

OFFICIAL



Australian Government
**Independent Parliamentary
Expenses Authority**

Assurance Review 2022/007

Staff use of unscheduled ground transport between
10:00 PM and 5:00 AM – 2021/2022 Financial Year

OFFICIAL

Contents

Executive summary	3
Audit and Assurance function	4
IPEA's statutory audit function	4
Legislative framework	5
Assurance Review methodology	6
Background	6
Scope of Assurance Review	7
Method	7
Assessment of work expenses	8
Summary of findings	8

Executive summary

1. The Independent Parliamentary Expenses Authority (IPEA) conducted an Assurance Review of staff use of unscheduled ground transport (COMCAR, Cabcharge, taxi, or regulated ridesharing services) between 10:00 PM and 5:00 AM for the 2021-2022 financial year. In this Assurance Review 'staff' are employed under Part 3 or Part 4 of the *Members of Parliament (Staff) Act 1984*. 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 provisions.

Assurance Review Findings

2. Twelve parliamentarians' offices were identified as having staff with travel during the period and within the time in scope. The Assurance Review found:
 - four staff members who had transactions where the use of unscheduled ground transport was not consistent with the legislative framework. Two staff members had travel which was not directed by the parliamentarian or an authorised person and the Cabcharge card was used in error. Two staff members had travel which was not directed by the parliamentarian or an authorised person. Invoices were raised to recover funds in relation to these transactions.
 - the remaining transactions were in accordance with the legislative framework; confirmation was received that the travel was directed by the parliamentarian or an authorised person and was within the provisions of the legislation.

Scope and Purpose

3. The scope of this Assurance Review is staff of all current parliamentarians' use of unscheduled ground transport for the period 01 July 2021 to 30 June 2022 (the period in scope). This Assurance Review looked at staff use of unscheduled ground transport between the hours of 10:00 PM and 5:00 AM (the time in scope) which was not travel to or from an airport.

Engagement with parliamentarians

4. On 1 March 2023, IPEA wrote to 12 parliamentarians seeking confirmation the staff travel was directed by the parliamentarian or an authorised officer and was in accordance with the legislative framework. IPEA requested responses by 17 March 2023. Two parliamentarians sought an extension of time to respond as the staff members were no longer employed in the office or were on leave.

Parliamentarians Response

5. IPEA received responses from three parliamentarians by the due date which confirmed the travel identified was directed by the parliamentarian or an authorised officer. Having considered the information provided, IPEA is satisfied the travel was consistent with the legislative framework.

OFFICIAL

Independent Parliamentary Expenses Authority
Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year

6. The response received from one parliamentarian confirmed most travel was directed by the parliamentarian or authorised officer, however three transactions were identified where the Cabcharge card was used in error and one transaction was incorrect. IPEA is satisfied the travel confirmed by the parliamentarian was consistent with the legislative framework. Invoices were raised to recover expenses identified as being in error.
7. The response received from one parliamentarian did not adequately answer the threshold questions. IPEA wrote seeking further information to determine whether the travel was in accordance with the legislative framework. The response was taken as confirmation the travel was not directed by the parliamentarian or an authorised person and was not in accordance with the legislative framework. Invoices were raised to recover these expenses.
8. The response received from a second parliamentarian did not adequately answer the threshold questions. IPEA wrote seeking further information to determine whether the travel was in accordance with the legislative framework. The subsequent response confirmed the travel was directed by the parliamentarian or an authorised officer and was consistent with the legislative framework.
9. IPEA engaged with one parliamentarian by telephone to facilitate the response which confirmed the travel was directed by the parliamentarian. IPEA is satisfied the travel was consistent with the legislative framework.
10. As no responses had been received by 17 March 2023, IPEA wrote to three parliamentarians noting the response to the original correspondence was overdue and seeking their advice by 12 April 2023. The parliamentarians responded confirming the travel identified was directed by the parliamentarian or an authorised officer. Having considered the information provided, IPEA is satisfied the travel was consistent with the legislative framework.
11. IPEA engaged with the office of two parliamentarians who had sought extensions of time to respond. As no response had been received by one parliamentarian, IPEA wrote and requested a response by 24 May 2023. The Parliamentarian responded confirming the travel identified was directed by the parliamentarian or an authorised officer. Having considered the information provided, IPEA is satisfied the travel was consistent with the legislative framework.
12. The final response was provided on 26 June 2023 confirming the travel was in accordance with the Determination. Having considered the information provided, IPEA is satisfied the travel was consistent with the legislative framework.

