL**

[REDACTED]

Good afternoon [REDACTED]

The Independent Parliamentary Expenses Authority conducted an Assurance Review into your use of car transport in Canberra to travel to and from Parliament House between May and September 2023.

As part of the review, IPEA sought advice from Ms Roberts in relation to your travel. The Office Manager informed IPEA that you were directed you to use car transport in Canberra due to safety concerns, time to commute and distance to public transport. IPEA accepted travel which departs Parliament House late in the evening as being consistent with the legislative framework. However the remaining ravel was not consistent with the requirements in items 2 and 16 of Determination 2023/10 – Staff Travel and Relief Staff Arrangements which provides that it is your responsibility and therefore your cost to transport yourself to and from work, including when on parliamentary or electorate business away from your work base. In circumstances where the use of parliamentary business resources is inconsistent with the legislative framework, IPEA is obliged to recover the expenses.

Please find attached an invoice to recover these expenses which creates a debt to the Commonwealth. Further details on this 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
- pay your invoice directly using the details on the bottom of the invoice
- have the debt deducted from your salary

Alternatively, please email [enquiries@ipea.gov.au](mailto: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

---

[REDACTED]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: +61 2 6215 3000  
[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)



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**TAX INVOICE**

**Invoice To:**

[Redacted]

**Invoice Date:** 27.11.2023  
**Phone number:** (02) 6215 3000  
**Invoice Reference:** 20138546  
**Payment Reference:** [Redacted]  
**Customer No:** [Redacted]  
**Payment Due Date:** 27.12.2023  
**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) 10 May 23	\$2.00		\$2.00
002 *Recovery of Cabcharge 4 Sep 23	\$35.86	\$3.59	\$39.45
003 *Recovery of Cabcharge 6 Sep 23	\$30.50	\$3.05	\$33.55
004 *Recovery of Cabcharge (service fee) 13 Sep 23	\$1.68		\$1.68
005 *Recovery of Cabcharge 13 Sep 23	\$33.41	\$3.34	\$36.75
006 *Recovery of Cabcharge 10 Aug 23	\$44.32	\$4.43	\$48.75
007 *Recovery of Cabcharge (service fee) 8 Aug 23	\$2.48		\$2.48
008 *Recovery of Cabcharge 12 Sep 23	\$39.95	\$4.00	\$43.95
009 *Recovery of Cabcharge 08 Aug 23	\$45.05	\$4.51	\$49.56
010 *Recovery of Cabcharge (service fee) 24 May 23	\$1.76		\$1.76
011 *Recovery of Cabcharge (service fee) 6 Sep 23	\$1.68		\$1.68
012 *Recovery of Cabcharge (service fee) 12 Sep 23	\$2.20		\$2.20
013 *Recovery of Cabcharge 13 Sep 23	\$30.50	\$3.05	\$33.55
014 *Recovery of Cabcharge (service fee) 9 Aug 23	\$1.68		\$1.68
015 *Recovery of Cabcharge (service fee) 12 Sep 23	\$1.75		\$1.75
016 *Recovery of Cabcharge (service fee) 13 Sep 23	\$1.84		\$1.84



**1. Payment by Direct Debit**

IPEA Administered Receipts A/C  
 BSB: [Redacted] Account No: [Redacted] Payment Ref: [Redacted] 1

**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: 3100002661



## TAX INVOICE

**Invoice To:**

[REDACTED]

**Invoice Date:** 27.11.2023  
**Phone number:** (02) 6215 3000  
**Invoice Reference:** 20138546  
**Payment Reference:** [REDACTED]  
**Customer No:** [REDACTED]  
**Payment Due Date:** 27.12.2023  
**Email:** finance@ipea.gov.au

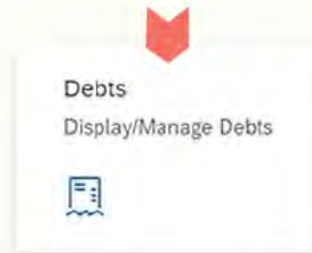
On any correspondence,  
please quote the Invoice Reference.

Item Description	Net Amount	GST Amount	TotalAmount
017 *Recovery of Cabcharge 11 May 23	\$59.20	\$5.92	\$65.12
018 *Recovery of Cabcharge (service fee) 12 May 23	\$0.48		\$0.48
019 *Recovery of Cabcharge (service fee) 8 May 23	\$1.99		\$1.99
020 *Recovery of Cabcharge (service fee) 9 May 23	\$1.86		\$1.86
021 *Recovery of Cabcharge 9 Aug 23	\$30.50	\$3.05	\$33.55
022 *Recovery of Cabcharge (service fee) 7 Aug 23	\$1.89		\$1.89
023 *Recovery of Cabcharge 9 May 23	\$33.86	\$3.39	\$37.25
024 *Recovery of Cabcharge 23 May 23	\$36.23	\$3.62	\$39.85
025 *Recovery of Cabcharge 5 Sep 23	\$29.86	\$2.99	\$32.85
026 *Recovery of Cabcharge (service fee) 23 May 23	\$1.99		\$1.99
027 *Recovery of Cabcharge 8 May 23	\$36.23	\$3.62	\$39.85
028 *Recovery of Cabcharge (service fee) 11 May 23	\$3.26		\$3.26
029 *Recovery of Cabcharge (service fee) 10 Aug 23	\$2.44		\$2.44
030 *Recovery of Cabcharge 10 May 23	\$36.41	\$3.64	\$40.05
031 *Recovery of Cabcharge 12 May 23	\$8.68	\$0.87	\$9.55
032 *Recovery of Cabcharge 12 Sep 23	\$31.77	\$3.18	\$34.95
033 *Recovery of Cabcharge 24 May 23	\$31.95	\$3.20	\$35.15
034 *Recovery of Cabcharge (service fee) 4 Sep 23	\$1.97		\$1.97
035 *Recovery of Cabcharge 24 May 23	\$41.95	\$4.20	\$46.15
036 *Recovery of Cabcharge (service fee) 24 May 23	\$2.31		\$2.31
037 *Recovery of Cabcharge (service fee) 5 Sep 23	\$1.64		\$1.64
038 *Recovery of Cabcharge 7 Aug 23	\$34.41	\$3.41	\$37.82
<b>Total:</b>	<b>\$707.54</b>	<b>\$67.06</b>	<b>\$774.60</b>

