



Australian Government

**Independent Parliamentary
Expenses Authority**

Assurance Review 2022/014

Staff use of car transport in Canberra for the 2021-2022
financial year

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Executive summary

1. The Independent Parliamentary Expenses Authority (IPEA) conducted an Assurance Review of staff use of car transport in Canberra for travel to and from Parliament House for the 2021-2022 financial year. The Assurance Review forms part of IPEA's 3 Year Assurance Plan. The purpose of the Assurance Review was to determine whether the travel was directed by the parliamentarian or an authorised person and was in accordance with the legislative framework.

Assurance Review Findings

2. The Assurance Review found most travel by staff was certified by the parliamentarian or authorised person as complying with the relevant legislation, determinations, and guidance material. One parliamentarian requested an invoice to recover expenses for 11 transactions which did not comply with the legislative framework.

Scope and Purpose

3. The scope of this Assurance Review is staff use of car transport for travel in Canberra to and from Parliament House for the period 01 July 2021 to 30 June 2022 (the period in scope).

Engagement with parliamentarians

4. On 9 August 2023, IPEA wrote to five parliamentarians seeking confirmation the staff travel was directed by the parliamentarian or an authorised person and was in accordance with the legislative framework. IPEA requested responses by 23 August 2023.

Parliamentarians Response

5. On 17 August 2023, IPEA received responses from two parliamentarians, with completed Certification forms, which confirmed the Commonwealth-funded travel was in accordance with the legislative framework. One parliamentarian responded on 23 August 2023 with a completed Certification form identifying transactions which were in accordance with the legislative framework and requesting an invoice be raised to recover expenses for those transactions which were not certified.
6. Two parliamentarians did not provide a response by 23 August 2023. On 29 August 2023 IPEA wrote to these parliamentarians seeking a response by 11 September 2023 and advising that IPEA may consider other options for progressing this matter if a response was not received. One parliamentarian responded on 12 September 2023 with a completed Certification form confirming the Commonwealth-funded travel was in accordance with the legislative framework.
7. One parliamentarian did not provide a response. On 13 September 2023 IPEA contacted the office and provided an extension to 25 September 2023. On 26 September 2023, a further extension was granted to 29 September 2023 to provide a response. On 3 October 2023 IPEA wrote to the parliamentarian seeking a response by 10 October and advising an invoice would be raised to recover the expenses if a response was not received. A signed Certification form was received on 6 October 2023 confirming the Commonwealth-funded travel was in accordance with the legislative framework.

Audit and Assurance function

IPEA's statutory audit function

9. 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). Assurance Reviews determine if there has been a misuse of a parliamentary business resources. IPEA assesses the use of parliamentary business resources against the legislative framework to determine whether there was misuse.
10. Potential outcomes of an Assurance Review include:
 - no further action in circumstances where the review has concluded the use of parliamentary business resources was consistent with the legislative framework, or
 - 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
 - an IPEA initiated Ruling or Audit, where there is evidence of systemic or substantial misuse of parliamentary business resources, or
 - referral to the Australian Federal Police where compelling prima facie evidence of fraud or other criminal conduct is identified.

Legislative framework

11. The legislation relevant to this Assurance Review is:
 - *Members of Parliament (Staff) Act 1984* (MOP(S) Act)
 - Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 (the Enterprise Agreement)
 - Determination 2020/15 Staff Travel and Relief Staff Arrangements (the Determination)
 - Domestic Travel Guideline of April 2022
12. In relation to Domestic Travel, item 2 of Schedule A of the Determination provides:

Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.

13. Item 17 of Schedule A of the Determination provides that employees, when travelling as directed on official business, or under one of the exceptions at item 16, may use taxis, regulated ridesharing services, hire cars (i.e., COMCAR) or short-term self-drive hire cars. Item 16 of the Determination provides:

As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:

- (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirements to work late); or
- (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
- (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.

14. What constitutes 'normal' or 'ordinary' hours of duty for a MOP(S) Act staff member is in subclause 30.1 of the Enterprise Agreement:

The ordinary hours of duty for a full-time employee are 38 hours per week (7 hours and 36 minutes per day). These hours will generally be worked between the hours of 8:00 am and 6:00 pm, Monday to Friday.

15. Hours worked may be partially or wholly worked on a regular basis outside of these hours. Clauses 33.1 and 32.4 of the Enterprise Agreement provide for the payment of Parliamentary Staff Allowance or Electorate Staff Allowance to ongoing and non-ongoing employees in recognition of, and as compensation for, additional hours worked.
16. The reference to 'luggage' in paragraph 16(c) of the Determination relates specifically to personal effects of the staff member associated with their travel to and from their work bases at the commencement and completion of their travel.
17. Item 18 of Schedule A of the Determination provides that 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 at item 16.
18. The Domestic Travel Guideline issued under the Enterprise Agreement states that generally the Commonwealth will cover the cost of travel from:
- an employee's work base to a place where they have official business (noting that in practice, travel on official business often begins or ends at the employee's home or accommodation);
 - any further travel to another place where the employee has official business; and
 - the return travel to the employee's work base.
19. 'Work base' refers to the place of work where the employee spends most time on duty. Clause 54.1 of the Enterprise Agreement provides that employees may be directed by the employing Member to travel on official business either domestically or overseas.

Assurance Review methodology

Background

20. Review of staff use of car transport forms part of IPEA's 3 Year Assurance Plan. In accordance with IPEA's Statutory Audit Function Sheet, on 20 October 2022 IPEA commenced a Preliminary Assessment in relation to staff use of car transport (taxi, Cabcharge, COMCAR and regulated ridesharing services) for the 2021-2022 financial year.
21. On 20 October 2022, IPEA Data and Reporting provided an internal report, created from data held by IPEA, for staff use of Cabcharge, taxi and regulated ridesharing services transactions for the period 01 July 2021 to 30 June 2022. There was no data recorded for any staff travel using COMCAR during the period in scope.
22. The Preliminary Assessment found that staff had accessed car transport for travel in Canberra to and from Parliament House during the period in scope. On 7 November 2022 it was decided to proceed to an Assurance Review to determine whether the use of car transport was in accordance with the legislative framework.

Scope of Assurance Review

23. The scope of this Assurance Review is staff use of car transport in Canberra for travel to and from Parliament House for the period 01 July 2021 to 30 June 2022 (the period in scope).

Method

24. There were 1,208 transactions for travel in Canberra during the period in scope which were not travel to or from the Airport. This data was assessed and analysed resulting in the following parliamentarians' offices being assessed as requiring certification of the car transport used by MOP(S) Act staff in Canberra:
 - The Hon Linda Burney MP
 - The Hon Andrew Gee MP
 - Mr Rowan Ramsey MP
 - The Hon Bill Shorten MP
 - Senator Anne Urquhart

Assessment of work expenses

Summary of findings

Analysis

25. IPEA considered the legislative framework and applied the following questions to the staff use of car transport for travel in Canberra to and from Parliament House:
 - Was the travel directed by the parliamentarian or authorised person for official business?
 - Was the travel for one of the exceptions detailed at item 16 of Schedule A of the Determination?

26. IPEA conducted the Assurance Review by examining and assessing:
- Information provided by IPEA Data and Reporting
 - Parliamentary sitting calendars accessed from the APH website
 - publicly available information
 - responses, including completed Certification forms, provided by parliamentarians or an authorised person

The Hon Linda Burney MP, Minister for Indigenous Australians

27. Minister Burney's staff member has 15 transactions for travel in Canberra during the period in scope. Travel was to Parliament House at various times during the day with six occurring in the morning and three in the afternoon. Three transactions are for travel from Parliament House in the afternoon or early evening.
28. On 10 August 2023, IPEA wrote to Minister Burney asking her to examine the Commonwealth-funded travel detailed and to complete the Certification that the travel was in accordance with the legislative framework. As no response had been received, on 29 August 2023 IPEA again wrote to the Minister seeking a response by 11 September 2023. Minister Burney was also advised that IPEA may consider other options for progressing this matter if a response was not received.
29. On 12 September 2023, Minister Burney provided a completed Certification form confirming the Commonwealth-funded travel as detailed by IPEA was in accordance with relevant legislation, determinations and guidance material. Having regard to the available information, including the certification provided by Minister Burney, IPEA is satisfied the staff use of car transport in Canberra for travel to and from Parliament House was consistent with the legislative framework. Correspondence between IPEA and Minister Burney is at **attachment A**.

The Hon Andrew Gee MP, Member for Calare

30. Mr Gee's staff member has 38 transactions for travel in Canberra during the period in scope. All travel was from Parliament House to home in the Canberra CBD in the early evening. On 10 August 2023, IPEA wrote to Mr Gee asking him to examine the Commonwealth-funded travel detailed and to complete the Certification that the travel was in accordance with the legislative framework.
31. As Mr Gee had not provided a response, on 29 August 2023, IPEA again wrote to him seeking a response by 11 September 2023. Mr Gee was also advised that IPEA may consider other options for progressing this matter if a response was not received. As Mr Gee had not provided a response by the due date, IPEA contacted his office and provided an extension to 25 September 2023 to provide a response. IPEA again contacted Mr Gee's office on 26 September 2023 and agreed to an extension to 29 September 2023.
32. As a response had not been received, on 3 October 2023 IPEA wrote to Mr Gee seeking a response by 10 October 2023. Mr Gee was advised that IPEA would raise an Invoice to recover the expenses for the Commonwealth-funded travel relevant to this Assurance Review if a response was not received by the due date.
33. On 6 October 2023, Mr Gee provided a completed Certification form confirming the Commonwealth-funded travel was in accordance with relevant legislation, determinations and guidance material. Having regard to the available information, including the certification provided by Mr Gee, IPEA is satisfied the staff use of car transport in Canberra for travel to and from Parliament House was consistent with the legislative framework. Correspondence between IPEA and Mr Gee is at **attachment B**.

Mr Rowan Ramsey, Opposition Whip

34. Mr Ramsey's staff member has 22 transactions for travel in Canberra during the period in scope. On five occasions there is travel to Parliament House in the morning and from Parliament House in the evening. On 10 August 2023, IPEA wrote to Mr Ramsey asking him to examine each Commonwealth-funded travel detailed and to complete the certification form indicating the travel was in accordance with the legislation. On 17 August 2023, Mr Ramsey certified all travel was in accordance with the legislation, determinations, and guidance material and noted two transactions which contained incorrect departure locations.