Audit and Assurance function

IPEA's statutory audit function

13. 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 resource. IPEA assesses the use of parliamentary business resources against the legislative framework to determine whether there was misuse.

Independent Parliamentary Expenses Authority
*Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year*

14. Potential outcomes of an Assurance Review include:
- no further action in circumstances where the review has concluded the use of parliamentary business resources was not inconsistent with the legislative framework
 - 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
 - an IPEA initiated Ruling or Audit, where there is evidence of systemic or substantial misuse of parliamentary business resources
 - referral to the Australian Federal Police where compelling prima facie evidence of fraud or other criminal conduct is identified.

Legislative framework

15. 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

16. In relation to Domestic Travel, item 2 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.

17. Item 17 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 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

OFFICIAL

Independent Parliamentary Expenses Authority
*Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year*

- (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
18. What constitutes 'normal' or 'ordinary' hours of duty for a MOP(S) 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.
19. Although not defined in the legislative framework, for the purposes of paragraph 16(c) of the Determination 'luggage' may include equipment such as posters or signage, cameras, or tripods. In relation to paragraph 17(c) of the Determination 'hire cars' are a car with driver (for example COMCAR), but not taxis or regulated ridesharing services such as Uber.
20. Item 18 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.
21. 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.
22. In this context 'Work base' refers to the place of work where the employee spends most time on duty.
23. 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

24. Review of staff use of unscheduled ground transport forms part of IPEA's Assurance activities. On 20 October 2022, in accordance with IPEA's Statutory Audit Function Factsheet, IPEA commenced a Preliminary Assessment in relation to staff use of unscheduled ground transport for the 2021-2022 financial year.
25. 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.

OFFICIAL

Independent Parliamentary Expenses Authority
*Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year*

26. The Preliminary Assessment found that staff from current parliamentarians' offices had accessed unscheduled ground transport during the period and time in scope of the review. On 7 November 2022 it was decided to proceed to an Assurance Review to determine whether the use of unscheduled ground transport was in accordance with the legislative framework.

Scope of Assurance Review

27. The scope of this Assurance Review is staff of current parliamentarians' use of unscheduled ground transport for the period 01 July 2021 to 30 June 2022 (the period in scope). This Assurance Review is in relation to the use of unscheduled ground transport between the hours of 10:00 PM and 05:00 AM (the time in scope) which is not travel to or from an airport.

Method

28. This Assurance review was limited to the available Cabcharge data as the data for regulated ridesharing services and taxi transactions does not include departure or arrival times. This Assurance Review looked at those parliamentarians' offices with one or more staff members who had three or more unscheduled ground transport transactions for travel within the period and time in scope. IPEA reviewed all transactions by staff members, using both IPEA-held and publicly available information.
29. The following parliamentarians' offices were assessed as requiring further investigation as they have one or more staff member with three or more unscheduled ground transport transactions which fall within the period and time in scope of the review:
- The Hon Anthony Albanese MP
 - The Hon Linda Burney MP
 - The Hon Andrew Gee MP
 - Senator Nita Green
 - Senator Hollie Hughes
 - Senator the Hon Bridget McKenzie
 - Members and Senators Support Unit (Mr Bert van Manen MP former Whip)
 - The Hon Scott Morrison MP
 - The Hon Brendan O'Connor MP
 - Senator the Hon Anne Ruston
 - Senator Anne Urquhart
 - The Hon Jason Wood MP