# Display and Manage Debts

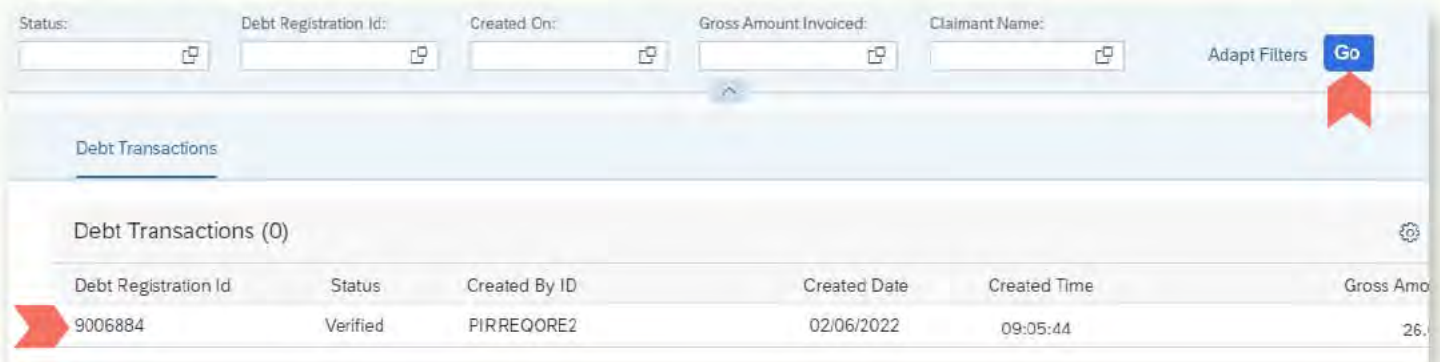
## 1 Open the Debt Transactions Dashboard

- Select the Debts tile
- Transaction Dashboard opens



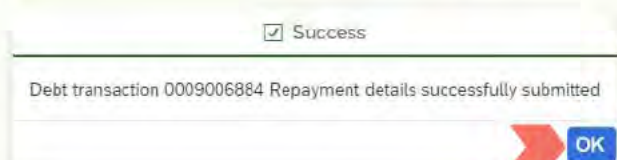
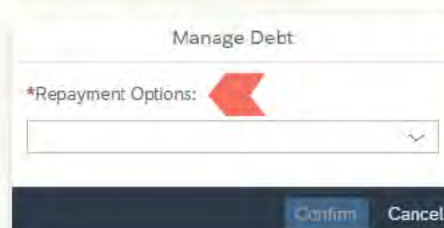
## 2 Find the Debt invoice

- 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



[REDACTED]

---

**From:** Assurance  
**Sent:** Monday, 27 November 2023 2:19 PM  
**To:** [REDACTED]  
**Subject:** Assurance Review of staff travel and travel-related expenses [SEC=OFFICIAL]  
**Attachments:** [REDACTED] Attachment B Determination 2023-10 Staff Travel and Relief Staff Arrangements.pdf

**OFFICIAL**

[REDACTED]

Good afternoon [REDACTED]

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review into staff travel and travel-related expenses.

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

Sincerely

---

[REDACTED]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: +61 2 6215 3000  
[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)



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**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

REF: IPEA23/1/19 IDOC/241598

27 November 2023

Email: [REDACTED]

**Assurance Review of staff travel and travel-related expenses**

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* (MOP(S) Act).

IPEA is undertaking an Assurance Review of travel expenses incurred by you during [REDACTED]

[REDACTED] This Assurance Review is in relation to your use of Commonwealth-funded car transport in Canberra to travel to and from Parliament House.

To commence this Assurance Review, IPEA wrote to Ms Roberts detailing the Commonwealth-funded car transport used by you (**Attachment A**). Ms Roberts was asked to consider the travel and confirm that each trip met the requirements in Determination 2023/010 - Staff Travel and Relief Staff Arrangements, including that the travel was directed by her or an authorised person in her office. A copy of the Determination is at **attachment B** for your reference.

In response, IPEA was advised that [REDACTED] it was indicated that all travel satisfies the requirements of paragraphs 16(a) and 16(b) of the Determination. Based on the information provided, IPEA accepted transactions identified as being a late departure from Parliament House as being directed and in accordance with paragraph 16(a) of the Determination.