35. Having considered the available information, including the certification provided by Mr Ramsey, IPEA is satisfied the staff use of car transport in Canberra for travel to and from Parliament House was consistent with the legislative framework. Correspondence between IPEA and Mr Ramsey is at **attachment C**.

The Hon Bill Shorten, Minister for the National Disability Insurance Scheme, Minister for Government Services

36. Mr Shorten's staff member has 26 transactions for travel in Canberra during the period in scope. There were two transactions for travel to Parliament House in the morning on days when Parliament was sitting. Five transactions are for travel to Parliament House in the morning and one transaction for travel in the afternoon on days when Parliament was not sitting. Five transactions are for travel from Parliament House in the early evening when Parliament was not sitting.
37. On 10 August 2023, IPEA wrote to Minister Shorten asking him to examine the Commonwealth-funded travel detailed and to complete the certification form indicating the travel was in accordance with the legislative framework. On 17 August 2023, an authorised person in Minister Shorten's office provided a completed Certification form confirming all travel was in accordance with the legislation, determinations, and guidance material and noting three transactions with incorrect locations.
38. Having considered the available information, including the response provided by Minister Shorten's office, IPEA is satisfied the staff use of car transport in Canberra for travel to and from Parliament House was consistent with the legislative framework. Correspondence between IPEA and Minister Shorten is at **attachment D**.

Senator Anne Urquhart, Senator for Tasmania

39. Senator Urquhart's staff member has 19 transactions for travel in Canberra during the period in scope. On eight occasions, travel is to Parliament House in the morning and return in the evening. On 10 August 2023, IPEA wrote to Senator Urquhart asking her to examine each Commonwealth-funded travel detailed and to complete the certification form indicating the travel was in accordance with the legislative framework.
40. On 23 August 2023, Senator Urquhart provided a completed certification form confirming those trips which were in accordance with the legislative framework. Senator Urquhart requested an invoice to recover expenses for 11 transactions which were not in accordance with the legislative framework. An invoice to recover the amount of \$219.37 for car transport in Canberra was raised and forwarded to Senator Urquhart on 7 September 2023.
41. Having regard to the available information IPEA is satisfied those transactions certified by Senator Urquhart for staff use of car transport for travel in Canberra to and from Parliament House were consistent with the legislative framework. Correspondence between IPEA and Senator Urquhart is at **attachment E**.

Conclusion

42. Following analysis of the information held by and available to IPEA, including the responses provided by parliamentarians or authorised persons, IPEA is satisfied the staff use of car transport in Canberra was consistent with the legislative framework.

[REDACTED]

From: Assurance
Sent: Thursday, 10 August 2023 9:19 AM
To: [REDACTED] - travel in Canberra for the 2021-2022 financial year
[SEC=OFFICIAL]
Attachments: IPEA letter to Minister Burney - 9 August 2023.pdf; Determination 2020-15 Staff Travel and Relief Staff Arrangements.pdf

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The Hon Linda Burney MP
Minister for Indigenous Australians
Member for Barton

Good morning Minister

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

Yours sincerely

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

E: assurance@ipea.gov.au

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

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Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/11 IDOC/232426

9 August 2023

The Hon Linda Burney MP
Minister for Indigenous Australians
Member for Barton
Suite 203/13A Montgomery Street
KOGARAH NSW 2217

Email: [REDACTED]

Dear Minister

Staff use of car transport – travel in Canberra for the 2021-2022 financial year

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 MOPS staff members.

IPEA is conducting an Assurance Review of staff use of car transport, which includes Cabcharge, regulated ride-sharing services and taxis, for travel in Canberra to and from Parliament House for the 2021-2022 financial year.

The circumstances under which car transport may be used by persons employed under the *Members of Parliament (Staff) Act 1984* are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements. Items 2 and 16 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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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. Car transport includes taxis, regulated ride-sharing services, hire cars and short-term self-drive cars.

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 at paragraphs 16(a), (b) and (c) of Determination 2020/15. A copy of the Determination is at **Attachment A** for your reference.

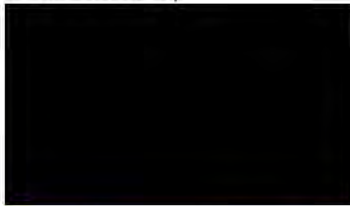
Members are personally responsible and accountable for their use of public resources for conducting parliamentary business. This responsibility extends to the use of public resources by staff employed by members.

The Commonwealth funded car transport used by your staff which is relevant to this Assurance Review is detailed at **Attachment B**. To assist with the Assurance Review, please examine each trip and confirm, to the extent possible given the passage of time, how each trip complies with the Determination, including that the travel was directed by you or an authorised person by completing the Certification form at **Attachment C**.

Please provide your response via email to assurance@ipea.gov.au by close of business on **Wednesday 23 August 2023**. If you require additional time to provide a response or if you would like to discuss this matter further, please do not hesitate to contact [REDACTED]

Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Yours sincerely



Nicole Pearson

Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603



Members of Parliament (Staff) Act 1984

STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- 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 29th day of June 2020


MATHIAS CORMANN
Minister for Finance

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 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, 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 a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing¹. 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.
 - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
 - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
 - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

¹ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary², 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.
 - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing³. 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. Travelling 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 business⁴ or a break in travel at a usual point en route to the final travel destination⁵.
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.

² A Parliamentary Secretary may nominate an electorate employee whose travel will not be debited from the ESB under item 5 and, concurrently, nominate a personal employee whose travel will be debited from the ESB in place of a nominated different electorate employee whose travel will not be debited under item 6.

³ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

⁴ 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.

⁵ 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 are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

Car Transport

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
 - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
 - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
 - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use⁶:
 - (a) taxis;
 - (b) regulated ridesharing services;
 - (c) hire cars; and

⁶ 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.

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
 - (i) the hire is of no more than 10 days duration;
 - (ii) the vehicle is not used for journeys within Canberra (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 short-term 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 reimbursement⁷.
- 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), 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

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

Professional Development Program or approved ad hoc training and professional development opportunities, IT training or training for Work Health and Safety roles.

- (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 costs⁸ of employees who are Employee Consultative Group⁹ (ECG) representatives and Work Health and Safety (WHS) Committee¹⁰ 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 Minister¹¹, 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.

⁸ '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.

⁹ As described at clause 5 of the Enterprise Agreement.

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

¹¹ 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 week¹² or more on personal leave¹³;
 - (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 leave¹⁴;
 - (vii) adoption leave;

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

¹³ 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.

¹⁴ 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. The 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 ²	\$300
Member	200-999 km ²	\$500
Member	1,000-9,999 km ²	\$700
Member	10,000-99,999 km ²	\$1,000
Member	100,000-199,999 km ²	\$8,132
Member	200,000-499,999 km ²	\$10,132
Member	500,000 km ² 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.

OFFICIAL

Staff use of car transport in Canberra for the 2021-2022 financial year
Office of the Hon Linda Burney MP



Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
17/10/2021	Capital Hill	17/10/2021	5:07 PM	Torrens	\$38.64	
22/11/2021	Torrens	22/11/2021	7:22 AM	Capital Hill	\$33.29	
1/12/2021	HOME	1/12/2021	9:10 PM	Torrens	\$38.54	
3/12/2021	Torrens	3/12/2021	7:51 AM	Capital Hill	\$33.29	
7/02/2022	OFFICE	7/02/2022	7:17 AM	Capital Hill	\$32.87	
11/02/2022	HOSPITAL	11/02/2022	8:33 AM	Capital Hill	\$40.11	
27/03/2022	Capital Hill	27/03/2022	6:49 PM	Torrens	\$38.22	
8/06/2022	[REDACTED] Phillip, Australian Capital Territory, 2606	8/06/2022	3:07:00 PM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$25.45	
14/06/2022	[REDACTED] Kingston, Australian Capital Territory, 2604	14/06/2022	8:19:00 PM	[REDACTED] Torrens, Australian Capital Territory, 2607	\$45.09	
15/06/2022	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	15/06/2022	3:34:00 PM	[REDACTED] Phillip, Australian Capital Territory, 2606	\$24.36	
15/06/2022	[REDACTED] Phillip, Australian Capital Territory, 2606	15/06/2022	5:42:00 PM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$24.27	
16/06/2022	[REDACTED] Torrens, Australian Capital Territory, 2607	16/06/2022	8:57:00 AM	[REDACTED] Campbell, Australian Capital Territory, 2612	\$45.45	

OFFICIAL

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
23/06/2022	████████ Wright, Australian Capital Territory, 2611	23/06/2022	7:24:00 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$24.09	
27/06/2022	████████ Torrens, Australian Capital Territory, 2607	27/06/2022	9:05:00 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$28.91	
28/06/2022	████████ Phillip, Australian Capital Territory, 2606	28/06/2022	5:58:00 PM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$21.09	



CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

All travel was in accordance with relevant legislation, determinations and guidance material.

OR

With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of
Senator/Member

Date

OR

Signature of Authorised
Person

Date

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

[REDACTED]

From: Assurance
Sent: Tuesday, 29 August 2023 3:25 PM
To: [REDACTED]
Subject: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: 3012 - IPEA second letter to Minister Burney - 29 August 2023.pdf

OFFICIAL

The Hon Linda Burney MP
Minister for Indigenous Australians
Member for Barton

Good morning Minister

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

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

Classification: OFFICIAL
Classified by: assurance@ipea.gov.au on: 29/08/2023 3:24:40 PM

OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

IPEA22/2/11 IDOC/233467

29 August 2023

Hon Linda Burney MP
Minister for Indigenous Australians
Suite 202/13A Montgomery Street
KOGARAH NSW 2217

Email: [REDACTED]

Dear Minister

Assurance Review of travel and travel-related expenses

The Independent Parliamentary Expenses Authority (IPEA) has responsibility under the *Independent Parliamentary Expenses Authority Act 2017* to review work expenses accessed by parliamentarians.

On 9 August 2023, IPEA wrote to you about an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport by your staff member, [REDACTED], for travel to and from Parliament House in Canberra.