Assessment of work expenses

Summary of findings

Analysis

30. IPEA considered the legislative framework and applied the following questions to the staff use of unscheduled ground transport:
- Was the travel directed by the Parliamentarian or an Authorised Officer?
 - Was the travel for official business or for one of the exceptions detailed at item 16 of the Determination?
31. IPEA notes it is the Senator's or Member's responsibility as a Parliamentarian to ensure staff use of unscheduled ground transport at Commonwealth expense is consistent with the legislative framework.
32. IPEA conducted the Assurance Review by examining and assessing:
- information provided by IPEA Data and Reporting
 - information obtained from SAP
 - Parliamentary sitting calendars accessed from the APH website
 - publicly available information
 - responses provided by parliamentarians
33. Individual analysis of the data for each staff member and the specific findings is detailed below.

Prime Minister the Hon Anthony Albanese MP

34. Prime Minister Albanese has one staff member with unscheduled ground transport transactions which were within the period and time in scope of the review. On 01 March 2023, IPEA wrote to the Prime Minister detailing the Commonwealth funded travel provided and requesting the Prime Minister examine the travel and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by the Prime Minister or an authorised person.
35. On 1 March 2023, the Office of the Prime Minister sought an extension to provide a response which IPEA granted to 21 April 2023. On 1 May 2023, a further two-week extension was granted. On 18 May 2023, IPEA emailed the Office of the Prime Minister requesting a response by 26 May 2023
36. On 30 May 2023, IPEA contacted the Office of the Prime Minister requesting a response by close of business on Friday 2 June 2023. A further extension to 16 June 2023 was requested which was approved by IPEA. On 20 June 2023, IPEA contacted the Prime Minister's office requesting a response by close of business on 23 June 2023.

OFFICIAL

Independent Parliamentary Expenses Authority
*Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year*

37. The Office of the Prime Minister responded on 26 June 2023 confirming the travel was official business which falls under item 16(b) of the Determination where travel was a result of the late time of day and risk to personal safety.
38. Having considered the available information, including the response provided by the Office of the Prime Minister, IPEA is satisfied the travel was consistent with the legislative framework.

The Hon Linda Burney MP, Minister for Indigenous Australians

39. Minister Burney has one staff member with unscheduled ground transport transactions which were within the period and time in scope of the review. On 1 March 2023, IPEA wrote to Minister Burney detailing the Commonwealth funded travel provided and requesting the Minister examine the travel and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by the Minister or an authorised person.
40. On 29 March 2023, IPEA wrote to Minister Burney advising that the response was overdue and requesting her response to the questions raised in the initial correspondence by 12 April 2023. On 14 April 2023, the Office of Minister Burney responded confirming the travel identified was undertaken as directed by the Minister and providing details of the reasons for the travel.
41. Having considered the available information, including the response provided by the Office of Minister Burney, IPEA is satisfied that the travel was authorised and was consistent with the legislative framework. On 14 April 2023, IPEA wrote to Minister Burney advising the outcome of the Assurance Review.

The Hon Andrew Gee MP

42. Mr Gee has one staff member with unscheduled ground transport transactions which were within the period and time in scope of the review. On 01 March 2023, IPEA wrote to Mr Gee detailing the Commonwealth funded travel provided and requesting he examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by Mr Gee or an authorised person.
43. On 28 March 2023, IPEA spoke with the Office of Mr Gee to provide advice in relation to the Assurance Review. On 30 March 2023, Mr Gee provided comments on the travel noting the reasons for approving each charge and indicating those transactions with incorrect departure and arrival locations.
44. Having considered the available information, including the response provided by Mr Gee, IPEA is satisfied that the travel was authorised and was consistent with the legislative framework. On 3 April 2023, IPEA wrote to Mr Gee advising the outcome of the Assurance Review.