The response did not provide sufficient information for IPEA to conclude the remaining travel was in accordance with the legislative framework. Neither Ms Roberts nor an authorised person are able to direct you to use taxis, Cabcharge, regulated ridesharing services or self-drive hire cars for transport to and from work other than in one of the exceptions set out at item 16 of the Determination. The distance or time to commute between your chosen accommodation and Parliament House does not fall within the exceptions in the Determination.

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IPEA noted that items 2 and 16 of the Determination are clear that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Further, IPEA considers that employees are responsible for considering all costs associated with travel to Canberra within their rate of travel allowance.

In circumstances where IPEA is satisfied the use of car transport was not directed by the parliamentarian or an authorised person and was not in accordance with the Determination, IPEA is obliged to recover the full amount of these expenses.

If you would like IPEA to consider additional information before the Assurance Review is finalised, please provide this to [Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au) by close of business on **Monday 11 December 2023**.

If you would like to discuss this matter, please contact [REDACTED]

Yours sincerely

[REDACTED]

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[REDACTED]  
Acting Branch Manager, Transparency, Assurance and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000

## Car transport transactions

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Tuesday	22/11/2022	08:30 AM	Narrabundah	08:46 AM	Canberra	\$23.72	
Wednesday	23/11/2022	09:15 AM	Narrabundah	09:33 AM	Canberra	\$22.83	
Friday	02/12/2022	07:15 AM	Curtin	07:22 AM	Capital Hill	\$35.18	
Monday	13/02/2023		Narrabundah	09:00 AM	Capital Hill	\$18.69	
Tuesday	14/02/2023		Narrabundah	08:24 AM	Capital Hill	\$20.11	
Thursday	16/02/2023		Narrabundah	07:56 AM	Capital Hill	\$21.47	
Thursday	16/02/2023		Narrabundah	07:45 PM	Narrabundah	\$21.16	
Monday	06/03/2023		Suburbs	08:08 AM	Capital Hill	\$19.85	
Tuesday	07/03/2023		Suburbs	07:23 AM	Capital Hill	\$19.85	
Wednesday	08/03/2023		Narrabundah	07:43 AM	Parkes	\$22.73	
Thursday	09/03/2023		Suburbs	07:12 AM	Capital Hill	\$19.64	
Monday	20/03/2023		Suburbs	07:24 AM	Capital Hill	\$20.79	
Tuesday	21/03/2023		Suburbs	07:57 AM	Capital Hill	\$19.64	
Wednesday	22/03/2023		Narrabundah	08:42 AM	Capital Hill	\$23.15	
Thursday	23/03/2023		Suburbs	07:26 AM	Capital Hill	\$19.64	
Monday	27/03/2023		Suburbs	07:42 AM	Capital Hill	\$19.64	
Tuesday	28/03/2023		Suburbs	08:11 AM	Capital Hill	\$20.79	
Wednesday	29/03/2023		Narrabundah	08:12 AM	Capital Hill	\$20.74	

**OFFICIAL****Attachment A****Car transport transactions**

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Thursday	30/03/2023		City	07:33 AM	Capital Hill	\$20.79	
Friday	31/03/2023		Narrabundah	01:56 PM	Capital Hill	\$20.00	
Monday	08/05/2023		Narrabundah	08:29 AM	Capital Hill	\$22.10	
Tuesday	09/05/2023		Narrabundah	08:49 AM	Capital Hill	\$28.61	
Wednesday	10/05/2023		Narrabundah	07:37 AM	Capital Hill	\$19.90	
Thursday	11/05/2023		Narrabundah	07:35 AM	Capital Hill	\$19.58	
Friday	12/05/2023		Narrabundah	01:09 PM	Capital Hill	\$19.69	
Monday	22/05/2023		Narrabundah	07:24 AM	Capital Hill	\$20.32	
Tuesday	23/05/2023		Narrabundah	08:34 AM	Capital Hill	\$24.41	
Thursday	25/05/2023		Narrabundah	08:35 AM	Capital Hill	\$22.52	
Friday	26/05/2023		Narrabundah	11:17 AM	Capital Hill	\$18.85	
Tuesday	30/05/2023		Narrabundah	08:12 AM	Capital Hill	\$19.69	
Wednesday	31/05/2023		Narrabundah	07:54 AM	Capital Hill	\$21.16	
Thursday	1/06/2023		Narrabundah	07:50 AM	Capital Hill	\$19.69	
Tuesday	13/06/2023		Narrabundah	08:16 AM	Capital Hill	\$22.00	
Wednesday	14/06/2023		Narrabundah	08:41 AM	Capital Hill	\$29.93	
Thursday	15/06/2023		Narrabundah	07:26 AM	Capital Hill	\$24.68	
Friday	16/06/2023		Narrabundah	08:09 AM	Capital Hill	\$31.29	
Monday	19/06/2023		SUBURBS	08:09 AM	Capital Hill	\$19.69	



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**Attachment A**

**Car transport transactions**

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Thursday	22/06/2023		Narrabundah	08:18 AM	Capital Hill	\$21.58	
Friday	23/06/2023		HOME	12:41 PM	Capital Hill	\$21.37	
Friday	23/06/2023		Narrabundah	07:02 PM	Narrabundah	\$28.61	