A response was requested from you by Wednesday 23 August 2023. There was a provision in the letter for you to request an extension if you required more time to prepare a written response. An extension has not been requested and your response to this matter is now overdue.

Please provide a written response via email to assurance@ipea.gov.au, by close of business on **Monday 11 September 2023**. If a response is not received by this date, IPEA may consider other options for progressing this matter.

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

Yours sincerely

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

OFFICIAL

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 12 September 2023 4:08 PM
To: Assurance
Cc: [REDACTED]
Subject: RE: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: scan_ia022_2023-09-12-16-06-13.pdf
Categories: [REDACTED]

Good afternoon [REDACTED]

Apologies for the delayed response on this one.

Please see signed form attached.

Thanks,

[REDACTED]
Office of the Hon Linda Burney MP
Minister for Indigenous Australians
Member for Barton

[REDACTED] P (02) 6277 7780 [REDACTED]

I SUPPORT A
VOICE to Parliament
of Aboriginal & Torres Strait Islander Australians

From: Assurance <Assurance@ipea.gov.au>
Sent: Tuesday, August 29, 2023 3:25 PM
To: Burney, Linda (MP) [REDACTED]
Subject: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]

OFFICIAL

The Hon Linda Burney MP
Minister for Indigenous Australians
Member for Barton

Good morning Minister

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

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

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 29/08/2023 3:24:40 PM

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CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

- All travel was in accordance with relevant legislation, determinations and guidance material.
- OR
- With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of
Senator/Member

[REDACTED SIGNATURE]

Date
12/09/23

OR

Signature of Authorised
Person

[REDACTED SIGNATURE]

Date

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

[REDACTED]

From: Assurance
Sent: Thursday, 10 August 2023 9:25 AM
To: [REDACTED]
Subject: HPE CM: Assurance Review - staff use of ground transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: IPEA letter to the Hon Andrew Gee - 9 August 2023.pdf; Determination 2020-15 Staff Travel and Relief Staff Arrangements.pdf

OFFICIAL

The Hon Andrew Gee MP

Member for Calare

Good morning Mr Gee

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

Yours sincerely

Nicole Pearson

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

E: assurance@ipea.gov.au

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

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 10/08/2023 9:20:23 AM

OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/11 IDOC/232427

9 August 2023

The Hon Andrew Gee MP
Member for Calare
PO Box 673
ORANGE NSW 2800

Email: [REDACTED]

Dear Mr Gee

Staff use of car transport – travel in Canberra for the 2021-2022 financial year

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 MOPS staff members.

IPEA is conducting an Assurance Review of staff use of car transport, which includes Cabcharge, regulated ride-sharing services and taxis, for travel in Canberra to and from Parliament House for the 2021-2022 financial year.

The circumstances under which car transport may be used by persons employed under the *Members of Parliament (Staff) Act 1984* are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements. Items 2 and 16 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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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. Car transport includes taxis, regulated ride-sharing services, hire cars and short-term self-drive cars.

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 at paragraphs 16(a), (b) and (c) of Determination 2020/15. A copy of the Determination is at **Attachment A** for your reference.

Members 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 members.

The Commonwealth funded car transport used by your staff which is relevant to this Assurance Review is detailed at **Attachment B**. To assist with the Assurance Review, please examine each trip and confirm, to the extent possible given the passage of time, how each trip complies with the Determination, including that the travel was directed by you or an authorised person by completing the Certification form at **Attachment C**.

Please provide your response via email to assurance@ipea.gov.au by close of business on **Wednesday 23 August 2023**. If you require additional time to provide a response or if you would like to discuss this matter further, please do not hesitate to contact [REDACTED]

Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Yours sincerely



Nicole Pearson

Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603



Staff use of car transport in Canberra for the 2021-2022 financial year
Office of the Hon Andrew Gee MP

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
9/02/2022	Barton	9/02/2022	10:37 PM	Canberra CBD	\$19.95	
17/01/2022	Capital Hill	17/01/2022	7:58 PM	Canberra CBD	\$17.54	
15/01/2022	Capital Hill	15/01/2022	9:27 PM	Canberra CBD	\$20.06	
15/01/2022	O'Connor	15/01/2022	8:28 PM	Capital Hill	\$18.06	
13/01/2022	Capital Hill	13/01/2022	8:45 PM	Canberra CBD	\$16.59	
10/01/2022	Capital Hill	10/01/2022	9:48 PM	Canberra CBD	\$18.69	
20/12/2021	Capital Hill	20/12/2021	7:37 PM	Canberra CBD	\$20.58	
2/12/2021	Capital Hill	2/12/2021	9:35 PM	Canberra CBD	\$20.16	
1/12/2021	Capital Hill	1/12/2021	9:44 PM	Canberra CBD	\$21.00	
30/11/2021	Capital Hill	30/11/2021	10:17 PM	Canberra CBD	\$21.84	
29/11/2021	Capital Hill	29/11/2021	11:03 PM	Canberra CBD	\$29.51	
28/11/2021	Capital Hill	28/11/2021	7:28 PM	Canberra CBD	\$20.79	
24/11/2021	Capital Hill	24/11/2021	11:43 PM	Canberra CBD	\$20.16	
21/11/2021	Capital Hill	21/11/2021	8:27 PM	Canberra CBD	\$21.00	
17/11/2021	Capital Hill	17/11/2021	9:19 PM	Canberra CBD	\$19.22	
16/11/2021	Capital Hill	16/11/2021	8:26 PM	Canberra CBD	\$18.17	
21/08/2021	OFFICE	21/08/2021	1:14 AM	Canberra CBD	\$25.94	
13/08/2021	Capital Hill	13/08/2021	7:36 PM	Canberra CBD	\$19.22	

OFFICIAL

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
12/08/2021	Capital Hill	12/08/2021	10:00 PM	Canberra CBD	\$18.48	
11/08/2021	Capital Hill	11/08/2021	10:46 PM	Canberra CBD	\$19.32	
10/08/2021	Capital Hill	10/08/2021	9:56 PM	Canberra CBD	\$18.17	
9/08/2021	Capital Hill	9/08/2021	9:58 PM	Canberra CBD	\$17.96	
5/08/2021	OFFICE	5/08/2021	10:51 PM	HOME	\$29.09	
4/08/2021	OFFICE	4/08/2021	10:09 PM	OFFICE	\$20.48	
3/08/2021	Capital Hill	3/08/2021	11:20 PM	Canberra CBD	\$17.22	
2/08/2021	Capital Hill	2/08/2021	10:18 PM	Canberra CBD	\$18.06	
29/07/2021	OFFICE	29/07/2021	9:00 PM	HOME	\$16.59	
28/07/2021	Capital Hill	28/07/2021	8:46 PM	Canberra CBD	\$16.91	
27/07/2021	Capital Hill	27/07/2021	8:45 PM	Canberra CBD	\$15.75	
26/07/2021	Canberra CBD	26/07/2021	8:38 PM	Canberra CBD	\$17.33	
23/07/2021	Capital Hill	23/07/2021	9:02 PM	Canberra CBD	\$20.58	
20/07/2021	Capital Hill	20/07/2021	10:57 PM	Canberra CBD	\$20.06	
17/07/2021	Capital Hill	17/07/2021	9:16 PM	Canberra CBD	\$19.01	
15/07/2021	Capital Hill	15/07/2021	10:01 PM	Canberra CBD	\$18.38	
14/07/2021	Capital Hill	14/07/2021	8:52 PM	Canberra CBD	\$17.12	
12/07/2021	Capital Hill	12/07/2021	8:21 PM	Canberra CBD	\$16.59	
8/07/2021	Capital Hill	8/07/2021	9:10 PM	Canberra CBD	\$21.84	
6/07/2021	Capital Hill	6/07/2021	8:53 PM	Canberra CBD	\$18.80	

OFFICIAL

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
5/07/2021	Capital Hill	5/07/2021	8:09 PM	Canberra CBD	\$17.43	
1/07/2021	Capital Hill	1/07/2021	7:47 PM	Canberra CBD	\$20.58	



CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

- OR
- All travel was in accordance with relevant legislation, determinations and guidance material.
- With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of
Senator/Member

Date

OR

Signature of Authorised
Person

Date

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

Members of Parliament (Staff) Act 1984

STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- 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 29th day of June 2020


MATHIAS CORMANN
Minister for Finance

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 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, 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 a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing¹. 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.
 - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
 - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
 - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

¹ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary², 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.
 - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing³. 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. Travelling 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 business⁴ or a break in travel at a usual point en route to the final travel destination⁵.
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.

² A Parliamentary Secretary may nominate an electorate employee whose travel will not be debited from the ESB under item 5 and, concurrently, nominate a personal employee whose travel will be debited from the ESB in place of a nominated different electorate employee whose travel will not be debited under item 6.

³ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

⁴ 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.

⁵ 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 are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

Car Transport

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
 - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
 - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
 - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use⁶:
 - (a) taxis;
 - (b) regulated ridesharing services;
 - (c) hire cars; and

⁶ 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.

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
 - (i) the hire is of no more than 10 days duration;
 - (ii) the vehicle is not used for journeys within Canberra (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 short-term 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 reimbursement⁷.
- 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), 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

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

Professional Development Program or approved ad hoc training and professional development opportunities, IT training or training for Work Health and Safety roles.

- (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 costs⁸ of employees who are Employee Consultative Group⁹ (ECG) representatives and Work Health and Safety (WHS) Committee¹⁰ 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 Minister¹¹, 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.

⁸ '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.

⁹ As described at clause 5 of the Enterprise Agreement.

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

¹¹ 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 week¹² or more on personal leave¹³;
 - (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 leave¹⁴;
 - (vii) adoption leave;

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

¹³ 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.

¹⁴ 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. The 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 ²	\$300
Member	200-999 km ²	\$500
Member	1,000-9,999 km ²	\$700
Member	10,000-99,999 km ²	\$1,000
Member	100,000-199,999 km ²	\$8,132
Member	200,000-499,999 km ²	\$10,132
Member	500,000 km ² 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.