**OFFICIAL**

*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

I, DON FARRELL, 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 MOP(S) Act) that, with effect on and from 1 July 2023:

- Determination 2020/15 made on 29 June 2020 is revoked with effect from 30 June 2023;
- 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;
- 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 24 <sup>June</sup> day of ~~May~~ 2023

  
**DON FARRELL**  
Special Minister of State

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
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.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2020-2023* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a parliamentarian may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be determined, where practical, at the commencement of the financial year with effect from 1 July .
  - (b) The expectation is that the nomination would not change more than three times within a financial year period. These three changes accommodate for any unforeseen circumstances or staffing arrangement changes that arise throughout the financial year.
  - (c) The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup> where possible, at the commencement of the financial year. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (d) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (e) All travel undertaken by electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.
6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>2</sup>.

- (a) The nomination for a swap of the travel entitlements of a personal employee with an electorate employee is to be determined, where practical, at the commencement of the financial year with effect from 1 July
  - (b) The nomination of a personal and electorate employee would not change more than three times within a financial year period. These three changes accommodate for any unforeseen circumstances or staffing arrangement changes that arise throughout the financial year.
  - (c) The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. All travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories) unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
  8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
  9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
    - (a) the stopover is for a maximum of two nights only;
    - (b) no annual leave is taken by an employee as part of the stopover; and
    - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
  10. Travel allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
  11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
    - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
    - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
    - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

<sup>5</sup> For example, travel from Hobart to Canberra may have a usual stop in Melbourne en route.

12. Employees are required to take all reasonable steps to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

### **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 limited 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 shall travel at economy class 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<sup>6</sup>:
  - (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:

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<sup>6</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self drive- hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or shortterm self- drive-hire cars at Commonwealth expense for private use, other than as set out at item 16.

### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), as defined by the Australian Electoral Commission, or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the Professional Development Program or approved ad hoc training and professional development opportunities, IT training or

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<sup>7</sup> For example, it is generally expected that long-stay parking will be used at an airport.

training for Work Health and Safety roles (including travel for Health and Safety Representatives (HSR) to attend accredited HSR training).

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
- (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.

23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

#### **Travel for ECG Representatives and WHS Committee Members**

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

#### **COMCAR Services for Employees of the Prime Minister**

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>8</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

<sup>10</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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<sup>12</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>13</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>14</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.



- (viii) supporting partner leave;
  - (ix) unpaid parental leave; and
  - (x) leave without pay.
32. Where an electorate employee is partially incapacitated (i.e. working fewer than their usual weekly hours on the basis of medical advice), working up to but not exceeding 20 hours per week, that employee will be treated as totally incapacitated and full-time relief arrangements will apply (to the maximum of the usual weekly hours of the employee) for a maximum period of six months without debit against the Electorate Support Budget. After six months, or when the affected employee's work hours exceed 20 hours per week (but are less than their usual weekly hours), relief staff may be engaged part-time in order to fully staff the position without debit against the Electorate Support Budget.
33. Senators and Members who hold a 'relevant office', as defined under section 3 of the Act, engage relief staff as electorate employees against the Electorate Support Budget under Part III of the Act. Senators and Members who do not hold a 'relevant office' engage relief staff as electorate employees against the Electorate Support Budget under Part IV of the Act.

## SCHEDULE C

### Calculation of the Electorate Support Budget

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
  - (a) the electorate staff travel component; and
  - (b) the relief staff component.
35. The Electorate Support Budget is calculated pro rata, on the basis of the number of calendar days remaining, for the financial year in which a Senator or Member commences his or her term.
36. The relief staff component will be adjusted in line with changes to the base salary point of the Electorate Officer B classification.
37. The relief staff component will be adjusted pro rata where a Member is allocated, or ceases to be allocated, an additional position for a second and/or third official electorate office.
38. The Special Minister of State may approve changes to the Electorate Support Budget for any Senator or Member.
39. If the Electorate Support Budget for a year is exhausted, a Senator or Member may not draw from the Electorate Support Budget for the following year. All costs beyond the Electorate Support Budget are a debt owed to the Commonwealth and must be repaid by the Senator or Member. Unused funds may not be carried over to the following year.

### Electorate staff travel component

40. Except as provided at items 41, 42 and 43, the electorate staff travel component is calculated on the basis of:
  - (a) 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
  - (b) 110 nights of travelling allowance at the rate applicable to Canberra;
  - (c) taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
  - (d) an amount for other travel as follows:

Senator/Member	Electorate Size	\$
Member	0-199 km <sup>2</sup>	\$300
Member	200-999 km <sup>2</sup>	\$500
Member	1,000-9,999 km <sup>2</sup>	\$700
Member	10,000-99,999 km <sup>2</sup>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
Member	200,000-499,999 km <sup>2</sup>	\$10,132
Member	500,000 km <sup>2</sup> or greater	\$12,132
Senators for the NT	–	\$9,000
All other Senators	–	\$500

41. Where a Senator or Member's primary electorate office is located within 150km of Canberra by road, the electorate staff travel component is calculated at the commencement of each financial year on the basis of:
- the value of motor vehicle allowance payable for 20 return motor vehicle trips between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra; and
  - an amount for other travel as set out at item 40(d).
42. The electorate staff travel component for each financial year for the Member for Bean and Senators for the ACT is calculated on the basis of:
- three return economy airfares (fully flexible) between Canberra and Norfolk Island;
  - eight nights of travelling allowance at the commercial rate applicable to Norfolk Island; and
  - an amount of \$2,000 for other travel.
43. The electorate staff travel component for each financial year for the following Senators and Members is calculated as follows:

Senator/Member	\$
Member for Canberra	\$2,000
Member for Fenner	\$2,000
Member for Eden-Monaro	\$5,000
Senator whose electorate office is in Queanbeyan	\$5,000

#### **Relief staff component**

44. The relief staff component is calculated on the basis of:
- 150 days' salary at the base salary point of the Electorate Officer B classification; and
  - an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a second official electorate office; and
  - an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a third official electorate office.

#### **Terms and Definitions**

45. In this determination, terms have the meaning set out in the Enterprise Agreement. In addition, the terms below have the following meanings:

***Opposition Office Holder*** means:

- the Leader or Deputy Leader of the Opposition in the House of Representatives; or
- the Leader or Deputy Leader of the Opposition in the Senate.

***Leader or Deputy Leader of a Minority Party*** means the Leader or Deputy Leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder.

***Professional Development Program*** means a scheduled program of training courses for MOP(S) Act employees, administered by the Department of Finance.

***Regulated ridesharing services*** means a ridesharing service operating under regulation in the State or Territory in which the travel occurs.

[REDACTED]

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**From:** Assurance  
**Sent:** Tuesday, 9 January 2024 10:22 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Assurance Review of staff travel and travel-related expenses [SEC=OFFICIAL]  
**Attachments:** [REDACTED]

**OFFICIAL**

[REDACTED]

I hope you had a happy and safe holiday season.

Following our conversation last month, IPEA has conducted a further review of your car transport transactions for travel in Canberra [REDACTED].

There are 72 car transport transactions for your travel in Canberra during the period 1 November 2022 to 30 June 2023. Of these transactions, IPEA noted that 15 were for travel to and from Canberra Airport and 17 were late travel from Parliament House which are consistent with the legislative framework. IPEA has accepted three transactions for travel on 31 March, 12 May, and 26 May and two transactions on 23 June 2023 as also being consistent with the legislative framework (carrying luggage for the purpose of the trip).

I would be grateful if you could review the remaining 35 transactions and provide any further information you would like IPEA to consider by close of business on **Tuesday 23 January 2024**.

Please do not hesitate to contact me if you require any additional information or if you would like to discuss further.

Kind regards

[REDACTED]

---

Audit and Assurance  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

[REDACTED]

W: [www.ipea.gov.au](http://www.ipea.gov.au)

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**From:** Assurance  
**Sent:** Friday, December 15, 2023 12:03 PM  
**To:** [REDACTED]  
**Subject:** FW: Assurance Review of staff travel and travel-related expenses [SEC=OFFICIAL]

**OFFICIAL**

[REDACTED]

Thank you for your time on the phone this morning, as discussed, please find attached the letter which we sent to you @aph email address.

Please do not hesitate to contact us if you need any further information or assistance.

Kind regards

[Redacted]  
Audit and Assurance  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

W: [www.ipea.gov.au](http://www.ipea.gov.au)

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From: Assurance  
Sent: Monday, November 27, 2023 2:19 PM  
To: [Redacted]  
Subject: Assurance Review of staff travel and travel-related expenses [SEC=OFFICIAL]

**OFFICIAL**

[Redacted]  
Good afternoon [Redacted]

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review into staff travel and travel-related expenses.

Should you wish to discuss this matter please contact [Redacted]

Sincerely

[Redacted]  
A/g Assistant Secretary  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au)



**Expenditure reporting is here!**

Click here for resources on how to access,  
navigate, review and certify a report

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Tuesday	22/11/2022	08:30 AM	Narrabundah	08:46 AM	Canberra	\$23.72	
Wednesday	23/11/2022	09:15 AM	Narrabundah	09:33 AM	Canberra	\$22.83	
Friday	02/12/2022	07:15 AM	Curtin	07:22 AM	Capital Hill	\$35.18	
Monday	13/02/2023		Narrabundah	09:00 AM	Capital Hill	\$18.69	
Tuesday	14/02/2023		Narrabundah	08:24 AM	Capital Hill	\$20.11	
Thursday	16/02/2023		Narrabundah	07:56 AM	Capital Hill	\$21.47	
Thursday	16/02/2023		Narrabundah	07:45 PM	Narrabundah	\$21.16	
Monday	06/03/2023		Suburbs	08:08 AM	Capital Hill	\$19.85	
Tuesday	07/03/2023		Suburbs	07:23 AM	Capital Hill	\$19.85	
Wednesday	08/03/2023		Narrabundah	07:43 AM	Parkes	\$22.73	
Thursday	09/03/2023		Suburbs	07:12 AM	Capital Hill	\$19.64	
Monday	20/03/2023		Suburbs	07:24 AM	Capital Hill	\$20.79	
Tuesday	21/03/2023		Suburbs	07:57 AM	Capital Hill	\$19.64	
Wednesday	22/03/2023		Narrabundah	08:42 AM	Capital Hill	\$23.15	
Thursday	23/03/2023		Suburbs	07:26 AM	Capital Hill	\$19.64	
Monday	27/03/2023		Suburbs	07:42 AM	Capital Hill	\$19.64	
Tuesday	28/03/2023		Suburbs	08:11 AM	Capital Hill	\$20.79	
Wednesday	29/03/2023		Narrabundah	08:12 AM	Capital Hill	\$20.74	
Thursday	30/03/2023		City	07:33 AM	Capital Hill	\$20.79	