[REDACTED]

From: Assurance
Sent: Tuesday, 29 August 2023 3:30 PM
To: [REDACTED]
Subject: HPE CM: Assurance Review - Staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: 3022 - IPEA second letter to Mr Gee - 29 August 2023.pdf

OFFICIAL

The Hon Andrew Gee MP
Member for Calare

Good morning Mr Gee

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

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

Classification: OFFICIAL
Classified by: assurance@ipea.gov.au on: 29/08/2023 3:30:24 PM

OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

IPEA22/2/11 IDOC/233468

29 August 2023

Hon Andrew Gee MP
Member for Calare
PO Box 673
ORANGE NSW 2800

Email: [REDACTED]

Dear Mr Gee

Assurance Review of travel and travel-related expenses

The Independent Parliamentary Expenses Authority (IPEA) has responsibility under the *Independent Parliamentary Expenses Authority Act 2017* to review work expenses accessed by parliamentarians.

On 9 August 2023, IPEA wrote to you about an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport by your staff member, Ms Keleko Maguy, for travel to and from Parliament House in Canberra.

A response was requested from you by Wednesday 23 August 2023. There was a provision in the letter for you to request an extension if you required more time to prepare a written response. An extension has not been requested and your response to this matter is now overdue.

Please provide a written response via email to assurance@ipea.gov.au, by close of business on **Monday 11 September 2023**. If a response is not received by this date, IPEA may consider other options for progressing this matter.

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

Yours sincerely

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

OFFICIAL

[REDACTED]

From: Assurance
Sent: Tuesday, 3 October 2023 1:38 PM
To: [REDACTED]
Subject: HPE CM: Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: IPEA letter to Mr Gee - 3 October 2023.pdf

OFFICIAL

The Hon Andrew Gee MP
Member for Calare

Good morning Mr Gee

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

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
A: Assurance@ipea.gov.au
W: www.ipea.gov.au

Classification: OFFICIAL
Classified by: assurance@ipea.gov.au on: 3/10/2023 1:37:43 PM

OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

REF: IPEA22/2/11 IDOC/235082

3 October 2023

The Hon Andrew Gee MP
Member for Calare
PO Box 673
ORANGE NSW 2800

Email: [REDACTED]

Dear Mr Gee

Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year

IPEA refers to our previous letters to you of 9 and 29 August 2023 in relation to an Assurance Review of travel expenses incurred in relation to the use of car transport for travel to and from Parliament House in Canberra by your staff member, [REDACTED]

A response was requested from you by Wednesday 23 August 2023 and a reminder letter was sent to you on 29 August 2023. IPEA also contacted your office on 9 and 26 September 2023 seeking a response to this Assurance Review.

Please provide a written response to this matter via email to assurance@ipea.gov.au by close of business on **Tuesday 10 October 2023**. If a response is not received by this date, IPEA will raise an invoice to recover the Commonwealth funded car transport provided to [REDACTED] which is the subject of this Assurance Review.

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

OFFICIAL

[REDACTED]

From: [REDACTED] (A. Gee, MP) [REDACTED]
Sent: Friday, 6 October 2023 2:34 PM
To: Assurance
Subject: HPE CM: Certification - Assurance Review
Attachments: Certification - Assurance Review.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Categories: [REDACTED]

Hi,

Please find attached the certification for the assurance review of staff use of car transport.

Kind regards,

[REDACTED] | Media Adviser

Office of the Hon. Andrew Gee MP
Federal Member for Calare

1/179A Anson Street, Orange NSW 2800
P: 02 6361 7138 | [REDACTED]

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.



CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

- All travel was in accordance with relevant legislation, determinations and guidance material.
- OR
- With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of Senator/Member [REDACTED] Date
6/10/23

OR

Signature of Authorised Person Date

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

Privacy Collection Notice – Consistent with the *Privacy Act 1988*, the Independent Parliamentary Expenses Authority collects, uses and discloses the personal information provided in this form to administer and monitor work expenses of Parliamentarians and their employees under the parliamentary work expenses framework. Expenditure information may be tabled in Parliament, published on the IPEA website, or provided to the Special Minister of State, the Department of Finance, relevant service provides as authorised by law. Further details on the collection, use, and disclosure of personal information is available in the full Privacy Policy at www.ipea.gov.au/privacy-policy. Any inquiries can be submitted to privacy@ipea.gov.au.

OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/11 IDOC/232427

9 August 2023

The Hon Andrew Gee MP
Member for Calare
PO Box 673
ORANGE NSW 2800

Email: [REDACTED]

Dear Mr Gee

Staff use of car transport – travel in Canberra for the 2021-2022 financial year

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 MOPS staff members.

IPEA is conducting an Assurance Review of staff use of car transport, which includes Cabcharge, regulated ride-sharing services and taxis, for travel in Canberra to and from Parliament House for the 2021-2022 financial year.

The circumstances under which car transport may be used by persons employed under the *Members of Parliament (Staff) Act 1984* are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements. Items 2 and 16 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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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. Car transport includes taxis, regulated ride-sharing services, hire cars and short-term self-drive cars.

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 at paragraphs 16(a), (b) and (c) of determination 2020/15. A copy of the Determination is at **Attachment A** for your reference.

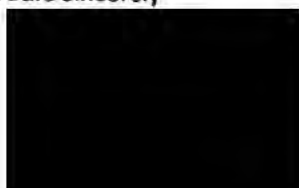
Members are personally responsible and accountable for their use of public resources for conducting parliamentary business. This responsibility extends to the use of public resources by staff employed by members.

The Commonwealth funded car transport used by your staff which is relevant to this Assurance Review is detailed at **Attachment B**. To assist with the Assurance Review, please examine each trip and confirm, to the extent possible given the passage of time, how each trip complies with the Determination, including that the travel was directed by you or an authorised person by completing the Certification form at **Attachment C**.

Please provide your response via email to assurance@ipea.gov.au by close of business on **Wednesday 23 August 2023**. If you require additional time to provide a response or if you would like to discuss this matter further, please do not hesitate to contact [REDACTED]

Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Yours sincerely



Nicole Pearson

Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603



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Attachment B

Staff use of car transport in Canberra for the 2021-2022 financial year
Office of the Hon Andrew Gee MP

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
9/02/2022	Barton	9/02/2022	10:37 PM	Canberra CBD	\$19.95	
17/01/2022	Capital Hill	17/01/2022	7:58 PM	Canberra CBD	\$17.54	
15/01/2022	Capital Hill	15/01/2022	9:27 PM	Canberra CBD	\$20.06	
15/01/2022	O'Connor	15/01/2022	8:28 PM	Capital Hill	\$18.06	
13/01/2022	Capital Hill	13/01/2022	8:45 PM	Canberra CBD	\$16.59	
10/01/2022	Capital Hill	10/01/2022	9:48 PM	Canberra CBD	\$18.69	
20/12/2021	Capital Hill	20/12/2021	7:37 PM	Canberra CBD	\$20.58	
2/12/2021	Capital Hill	2/12/2021	9:35 PM	Canberra CBD	\$20.16	
1/12/2021	Capital Hill	1/12/2021	9:44 PM	Canberra CBD	\$21.00	
30/11/2021	Capital Hill	30/11/2021	10:17 PM	Canberra CBD	\$21.84	
29/11/2021	Capital Hill	29/11/2021	11:03 PM	Canberra CBD	\$29.51	
28/11/2021	Capital Hill	28/11/2021	7:28 PM	Canberra CBD	\$20.79	
24/11/2021	Capital Hill	24/11/2021	11:43 PM	Canberra CBD	\$20.16	
21/11/2021	Capital Hill	21/11/2021	8:27 PM	Canberra CBD	\$21.00	
17/11/2021	Capital Hill	17/11/2021	9:19 PM	Canberra CBD	\$19.22	
16/11/2021	Capital Hill	16/11/2021	8:26 PM	Canberra CBD	\$18.17	
21/08/2021	OFFICE	21/08/2021	1:14 AM	Canberra CBD	\$25.94	
13/08/2021	Capital Hill	13/08/2021	7:36 PM	Canberra CBD	\$19.22	

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Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
12/08/2021	Capital Hill	12/08/2021	10:00 PM	Canberra CBD	\$18.48	
11/08/2021	Capital Hill	11/08/2021	10:46 PM	Canberra CBD	\$19.32	
10/08/2021	Capital Hill	10/08/2021	9:56 PM	Canberra CBD	\$18.17	
9/08/2021	Capital Hill	9/08/2021	9:58 PM	Canberra CBD	\$17.96	
5/08/2021	OFFICE	5/08/2021	10:51 PM	HOME	\$29.09	
4/08/2021	OFFICE	4/08/2021	10:09 PM	OFFICE	\$20.48	
3/08/2021	Capital Hill	3/08/2021	11:20 PM	Canberra CBD	\$17.22	
2/08/2021	Capital Hill	2/08/2021	10:18 PM	Canberra CBD	\$18.06	
29/07/2021	OFFICE	29/07/2021	9:00 PM	HOME	\$16.59	
28/07/2021	Capital Hill	28/07/2021	8:46 PM	Canberra CBD	\$16.91	
27/07/2021	Capital Hill	27/07/2021	8:45 PM	Canberra CBD	\$15.75	
26/07/2021	Canberra CBD	26/07/2021	8:38 PM	Canberra CBD	\$17.33	
23/07/2021	Capital Hill	23/07/2021	9:02 PM	Canberra CBD	\$20.58	
20/07/2021	Capital Hill	20/07/2021	10:57 PM	Canberra CBD	\$20.06	
17/07/2021	Capital Hill	17/07/2021	9:16 PM	Canberra CBD	\$19.01	
15/07/2021	Capital Hill	15/07/2021	10:01 PM	Canberra CBD	\$18.38	
14/07/2021	Capital Hill	14/07/2021	8:52 PM	Canberra CBD	\$17.12	
12/07/2021	Capital Hill	12/07/2021	8:21 PM	Canberra CBD	\$16.59	
8/07/2021	Capital Hill	8/07/2021	9:10 PM	Canberra CBD	\$21.84	
6/07/2021	Capital Hill	6/07/2021	8:53 PM	Canberra CBD	\$18.80	

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Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
5/07/2021	Capital Hill	5/07/2021	8:09 PM	Canberra CBD	\$17.43	
1/07/2021	Capital Hill	1/07/2021	7:47 PM	Canberra CBD	\$20.58	

[REDACTED]

From: Assurance
Sent: Thursday, 10 August 2023 9:29 AM
To: [REDACTED]
Subject: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: IPEA letter to Mr Rowan Ramsey - 9 August 2023.pdf; Determination 2020-15 Staff Travel and Relief Staff Arrangements.pdf

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Mr Rowan Ramsey MP
Opposition Whip
Member for Grey

Good morning Mr Ramsey

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

Yours sincerely

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

E: assurance@ipea.gov.au

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

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 10/08/2023 9:27:04 AM

OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/11 IDOC/232432

9 August 2023

Mr Rowan Ramsey MP
Opposition Whip
Member for Grey
PO Box 296
PORT PIRIE SA 5540

Email: [REDACTED]

Dear Mr Ramsey

Staff use of car transport – travel in Canberra for the 2021-2022 financial year

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 MOPS staff members.

IPEA is conducting an Assurance Review of staff use of car transport, which includes Cabcharge, regulated ride-sharing services and taxis, for travel in Canberra to and from Parliament House for the 2021-2022 financial year.

The circumstances under which car transport may be used by persons employed under the *Members of Parliament (Staff) Act 1984* are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements. Items 2 and 16 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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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. Car transport includes taxis, regulated ride-sharing services, hire cars and short-term self-drive cars.

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 at paragraphs 16(a), (b) and (c) of Determination 2020/15. A copy of the Determination is at **Attachment A** for your reference.

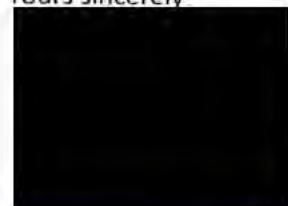
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The Commonwealth funded car transport used by your staff which is relevant to this Assurance Review is detailed at **Attachment B**. To assist with the Assurance Review, please examine each trip and confirm, to the extent possible given the passage of time, how each trip complies with the Determination, including that the travel was directed by you or an authorised person by completing the Certification form at **Attachment C**.

Please provide your response via email to assurance@ipea.gov.au by close of business on **Wednesday 23 August 2023**. If you require additional time to provide a response or if you would like to discuss this matter further, please do not hesitate to contact [REDACTED]

Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Yours sincerely



Nicole Pearson

Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603



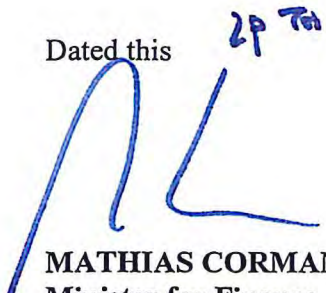
Members of Parliament (Staff) Act 1984

STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- 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 29th day of June 2020


MATHIAS CORMANN
Minister for Finance

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 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, 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 a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing¹. 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.
 - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
 - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
 - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

¹ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary², 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.
 - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing³. 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. Travelling 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 business⁴ or a break in travel at a usual point en route to the final travel destination⁵.
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.

² A Parliamentary Secretary may nominate an electorate employee whose travel will not be debited from the ESB under item 5 and, concurrently, nominate a personal employee whose travel will be debited from the ESB in place of a nominated different electorate employee whose travel will not be debited under item 6.

³ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

⁴ 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.

⁵ 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 are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

Car Transport

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
 - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
 - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
 - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use⁶:
 - (a) taxis;
 - (b) regulated ridesharing services;
 - (c) hire cars; and

⁶ 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.

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
 - (i) the hire is of no more than 10 days duration;
 - (ii) the vehicle is not used for journeys within Canberra (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 short-term 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 reimbursement⁷.
- 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), 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

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

Professional Development Program or approved ad hoc training and professional development opportunities, IT training or training for Work Health and Safety roles.

- (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 costs⁸ of employees who are Employee Consultative Group⁹ (ECG) representatives and Work Health and Safety (WHS) Committee¹⁰ 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 Minister¹¹, 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.

⁸ '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.

⁹ As described at clause 5 of the Enterprise Agreement.

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

¹¹ 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 week¹² or more on personal leave¹³;
 - (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 leave¹⁴;
 - (vii) adoption leave;

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

¹³ 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.

¹⁴ 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. The 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 ²	\$300
Member	200-999 km ²	\$500
Member	1,000-9,999 km ²	\$700
Member	10,000-99,999 km ²	\$1,000
Member	100,000-199,999 km ²	\$8,132
Member	200,000-499,999 km ²	\$10,132
Member	500,000 km ² 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.

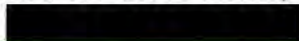
Leader or Deputy Leader of a Minority Party means the Leader or Deputy Leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder.

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.

OFFICIAL

Attachment B

Staff use of car transport in Canberra for the 2021-2022 financial year
Office of Mr Rowan Ramsey MP

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
4/08/2021	Phillip	4/08/2021	7:23 AM	Capital Hill	\$24.36	
4/08/2021	Capital Hill	4/08/2021	9:54 PM	Phillip	\$28.98	
5/08/2021	CITY	5/08/2021	7:21 AM	Capital Hill	\$24.99	
9/08/2021	Phillip	9/08/2021	7:20 AM	Capital Hill	\$24.36	
9/08/2021	Capital Hill	9/08/2021	8:29 PM	Phillip	\$24.05	
11/08/2021	Phillip	11/08/2021	7:21 AM	Capital Hill	\$25.20	
23/08/2021	Phillip	23/08/2021	7:23 AM	Capital Hill	\$24.05	
25/08/2021	Capital Hill	25/08/2021	8:25 PM	Phillip	\$24.05	
25/08/2021	Phillip	25/08/2021	7:25 AM	Capital Hill	\$24.26	
26/08/2021	Capital Hill	26/08/2021	5:42 PM	Phillip	\$24.05	
26/08/2021	Phillip	26/08/2021	7:26 AM	Capital Hill	\$24.15	
1/09/2021	Phillip	1/09/2021	7:22 AM	Capital Hill	\$24.57	
18/10/2021	Phillip	18/10/2021	7:16 AM	Capital Hill	\$24.89	
20/10/2021	Phillip	20/10/2021	7:18 AM	Capital Hill	\$24.89	
25/10/2021	Phillip	25/10/2021	7:16 AM	Capital Hill	\$24.47	
27/10/2021	Phillip	27/10/2021	7:17 AM	Capital Hill	\$24.15	
24/11/2021	Phillip	24/11/2021	7:22 AM	Capital Hill	\$25.62	
8/02/2022	Phillip	8/02/2022	7:23 AM	Capital Hill	\$27.20	

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Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
9/02/2022	Phillip	9/02/2022	7:21 AM	Capital Hill	\$26.36	Comments
14/02/2022	Phillip	14/02/2022	7:24 AM	Capital Hill	\$26.78	
15/02/2022	Phillip	15/02/2022	7:21 AM	Capital Hill	\$26.57	
16/02/2022	Phillip	16/02/2022	7:22 AM	Capital Hill	\$24.99	
29/03/2022	Phillip	29/03/2022	7:25 AM	Capital Hill	\$31.40	
29/03/2022	Griffith	29/03/2022	10:39 PM	Phillip	\$33.18	
30/03/2022	Phillip	30/03/2022	7:28 AM	Capital Hill	\$27.09	
31/03/2022	Phillip	31/03/2022	7:05 AM	Capital Hill	\$27.72	



CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

- All travel was in accordance with relevant legislation, determinations and guidance material.
- OR
- With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of
Senator/Member

Date

OR

Signature of Authorised
Person

Date

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

[Redacted]

From: [Redacted]
Sent: Thursday, 17 August 2023 11:59 AM
To: Assurance
Cc: [Redacted]
Subject: FW: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: SEO18219P0423081711570.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: [Redacted]

Good morning

Please find attached Certification of Staff use of car transport. You will note that there is a couple of comments in regards to the Departure location & possible adjustments.

Kind regards

[Redacted]

Office of Rowan Ramsey MP Federal Member for Grey

Electorate Office:

45a Playford Ave, Whyalla Playford SA 5600
(08) 8645 4255

Parliament House:

Suite RG 95, Parliament House, Canberra, ACT, 2600
(02) 6277 4967 | [Redacted]

Find Rowan online: [Website](#) | [Facebook](#) | [Twitter](#)



From: Assurance <Assurance@ipea.gov.au>
Sent: Thursday, August 10, 2023 8:59 AM
To: Ramsey, Rowan (MP) [Redacted]
Subject: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]

OFFICIAL

Mr Rowan Ramsey MP

Opposition Whip

Member for Grey

Good morning Mr Ramsey

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

Yours sincerely

Nicole Pearson

Branch Manager, Transparency, Assurance and Legal

Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

E: assurance@ipea.gov.au

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

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 10/08/2023 9:27:04 AM

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.



CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

- All travel was in accordance with relevant legislation, determinations and guidance material.
- OR
- With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of
Senator/Member

[REDACTED SIGNATURE]

Date
17/8/23

OR

Signature of Authorised
Person

[REDACTED SIGNATURE]

Date

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

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Attachment B

Staff use of car transport in Canberra for the 2021-2022 financial year
Office of Mr Rowan Ramsey MP



Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
4/08/2021	Phillip	4/08/2021	7:23 AM	Capital Hill	\$24.36	
4/08/2021	Capital Hill	4/08/2021	9:54 PM	Phillip	\$28.98	
5/08/2021	CITY	5/08/2021	7:21 AM	Capital Hill	\$24.99	Departure location should be Phillip
9/08/2021	Phillip	9/08/2021	7:20 AM	Capital Hill	\$24.36	
9/08/2021	Capital Hill	9/08/2021	8:29 PM	Phillip	\$24.05	
11/08/2021	Phillip	11/08/2021	7:21 AM	Capital Hill	\$25.20	
23/08/2021	Phillip	23/08/2021	7:23 AM	Capital Hill	\$24.05	
25/08/2021	Capital Hill	25/08/2021	8:25 PM	Phillip	\$24.05	
25/08/2021	Phillip	25/08/2021	7:25 AM	Capital Hill	\$24.26	
26/08/2021	Capital Hill	26/08/2021	5:42 PM	Phillip	\$24.05	
26/08/2021	Phillip	26/08/2021	7:26 AM	Capital Hill	\$24.15	
1/09/2021	Phillip	1/09/2021	7:22 AM	Capital Hill	\$24.57	
18/10/2021	Phillip	18/10/2021	7:16 AM	Capital Hill	\$24.89	
20/10/2021	Phillip	20/10/2021	7:18 AM	Capital Hill	\$24.89	
25/10/2021	Phillip	25/10/2021	7:16 AM	Capital Hill	\$24.47	
27/10/2021	Phillip	27/10/2021	7:17 AM	Capital Hill	\$24.15	
24/11/2021	Phillip	24/11/2021	7:22 AM	Capital Hill	\$25.62	
8/02/2022	Phillip	8/02/2022	7:23 AM	Capital Hill	\$27.20	