**OFFICIAL**

Departure Day	Date	Departure Time	Departure Location	Arrival Time	Arrival Location	Amount	Comments
Monday	08/05/2023		Narrabundah	08:29 AM	Capital Hill	\$22.10	
Tuesday	09/05/2023		Narrabundah	08:49 AM	Capital Hill	\$28.61	
Wednesday	10/05/2023		Narrabundah	07:37 AM	Capital Hill	\$19.90	
Thursday	11/05/2023		Narrabundah	07:35 AM	Capital Hill	\$19.58	
Monday	22/05/2023		Narrabundah	07:24 AM	Capital Hill	\$20.32	
Tuesday	23/05/2023		Narrabundah	08:34 AM	Capital Hill	\$24.41	
Thursday	25/05/2023		Narrabundah	08:35 AM	Capital Hill	\$22.52	
Tuesday	30/05/2023		Narrabundah	08:12 AM	Capital Hill	\$19.69	
Wednesday	31/05/2023		Narrabundah	07:54 AM	Capital Hill	\$21.16	
Thursday	1/06/2023		Narrabundah	07:50 AM	Capital Hill	\$19.69	
Tuesday	13/06/2023		Narrabundah	08:16 AM	Capital Hill	\$22.00	
Wednesday	14/06/2023		Narrabundah	08:41 AM	Capital Hill	\$29.93	
Thursday	15/06/2023		Narrabundah	07:26 AM	Capital Hill	\$24.68	
Friday	16/06/2023		Narrabundah	08:09 AM	Capital Hill	\$31.29	
Monday	19/06/2023		SUBURBS	08:09 AM	Capital Hill	\$19.69	
Thursday	22/06/2023		Narrabundah	08:18 AM	Capital Hill	\$21.58	



[Redacted]

**From:** [Redacted]  
**Sent:** Friday, 12 January 2024 10:52 AM  
**To:** Assurance  
**Cc:** [Redacted]  
**Subject:** HPE CM: RE: Assurance Review of staff travel and travel-related expenses [SEC=OFFICIAL]

**Categories:** [Redacted]

Good morning [Redacted]

Thank you for your well wishes. I trust you enjoyed your time off.

Appreciate the follow-up. Could I please organise to repay this amount asap?

I'd like to clear it. I prefer to have no debts and as I said on the phone last time we spoke, mortified that this has happened to me and members of my old team having been given instructions to use the cabcharge in that manner, albeit incorrect.

I'm currently on leave but would like to finalise this at your earliest opportunity please.

Thank you and kind regards

[Redacted]

----- Original message -----

**From:** Assurance <Assurance@ipea.gov.au>  
**Date:** 9/1/24 7:26 am (GMT+08:00)  
**To:** [Redacted]  
**Subject:** Assurance Review of staff travel and travel-related expenses [SEC=OFFICIAL]

**OFFICIAL**

Good morning [Redacted]

I hope you had a happy and safe holiday season.

Following our conversation last month, IPEA has conducted a further review of your car transport transactions for travel in Canberra [Redacted]

There are 72 car transport transactions for your travel in Canberra during the period 1 November 2022 to 30 June 2023. Of these transactions, IPEA noted that 15 were for travel to and from Canberra Airport and 17 were late travel

from Parliament House which are consistent with the legislative framework. IPEA has accepted three transactions for travel on 31 March, 12 May, and 26 May and two transactions on 23 June 2023 as also being consistent with the legislative framework (carrying luggage for the purpose of the trip).

I would be grateful if you could review the remaining 35 transactions and provide any further information you would like IPEA to consider by close of business on **Tuesday 23 January 2024**.

Please do not hesitate to contact me if you require any additional information or if you would like to discuss further.

Kind regards

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Audit and Assurance

Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

\_\_\_\_\_

\_\_\_\_\_

W: [www.ipea.gov.au](http://www.ipea.gov.au)

---

**From:** Assurance

**Sent:** Friday, December 15, 2023 12:03 PM

**To:** \_\_\_\_\_

**Subject:** FW: Assurance Review of staff travel and travel-related expenses [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon \_\_\_\_\_

Thank you for your time on the phone this morning, as discussed, please find attached the letter which we sent to you @aph email address.

Please do not hesitate to contact us if you need any further information or assistance.

Kind regards

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Audit and Assurance

Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

\_\_\_\_\_

E: [Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au)

---

**From:** Assurance

**Sent:** Monday, November 27, 2023 2:19 PM

**To:** \_\_\_\_\_

**Subject:** Assurance Review of staff travel and travel-related expenses [SEC=OFFICIAL]

**OFFICIAL**

\_\_\_\_\_

\_\_\_\_\_

Good afternoon \_\_\_\_\_

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review into staff travel and travel-related expenses.