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Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
9/02/2022	Phillip	9/02/2022	7:21 AM	Capital Hill	\$26.36	Comments
14/02/2022	Phillip	14/02/2022	7:24 AM	Capital Hill	\$26.78	
15/02/2022	Phillip	15/02/2022	7:21 AM	Capital Hill	\$26.57	
16/02/2022	Phillip	16/02/2022	7:22 AM	Capital Hill	\$24.99	
29/03/2022	Phillip	29/03/2022	7:25 AM	Capital Hill	\$31.40	
29/03/2022	Griffith	29/03/2022	10:39 PM	Phillip	\$33.18	Departure location should be Parliament House
30/03/2022	Phillip	30/03/2022	7:28 AM	Capital Hill	\$27.09	
31/03/2022	Phillip	31/03/2022	7:05 AM	Capital Hill	\$27.72	

[REDACTED]

From: Assurance
Sent: Thursday, 10 August 2023 9:40 AM
To: [REDACTED]
Subject: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: IPEA letter to the Hon Bill Shorten - 9 August 2023.pdf; Determination 2020-15 Staff Travel and Relief Staff Arrangements.pdf

OFFICIAL

The Hon Bill Shorten MP

Minister for the National Disability Insurance Scheme
Minister for Government Services
Member for Maribyrnong

Good morning Minister

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

Yours sincerely

Nicole Pearson

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

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Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 10/08/2023 9:34:50 AM

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Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/11 IDOC/232434

9 August 2023

The Hon Bill Shorten MP

Minister for the National Disability Insurance Scheme
Minister for Government Services
Member for Maribyrnong
PO Box 214
MOONEE PONDS VIC 3039

Email: [REDACTED]

Dear Minister

Staff use of car transport – travel in Canberra for the 2021-2022 financial year

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 MOPS staff members.

IPEA is conducting an Assurance Review of staff use of car transport, which includes Cabcharge, regulated ride-sharing services and taxis, for travel in Canberra to and from Parliament House for the 2021-2022 financial year.

The circumstances under which car transport may be used by persons employed under the *Members of Parliament (Staff) Act 1984* are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements. Items 2 and 16 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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Internet www.ipea.gov.au

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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. Car transport includes taxis, regulated ride-sharing services, hire cars and short-term self-drive cars.

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 at paragraphs 16(a), (b) and (c) of determination 2020/15. A copy of the Determination is at **Attachment A** for your reference.

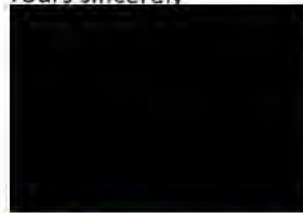
Members are personally responsible and accountable for their use of public resources for conducting parliamentary business. This responsibility extends to the use of public resources by staff employed by members.

The Commonwealth funded car transport used by your staff which is relevant to this Assurance Review is detailed at **Attachment B**. To assist with the Assurance Review, please examine each trip and confirm, to the extent possible given the passage of time, how each trip complies with the Determination, including that the travel was directed by you or an authorised person by completing the Certification form at **Attachment C**.

Please provide your response via email to assurance@ipea.gov.au by close of business on **Wednesday 23 August 2023**. If you require additional time to provide a response or if you would like to discuss this matter further, please do not hesitate to contact [REDACTED]

Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Yours sincerely



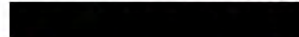
Nicole Pearson

Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603



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Staff use of car transport in Canberra for the 2021-2022 financial year
Office of the Hon Bill Shorten MP



Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
18/10/2021	Turner	18/10/2021	8:22 AM	Capital Hill	\$19.64	
22/10/2021	Turner	22/10/2021	11:29 AM	Capital Hill	\$19.53	
24/10/2021	Capital Hill	24/10/2021	7:26 PM	Turner	\$19.53	
29/10/2021	Turner	29/10/2021	12:07 PM	Capital Hill	\$20.58	
29/11/2021	Turner	29/11/2021	7:53 AM	Capital Hill	\$21.42	
3/12/2021	HOME	3/12/2021	9:58 AM	OFFICE	\$19.43	
10/12/2021	Hospital	10/12/2021	5:10 PM	Hospital	\$88.51	
7/02/2022	Turner	7/02/2022	8:00 AM	Forrest	\$25.10	
13/02/2022	Hospital	13/02/2022	3:09 PM	Hospital	\$67.78	
18/02/2022	HOME	18/02/2022	9:49 AM	Capital Hill	\$20.37	
1/04/2022	Capital Hill	1/04/2022	9:58 PM	Turner	\$21.53	
2/04/2022	Hospital	2/04/2022	12:04 PM	Hospital	\$76.60	
27/05/2022	Braddon, Australian Capital Territory, 2612	27/05/2022	9:33 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$20.00	
30/05/2022	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	30/05/2022	6:41 PM	Dickson, Australian Capital Territory, 2602	\$35.00	
2/06/2022	Dickson, Australian Capital Territory, 2602	2/06/2022	7:46 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$19.27	
8/06/2022	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	8/06/2022	7:36 PM	Braddon, Australian Capital Territory, 2612	\$19.64	

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Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
22/06/2022	[REDACTED] Dickson, Australian Capital Territory, 2602	22/06/2022	7:50 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$19.00	
27/06/2022	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	27/06/2022	8:14 PM	[REDACTED] Dickson, Australian Capital Territory, 2602	\$21.64	



CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

- OR
- All travel was in accordance with relevant legislation, determinations and guidance material.
- With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of
Senator/Member

Date

OR

Signature of Authorised
Person

Date

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

Members of Parliament (Staff) Act 1984

STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- 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 29th day of June 2020


MATHIAS CORMANN
Minister for Finance

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 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, 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 a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing¹. 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.
 - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
 - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
 - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

¹ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary², 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.
 - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing³. 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. Travelling 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 business⁴ or a break in travel at a usual point en route to the final travel destination⁵.
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.

² A Parliamentary Secretary may nominate an electorate employee whose travel will not be debited from the ESB under item 5 and, concurrently, nominate a personal employee whose travel will be debited from the ESB in place of a nominated different electorate employee whose travel will not be debited under item 6.

³ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

⁴ 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.

⁵ 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 are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

Car Transport

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
 - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
 - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
 - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use⁶:
 - (a) taxis;
 - (b) regulated ridesharing services;
 - (c) hire cars; and

⁶ 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.

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
 - (i) the hire is of no more than 10 days duration;
 - (ii) the vehicle is not used for journeys within Canberra (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 short-term 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 reimbursement⁷.
- 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), 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

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

Professional Development Program or approved ad hoc training and professional development opportunities, IT training or training for Work Health and Safety roles.

- (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 costs⁸ of employees who are Employee Consultative Group⁹ (ECG) representatives and Work Health and Safety (WHS) Committee¹⁰ 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 Minister¹¹, 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.

⁸ '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.

⁹ As described at clause 5 of the Enterprise Agreement.

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

¹¹ 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 week¹² or more on personal leave¹³;
 - (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 leave¹⁴;
 - (vii) adoption leave;

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

¹³ 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.

¹⁴ 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. The 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 ²	\$300
Member	200-999 km ²	\$500
Member	1,000-9,999 km ²	\$700
Member	10,000-99,999 km ²	\$1,000
Member	100,000-199,999 km ²	\$8,132
Member	200,000-499,999 km ²	\$10,132
Member	500,000 km ² 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.

[Redacted]

From: [Redacted]
Sent: Thursday, 17 August 2023 3:01 PM
To: Assurance
Cc: [Redacted]
Subject: Car transport audit - [Redacted] [SEC=OFFICIAL]
Attachments: STNEOMFD1_2023-08-17_14-58-30-860.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: [Redacted]

Thank you team

Kind regards

[Redacted]

[Redacted] | **Office of the Hon. Bill Shorten MP**
Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member
for Maribyrnong
M119, Parliament House, ACT, 2600
P: (03) 9326 1300 / (02) 6277 7200 [Redacted]

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

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.

OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/11 IDOC/232434

9 August 2023

The Hon Bill Shorten MP
Minister for the National Disability Insurance Scheme
Minister for Government Services
Member for Maribyrnong
PO Box 214
MOONEE PONDS VIC 3039

Email: [REDACTED]

Dear Minister

Staff use of car transport – travel in Canberra for the 2021-2022 financial year

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 MOPS staff members.

IPEA is conducting an Assurance Review of staff use of car transport, which includes Cabcharge, regulated ride-sharing services and taxis, for travel in Canberra to and from Parliament House for the 2021-2022 financial year.

The circumstances under which car transport may be used by persons employed under the *Members of Parliament (Staff) Act 1984* are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements. Items 2 and 16 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.

One Canberra Avenue, Forrest ACT 2603 • Telephone 02 6215 3000
Internet www.ipea.gov.au

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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. Car transport includes taxis, regulated ride-sharing services, hire cars and short-term self-drive cars.

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 at paragraphs 16(a), (b) and (c) of Determination 2020/15. A copy of the Determination is at **Attachment A** for your reference.

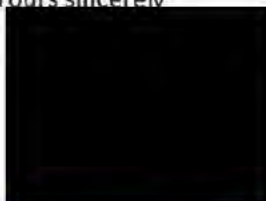
Members are personally responsible and accountable for their use of public resources for conducting parliamentary business. This responsibility extends to the use of public resources by staff employed by members.

The Commonwealth funded car transport used by your staff which is relevant to this Assurance Review is detailed at **Attachment B**. To assist with the Assurance Review, please examine each trip and confirm, to the extent possible given the passage of time, how each trip complies with the Determination, including that the travel was directed by you or an authorised person by completing the Certification form at **Attachment C**.

Please provide your response via email to assurance@ipea.gov.au by close of business on **Wednesday 23 August 2023**. If you require additional time to provide a response or if you would like to discuss this matter further, please do not hesitate to contact [REDACTED]

Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Yours sincerely



Nicole Pearson

Branch Manager, Transparency Audit & Legal

Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603



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Attachment B

Staff use of car transport in Canberra for the 2021-2022 financial year
Office of the Hon Bill Shorten MP

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
18/10/2021	Turner	18/10/2021	8:22 AM	Capital Hill	\$19.64	
22/10/2021	Turner	22/10/2021	11:29 AM	Capital Hill	\$19.53	
24/10/2021	Capital Hill	24/10/2021	7:26 PM	Turner	\$19.53	
29/10/2021	Turner	29/10/2021	12:07 PM	Capital Hill	\$20.58	
29/11/2021	Turner	29/11/2021	7:53 AM	Capital Hill	\$21.42	
3/12/2021	HOME	3/12/2021	9:58 AM	OFFICE	\$19.43	
10/12/2021	Hospital	10/12/2021	5:10 PM	Hospital	\$88.51	Erroneous taxi locations- this was airport to home
7/02/2022	Turner	7/02/2022	8:00 AM	Forrest	\$25.10	
13/02/2022	Hospital	13/02/2022	3:09 PM	Hospital	\$67.78	Erroneous taxi locations- this was home to airport
18/02/2022	HOME	18/02/2022	9:49 AM	Capital Hill	\$20.37	
1/04/2022	Capital Hill	1/04/2022	9:58 PM	Turner	\$21.53	
2/04/2022	Hospital	2/04/2022	12:04 PM	Hospital	\$76.60	Erroneous taxi locations- this was airport to home
27/05/2022	Braddon, Australian Capital Territory, 2612	27/05/2022	9:33 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$20.00	
30/05/2022	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	30/05/2022	6:41 PM	Dickson, Australian Capital Territory, 2602	\$35.00	
2/06/2022	Dickson, Australian Capital Territory, 2602	2/06/2022	7:46 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$19.27	
8/06/2022	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	8/06/2022	7:36 PM	Braddon, Australian Capital Territory, 2612	\$19.64	

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Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
22/06/2022	[REDACTED] Dickson, Australian Capital Territory, 2602	22/06/2022	7:50 AM	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	\$19.00	
27/06/2022	Parliament Drive, Capital Hill, Australian Capital Territory, 2600	27/06/2022	8:14 PM	[REDACTED] Dickson, Australian Capital Territory, 2602	\$21.64	



CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

- OR
- All travel was in accordance with relevant legislation, determinations and guidance material.
 - With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of
Senator/Member

Date

OR

Signature of Authorised
Person

Date
17/8/23

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

[REDACTED]

From: Assurance
Sent: Thursday, 10 August 2023 10:05 AM
To: [REDACTED]
Subject: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: IPEA letter to Senator Anne Urquhart - 9 August 2023.pdf; Determination 2020-15 Staff Travel and Relief Staff Arrangements.pdf

OFFICIAL

Senator Anne Urquhart
Government Whip in the Senate
Senator for Tasmania

Good morning Senator

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

Yours sincerely

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

E: assurance@ipea.gov.au

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

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 10/08/2023 10:00:39 AM

OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/11 IDOC/232435

9 August 2023

Senator Anne Urquhart
Government Whip in the Senate
Senator for Tasmania
PO Box 360
DEVONPORT TAS 7310

Email: [REDACTED]

Dear Senator

Staff use of car transport – travel in Canberra for the 2021-2022 financial year

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 MOPS staff members.

IPEA is conducting an Assurance Review of staff use of car transport, which includes Cabcharge, regulated ride-sharing services and taxis, for travel in Canberra to and from Parliament House for the 2021-2022 financial year.

The circumstances under which car transport may be used by persons employed under the *Members of Parliament (Staff) Act 1984* are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements. Items 2 and 16 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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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. Car transport includes taxis, regulated ride-sharing services, hire cars and short-term self-drive cars.

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 at paragraphs 16(a), (b) and (c) of Determination 2020/15. A copy of the Determination is at **Attachment A** for your reference.

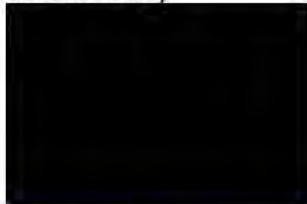
Members are personally responsible and accountable for their use of public resources for conducting parliamentary business. This responsibility extends to the use of public resources by staff employed by members.

The Commonwealth funded car transport used by your staff which is relevant to this Assurance Review is detailed at **Attachment B**. To assist with the Assurance Review, please examine each trip and confirm, to the extent possible given the passage of time, how each trip complies with the Determination, including that the travel was directed by you or an authorised person by completing the Certification form at **Attachment C**.

Please provide your response via email to assurance@ipea.gov.au by close of business on **Wednesday 23 August 2023**. If you require additional time to provide a response or if you would like to discuss this matter further, please do not hesitate to contact [REDACTED]

Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Yours sincerely



Nicole Pearson

Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603



Staff use of car transport in Canberra for the 2021-2022 financial year
Office of Senator Anne Urquhart

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
2/08/2021	Turner	2/08/2021	2:03 PM	Capital Hill	\$15.33	
2/08/2021	Capital Hill	2/08/2021	6:03 PM	Canberra CBD	\$18.69	
3/08/2021	Turner	3/08/2021	8:09 AM	Capital Hill	\$18.06	
3/08/2021	Capital Hill	3/08/2021	8:22 PM	Turner	\$19.22	
4/08/2021	Capital Hill	4/08/2021	8:01 PM	Turner	\$18.38	
9/08/2021	Turner	9/08/2021	7:55 AM	Capital Hill	\$17.12	
9/08/2021	Capital Hill	9/08/2021	8:19 PM	Turner	\$18.90	
11/08/2021	Capital Hill	11/08/2021	2:28 AM	Turner	\$21.32	
11/08/2021	Turner	11/08/2021	8:51 AM	Capital Hill	\$18.80	
11/08/2021	Capital Hill	11/08/2021	6:29 PM	Turner	\$20.06	
12/08/2021	Capital Hill	12/08/2021	5:11 PM	Turner	\$19.85	
7/02/2022	Turner	7/02/2022	9:45 AM	Capital Hill	\$24.78	
7/02/2022	Capital Hill	7/02/2022	6:53 PM	Turner	\$19.85	
8/02/2022	Turner	8/02/2022	8:59 AM	Capital Hill	\$25.41	
9/02/2022	Capital Hill	9/02/2022	9:31 PM	Turner	\$20.37	
14/02/2022	Turner	14/02/2022	6:27 AM	Capital Hill	\$22.89	
15/02/2022	HOME	15/02/2022	6:27 AM	Capital Hill	\$15.23	
15/02/2022	Capital Hill	15/02/2022	8:58 PM	Turner	\$20.48	
17/02/2022	OFFICE	17/02/2022	4:58 PM	HOME	\$21.42	



CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

- OR**
- All travel was in accordance with relevant legislation, determinations and guidance material.
- With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of
Senator/Member

Date

OR

Signature of Authorised
Person

Date

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

Members of Parliament (Staff) Act 1984

STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- 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 ^{29th} day of ^{JUNE} 2020


MATHIAS CORMANN
Minister for Finance

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 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, 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 a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing¹. 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.
 - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
 - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
 - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

¹ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary², 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.
 - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing³. 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. Travelling 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 business⁴ or a break in travel at a usual point en route to the final travel destination⁵.
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.

² A Parliamentary Secretary may nominate an electorate employee whose travel will not be debited from the ESB under item 5 and, concurrently, nominate a personal employee whose travel will be debited from the ESB in place of a nominated different electorate employee whose travel will not be debited under item 6.

³ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

⁴ 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.

⁵ 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 are limited to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

Car Transport

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
 - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
 - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
 - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use⁶:
 - (a) taxis;
 - (b) regulated ridesharing services;
 - (c) hire cars; and

⁶ 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.

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
 - (i) the hire is of no more than 10 days duration;
 - (ii) the vehicle is not used for journeys within Canberra (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 short-term 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 reimbursement⁷.
- 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), 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

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

Professional Development Program or approved ad hoc training and professional development opportunities, IT training or training for Work Health and Safety roles.

- (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 costs⁸ of employees who are Employee Consultative Group⁹ (ECG) representatives and Work Health and Safety (WHS) Committee¹⁰ 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 Minister¹¹, 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.

⁸ '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.

⁹ As described at clause 5 of the Enterprise Agreement.

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

¹¹ 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 week¹² or more on personal leave¹³;
 - (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 leave¹⁴;
 - (vii) adoption leave;

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

¹³ 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.

¹⁴ 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. The 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 ²	\$300
Member	200-999 km ²	\$500
Member	1,000-9,999 km ²	\$700
Member	10,000-99,999 km ²	\$1,000
Member	100,000-199,999 km ²	\$8,132
Member	200,000-499,999 km ²	\$10,132
Member	500,000 km ² 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.

[REDACTED]

From: Urquhart, Anne (Senator) [REDACTED]
Sent: Wednesday, 23 August 2023 10:51 AM
To: Assurance
Subject: HPE CM: RE: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: SEO18236P0423082311140.pdf
Categories: [REDACTED]

Dear Nicole

Please find attached a completed copy of the certification for the staff use of car transport for [REDACTED] as per the documentation.

For further information [REDACTED] is no longer employed in this office or within aph, I request that the amount of \$219.37 be invoiced in my name and sent to me.

In relation to those trips as outlined as in accordance with 16(a) – on these occasions [REDACTED] was required to remain at work until a later hour and commence work at an earlier hour therefore for safety reasons [REDACTED] was required to use car transport rather than travel on public transport at those hours.

Regards
Anne

Anne Urquhart
Senator for Tasmania
Chief Government Whip in The Senate

P (Dev Office) (03) 6423 1933 P [REDACTED]

AnneUrquhart.com.au
Find us on 



I acknowledge the traditional custodians of country throughout Australia and recognise their continuing connection to land, waters and culture.

I pay respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples. Senator Urquhart's office is located on the lands of the Palawa people.