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

Sincerely

---

[REDACTED]  
A/g Assistant Secretary

Transparency, Assurance and Legal Branch

Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au)



## Expenditure reporting is here!

Click here for resources on how to access, navigate, review and certify a report

### Be careful with this message

External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.

[REDACTED]

---

**From:** Assurance  
**Sent:** Tuesday, 23 January 2024 1:48 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** REF: 1848482 - Invoice - recovery of car transport - [REDACTED] [SEC=OFFICIAL]  
**Attachments:** PEMS\_claim\_xx0020151131 - [REDACTED].pdf; 12\_display\_and\_manage\_debt.pdf

**OFFICIAL**

[REDACTED]

Good afternoon [REDACTED]

Thank you for your continued engagement with the Independent Parliamentary Expenses Authority in relation to the Assurance Review into your use of car transport in Canberra to travel to and from Parliament House.

Please find attached an invoice to recover the expenses as detailed in previous correspondence which creates a debt to the Commonwealth. I apologise for the delay in sending the invoice through to you, however it was necessary to ensure the amount being recovered is accurate. Further details on this 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 invoice, or
- have the debt deducted from your salary.

Alternatively, please email [enquiries@ipea.gov.au](mailto: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

E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



**TAX INVOICE**

**Invoice To:**



<b>Invoice Date:</b>	23.01.2024
<b>Phone number:</b>	(02) 6215 3000
<b>Invoice Reference:</b>	20151131
<b>Payment Reference:</b>	[REDACTED]
<b>Customer No:</b>	[REDACTED]
<b>Payment Due Date:</b>	22.02.2024
<b>Email:</b>	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) 27 Mar 23	\$0.94		\$0.94
002 *Recovery of Cabcharge (service fee) 9 May 23	\$1.36		\$1.36
003 *Recovery of Cabcharge 14 Jun 23	\$25.91	\$2.59	\$28.50
004 *Recovery of Cabcharge (service fee) 19 Jun 23	\$0.94		\$0.94
005 *Recovery of Cabcharge (service fee) 22 Jun 23	\$1.03		\$1.03
006 *Recovery of Regulated Ridesharing 23 Nov 22	\$20.75	\$2.08	\$22.83
007 *Recovery of Cabcharge (service fee) 30 May 23	\$0.94		\$0.94
008 *Recovery of Cabcharge (service fee) 30 Mar 23	\$0.99		\$0.99
009 *Recovery of Cabcharge 22 May 23	\$17.59	\$1.76	\$19.35
010 *Recovery of Cabcharge 19 Jun 23	\$17.05	\$1.71	\$18.76
011 *Recovery of Cabcharge 20 Mar 23	\$18.00	\$1.80	\$19.80
012 *Recovery of Cabcharge (service fee) 15 Jun 23	\$1.18		\$1.18
013 *Recovery of Cabcharge 22 Mar 23	\$20.05	\$2.01	\$22.06
014 *Recovery of Cabcharge (service fee) 29 Mar 23	\$0.99		\$0.99
015 *Recovery of Cabcharge 10 May 23	\$17.23	\$1.72	\$18.95
016 *Recovery of Cabcharge 23 May 23	\$21.14	\$2.11	\$23.25



**1. Payment by Direct Debit**

IPEA Administered Receipts A/C

BSB: [REDACTED] Account No: [REDACTED] Payment Ref: [REDACTED]

**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: 3100002734



# TAX INVOICE

**Invoice To:**



**Invoice Date:** 23.01.2024  
**Phone number:** (02) 6215 3000  
**Invoice Reference:** 20151131  
**Payment Reference:** [REDACTED]  
**Customer No:** [REDACTED]  
**Payment Due Date:** 22.02.2024  
**Email:** finance@ipea.gov.au

On any correspondence,  
please quote the Invoice Reference.

Item Description	Net Amount	GST Amount	TotalAmount
017 *Recovery of Cabcharge 1 Jun 23	\$17.05	\$1.71	\$18.76
018 *Recovery of Cabcharge (service fee) 9 Mar 23	\$0.94		\$0.94
019 *Recovery of Cabcharge (service fee) 8 May 23	\$1.05		\$1.05
020 *Recovery of Cabcharge 16 Feb 23	\$18.32	\$1.83	\$20.15
021 *Recovery of Cabcharge (service fee) 13 Jun 23	\$1.05		\$1.05
022 *Recovery of Cabcharge (service fee) 13 Feb 23	\$0.89		\$0.89
023 *Recovery of Cabcharge (service fee) 7 Mar 23	\$0.95		\$0.95
024 *Recovery of Cabcharge 29 Mar 23	\$17.95	\$1.80	\$19.75
025 *Recovery of Cabcharge 15 Jun 23	\$21.36	\$2.14	\$23.50
026 *Recovery of Cabcharge (service fee) 11 May 23	\$0.93		\$0.93
027 *Recovery of Cabcharge (service fee) 14 Jun 23	\$1.43		\$1.43
028 *Recovery of Cabcharge 14 Feb 23	\$17.41	\$1.74	\$19.15
029 *Recovery of Cabcharge 6 Mar 23	\$17.18	\$1.72	\$18.90
030 *Recovery of Cabcharge 30 Mar 23	\$18.00	\$1.80	\$19.80
031 *Recovery of Cabcharge 9 May 23	\$24.77	\$2.48	\$27.25
032 *Recovery of Cabcharge 25 May 23	\$19.50	\$1.95	\$21.45
033 *Recovery of Cabcharge (service fee) 31 May 23	\$1.01		\$1.01
034 *Recovery of Cabcharge 13 Feb 23	\$16.18	\$1.62	\$17.80
035 *Recovery of Cabcharge (service fee) 16 Feb 23	\$1.02		\$1.02
036 *Recovery of Cabcharge 8 Mar 23	\$19.68	\$1.97	\$21.65
037 *Recovery of Cabcharge (service fee) 16 Jun 23	\$1.49		\$1.49
038 *Recovery of Cabcharge (service fee) 14 Feb 23	\$0.96		\$0.96
039 *Recovery of Cabcharge (service fee) 20 Mar 23	\$0.99		\$0.99
040 *Recovery of Cabcharge 21 Mar 23	\$17.00	\$1.70	\$18.70
041 *Recovery of Cabcharge (service fee) 23 Mar 23	\$0.94		\$0.94
042 *Recovery of Cabcharge (service fee) 10 May 23	\$0.95		\$0.95
043 *Recovery of Cabcharge 30 May 23	\$17.05	\$1.71	\$18.76
044 *Recovery of Cabcharge 13 Jun 23	\$19.05	\$1.91	\$20.96
045 *Recovery of Cabcharge (service fee) 6 Mar 23	\$0.95		\$0.95
046 *Recovery of Cabcharge (service fee) 8 Mar 23	\$1.08		\$1.08
047 *Recovery of Cabcharge (service fee) 25 May 23	\$1.07		\$1.07



# TAX INVOICE

**Invoice To:**



**Invoice Date:** 23.01.2024  
**Phone number:** (02) 6215 3000  
**Invoice Reference:** 20151131  
**Payment Reference:** [REDACTED]  
**Customer No:** [REDACTED]  
**Payment Due Date:** 22.02.2024  
**Email:** finance@ipea.gov.au

On any correspondence,  
please quote the Invoice Reference.

Item Description	Net Amount	GST Amount	TotalAmount
048 *Recovery of Regulated Ridesharing 2 Dec 22	\$15.96	\$1.60	\$17.56
049 *Recovery of Cabcharge (service fee) 22 Mar 23	\$1.10		\$1.10
050 *Recovery of Cabcharge 11 May 23	\$16.95	\$1.70	\$18.65
051 *Recovery of Cabcharge 16 Feb 23	\$18.59	\$1.86	\$20.45
052 *Recovery of Regulated Ridesharing 22 Nov 22	\$21.56	\$2.16	\$23.72
053 *Recovery of Cabcharge (service fee) 16 Feb 23	\$1.01		\$1.01
054 *Recovery of Cabcharge 7 Mar 23	\$17.18	\$1.72	\$18.90
055 *Recovery of Cabcharge (service fee) 22 May 23	\$0.97		\$0.97
056 *Recovery of Cabcharge (service fee) 23 May 23	\$1.16		\$1.16
057 *Recovery of Cabcharge 16 Jun 23	\$27.09	\$2.71	\$29.80
058 *Recovery of Cabcharge (service fee) 28 Mar 23	\$0.99		\$0.99
059 *Recovery of Cabcharge 28 Mar 23	\$18.00	\$1.80	\$19.80
060 *Recovery of Cabcharge 31 May 23	\$18.32	\$1.83	\$20.15
061 *Recovery of Cabcharge (service fee) 1 Jun 23	\$0.94		\$0.94
062 *Recovery of Cabcharge 9 Mar 23	\$17.00	\$1.70	\$18.70
063 *Recovery of Cabcharge (service fee) 21 Mar 23	\$0.94		\$0.94
064 *Recovery of Cabcharge 22 Jun 23	\$18.68	\$1.87	\$20.55
065 *Recovery of Cabcharge 8 May 23	\$19.14	\$1.91	\$21.05
066 *Recovery of Cabcharge 23 Mar 23	\$17.00	\$1.70	\$18.70
067 *Recovery of Cabcharge 27 Mar 23	\$17.00	\$1.65	\$18.65

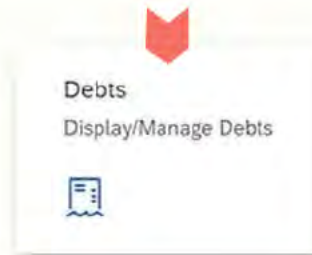
**Total: \$693.87 \$66.07 \$759.94**



# Display and Manage Debts

## 1 Open the Debt Transactions Dashboard

- Select the Debts tile
- Transaction Dashboard opens



Debt Registration Id	Status	Created By ID	Created Date	Created Time	Gross Amount
To start, set the relevant filters.					

## 2 Find the Debt invoice

- Use filters, or
- Select the debt transaction

Debt Registration Id	Status	Created By ID	Created Date	Created Time	Gross Amount
9006884	Verified	PIRREQORE2	02/06/2022	09:05:44	26,000.00

## 3 View or Manage the debt

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



Manage Debt

\*Repayment Options:

Confirm Cancel

Success

Debt transaction 0009006884 Repayment details successfully submitted

OK