From: Assurance <Assurance@ipea.gov.au>
Sent: Thursday, August 10, 2023 10:05 AM

To: Urquhart, Anne (Senator) [REDACTED]
Subject: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year
[SEC=OFFICIAL]

OFFICIAL

Senator Anne Urquhart
Government Whip in the Senate
Senator for Tasmania

Good morning Senator

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

Yours sincerely

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

E: assurance@ipea.gov.au

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

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 10/08/2023 10:00:39 AM

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.

OFFICIAL

Attachment B

Staff use of car transport in Canberra for the 2021-2022 financial year
Office of Senator Anne Urquhart

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
2/08/2021	Turner	2/08/2021	2:03 PM	Capital Hill	\$15.33 *	to be invoiced.
2/08/2021	Capital Hill	2/08/2021	6:03 PM	Canberra CBD	\$18.69 *	to be invoiced.
3/08/2021	Turner	3/08/2021	8:09 AM	Capital Hill	\$18.06 *	to be invoiced.
3/08/2021	Capital Hill	3/08/2021	8:22 PM	Turner	\$19.22	Trip in accordance with 16(a)
4/08/2021	Capital Hill	4/08/2021	8:01 PM	Turner	\$18.38	Trip in accordance with 16(a)
9/08/2021	Turner	9/08/2021	7:55 AM	Capital Hill	\$17.12 *	to be invoiced.
9/08/2021	Capital Hill	9/08/2021	8:19 PM	Turner	\$18.90	Trip in accordance with 16(a)
11/08/2021	Capital Hill	11/08/2021	2:28 AM	Turner	\$21.32	Trip in accordance with 16(a)
11/08/2021	Turner	11/08/2021	8:51 AM	Capital Hill	\$18.80 *	to be invoiced.
11/08/2021	Capital Hill	11/08/2021	6:29 PM	Turner	\$20.06 *	to be invoiced.
12/08/2021	Capital Hill	12/08/2021	5:11 PM	Turner	\$19.85 *	to be invoiced.
7/02/2022	Turner	7/02/2022	9:45 AM	Capital Hill	\$24.78 *	to be invoiced.
7/02/2022	Capital Hill	7/02/2022	6:53 PM	Turner	\$19.85 *	to be invoiced.
8/02/2022	Turner	8/02/2022	8:59 AM	Capital Hill	\$25.41 *	to be invoiced.
9/02/2022	Capital Hill	9/02/2022	9:31 PM	Turner	\$20.37	Trip in accordance with 16(a)
14/02/2022	Turner	14/02/2022	6:27 AM	Capital Hill	\$22.89	Trip in accordance with 16(a)
15/02/2022	HOME	15/02/2022	6:27 AM	Capital Hill	\$15.23	Trip in accordance with 16(a)
15/02/2022	Capital Hill	15/02/2022	8:58 PM	Turner	\$20.48	Trip in accordance with 16(a)
17/02/2022	OFFICE	17/02/2022	4:58 PM	HOME	\$21.42 *	To be invoiced



CERTIFICATION

ASSURANCE REVIEW 2022/015 - STAFF USE OF TAXI, REGULATED RIDESHARING SERVICES, AND CABCHARGE FOR THE 2021-2022 FINANCIAL YEAR

For persons employed under the *Members of Parliament (Staff) Act 1984*

When travelling as directed on official business, employees may use taxis, regulated ridesharing services, Cabcharge, and short-term self-drive hire cars in accordance with Determination 202/15: Staff Travel and Relief Staff Arrangements.

I have examined the list of transactions paid by the Commonwealth for [REDACTED] as supplied to me by the Independent Parliamentary Expenses Authority, and I certify that:

- OR
- All travel was in accordance with relevant legislation, determinations and guidance material.
 - With the exception of the transactions identified on the attached list, all travel was in accordance with relevant legislation, determinations and guidance material. I request an invoice be raised for the identified transactions.

I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of
Senator/Member

[REDACTED SIGNATURE]

Date
23/8/23

OR

Signature of Authorised
Person

[REDACTED SIGNATURE]

Date

NOTE: An Authorised Person can certify travel of other employees, but not their own travel.

Scan and email your completed form to: Assurance@ipea.gov.au

Enquiries: Independent Parliamentary Expenses Authority
Phone: (02) 6215 3000

Privacy Collection Notice – Consistent with the *Privacy Act 1988*, the Independent Parliamentary Expenses Authority collects, uses and discloses the personal information provided in this form to administer and monitor work expenses of Parliamentarians and their employees under the parliamentary work expenses framework. Expenditure information may be tabled in Parliament, published on the IPEA website, or provided to the Special Minister of State, the Department of Finance, relevant service provides as authorised by law. Further details on the collection, use, and disclosure of personal information is available in the full Privacy Policy at www.ipea.gov.au/privacy-policy. Any inquiries can be submitted to privacy@ipea.gov.au.

[REDACTED]

From: Assurance
Sent: Thursday, 7 September 2023 9:27 AM
To: Urquhart, Anne (Senator)
Subject: Invoice - Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]
Attachments: PEMS_claim_xx0020114507.pdf

OFFICIAL

Senator Anne Urquhart
Senator for Tasmania

Good morning Senator

Thank you for your continued engagement with the Assurance Review of staff use of car transport in Canberra. As requested in your email of 23 August 2023, please find attached an invoice to recover the amount of \$219.37 for car transport by [REDACTED]. IPEA sincerely apologises for the delay in forwarding the Invoice to you, it was necessary to create records in the new PEMS system before the Invoice could be raised.

As the costs were incurred by [REDACTED], the Invoice has to be issued in [REDACTED] name, but payment can be made by your office.

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

Yours sincerely

[REDACTED]
Acting 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
W: www.ipea.gov.au & www.ipea.gov.au/ed

Classification: OFFICIAL

Classified by: [REDACTED] **on:** 7/09/2023 9:21:27 AM

From: Urquhart, Anne (Senator) [REDACTED]
Sent: Wednesday, August 23, 2023 10:51 AM
To: Assurance <Assurance@ipea.gov.au>
Subject: HPE CM: RE: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year [SEC=OFFICIAL]

Dear Nicole

Please find attached a completed copy of the certification for the staff use of car transport for [REDACTED] as per the documentation.

For further information [REDACTED] is no longer employed in this office or within aph, I request that the amount of \$219.37 be invoiced in my name and sent to me.

In relation to those trips as outlined as in accordance with 16(a) – on these occasions [REDACTED] was required to remain at work until a later hour and commence work at an earlier hour therefore for safety reasons [REDACTED] was required to use car transport rather than travel on public transport at those hours.

Regards
Anne

Anne Urquhart
Senator for Tasmania
Chief Government Whip in The Senate

P (Dev Office) (03) 6423 1933 P [REDACTED]

AnneUrquhart.com.au

Find us on 



I acknowledge the traditional custodians of country throughout Australia and recognise their continuing connection to land, waters and culture.

I pay respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Senator Urquhart's office is located on the lands of the Palawa people.

From: Assurance <Assurance@ipea.gov.au>

Sent: Thursday, August 10, 2023 10:05 AM

To: Urquhart, Anne (Senator) [REDACTED]

Subject: Assurance Review - staff use of car transport - travel in Canberra for the 2021-2022 financial year
[SEC=OFFICIAL]

OFFICIAL

Senator Anne Urquhart
Government Whip in the Senate
Senator for Tasmania

Good morning Senator

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of car transport in Canberra for the 2021-2022 financial year.

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

Yours sincerely

Nicole Pearson

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

E: assurance@ipea.gov.au

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

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 10/08/2023 10:00:39 AM

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.



TAX INVOICE

Invoice To:



Invoice Date:	06.09.2023
Phone number:	(02) 6215 3000
Invoice Reference:	20114507
Payment Reference:	3100002540
Customer No:	86195768
Payment Due Date:	06.10.2023
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 17 Feb 22	\$18.55	\$1.86	\$20.41
002 *Recovery of Cabcharge 7 Feb 22	\$21.45	\$2.15	\$23.60
003 *Recovery of Cabcharge (service fee) 7 Feb 22	\$1.18		\$1.18
004 *Recovery of Cabcharge (service fee) 9 Aug 21	\$0.82		\$0.82
005 *Recovery of Cabcharge (service fee) 12 Aug 21	\$0.95		\$0.95
006 *Recovery of Cabcharge 11 Aug 21	\$17.36	\$1.74	\$19.10
007 *Recovery of Cabcharge (service fee) 17 Feb 22	\$1.02		\$1.02
008 *Recovery of Cabcharge 2 Aug 21	\$13.27	\$1.33	\$14.60
009 *Recovery of Cabcharge (service fee) 2 Aug 21	\$0.73		\$0.73
010 *Recovery of Cabcharge (service fee) 8 Feb 22	\$1.21		\$1.21
011 *Recovery of Cabcharge (service fee) 11 Aug 21	\$0.96		\$0.96
012 *Recovery of Cabcharge (service fee) 7 Feb 22	\$0.95		\$0.95
013 *Recovery of Cabcharge 7 Feb 22	\$17.18	\$1.72	\$18.90
014 *Recovery of Cabcharge (service fee) 3 Aug 21	\$0.86		\$0.86
015 *Recovery of Cabcharge 3 Aug 21	\$15.64	\$1.56	\$17.20
016 *Recovery of Cabcharge 9 Aug 21	\$14.82	\$1.48	\$16.30



1. Payment by Direct Debit

IPEA Administered Receipts A/C
BSB: [REDACTED] Account No: [REDACTED] Payment Ref: 3100002540

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: 3100002540



TAX INVOICE

Invoice To:



Invoice Date: 06.09.2023
Phone number: (02) 6215 3000
Invoice Reference: 20114507
Payment Reference: 3100002540
Customer No: 86195768
Payment Due Date: 06.10.2023
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 Aug 21	\$16.27	\$1.63	\$17.90
018 *Recovery of Cabcharge (service fee) 11 Aug 21	\$0.90		\$0.90
019 *Recovery of Cabcharge 8 Feb 22	\$22.01	\$2.20	\$24.21
020 *Recovery of Cabcharge 12 Aug 21	\$17.18	\$1.72	\$18.90
021 *Recovery of Cabcharge (service fee) 2 Aug 21	\$0.89		\$0.89
022 *Recovery of Cabcharge 2 Aug 21	\$16.18	\$1.60	\$17.78

Total: \$200.38 \$18.99 \$219.37