Senator Nita Green

45. Senator Green has one staff member with unscheduled ground transport transactions which were within the period and time in scope of the review. On 01 March 2023, IPEA wrote to Senator Green detailing the Commonwealth funded travel provided and requesting the Senator examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by the Senator or an authorised person.

OFFICIAL

Independent Parliamentary Expenses Authority
*Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year*

46. On 29 March 2023, IPEA wrote to Senator Green advising that the response was overdue and requesting her response to the questions raised in the initial correspondence by 12 April 2023. In the response to IPEA of 30 March 2023, Senator Green provided details of the relevant travel transactions and the reasons for approving each charge. Having considered the available information, including the response provided by Senator Green, IPEA is satisfied that the travel was authorised as required and was consistent with the legislative framework. On 31 March 2023, IPEA wrote to Senator Green advising the outcome of the Assurance Review.

Senator Hollie Hughes

47. Senator Hughes has two staff members with unscheduled ground transport transactions which were within the period and time in scope of the review. On 01 March 2023, IPEA wrote to Senator Hughes detailing the Commonwealth funded travel provided for each staff member and requesting the Senator examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by the Senator or an authorised person.
48. In her response, Senator Hughes identified three transactions where the relevant Cabcharge card had been used in error and requested invoices to be raised to recover these expenses. Senator Hughes also identified one transaction which appeared to be in error. Having considered the information available, including details provided by Senator Hughes, IPEA found this travel was not consistent with the legislative framework and raised an invoice to recover this expense.
49. For the remaining transactions, Senator Hughes confirmed the travel was directed by her and provided details of travel and reasons for approval. Having considered the available information for these transactions, including the response provided by Senator Hughes, IPEA is satisfied that this travel was consistent with the legislative framework.
50. On 28 March 2023, IPEA wrote to Senator Hughes advising the outcome of the Assurance Review. On 29 March 2023 IPEA sent invoices out to the staff members for recovery of expenses.

Senator the Hon Bridget McKenzie

51. Senator McKenzie has one staff member with unscheduled ground transport transactions which were within the period and time in scope of the review. On 01 March 2023, IPEA wrote to Senator McKenzie detailing the Commonwealth funded travel provided and requesting the Senator examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by her or an authorised person.
52. On 2 March 2023, the Office of Senator McKenzie sought an extension of time to provide a response as the staff member was no longer employed by the Senator. IPEA granted a two-week extension with a response due on 31 March 2023. On 31 March 2023, the Office of Senator McKenzie provided IPEA with information passed on by the former staff member. The response did not answer the threshold question of whether the Senator or an authorised person had directed the travel.

OFFICIAL

Independent Parliamentary Expenses Authority
*Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year*

53. On 3 April 2023 IPEA sought confirmation from the office that the travel was directed by Senator McKenzie or an authorised person. On 10 May 2023 IPEA sent a further email to the Office of Senator McKenzie seeking a response on whether the Senator or an authorised person had directed the travel. On 18 May 2023 IPEA wrote to Senator McKenzie requesting confirmation that the travel identified was directed by her or an authorised person. Senator McKenzie was further advised that if a response was not received by 24 May 2023, an invoice would be raised to recover these expenses.
54. On 24 May 2023 Senator McKenzie confirmed the travel undertaken by the former staff member was directed by her or an authorised person in her office. Having considered the available information, including the response provided by Senator McKenzie, IPEA is satisfied the travel is not inconsistent with the legislative framework. On 30 May 2023, IPEA wrote to Senator McKenzie advising the review was finalised.

Members and Senators Support Unit

55. The Members and Senators Support Unit has two staff members with transactions which were within the scope of the review. On 01 March 2023, IPEA wrote to Mr van Manen as the Former Government Whip responsible for the Members and Senators Support Unit, detailing the Commonwealth funded travel provided to each staff member and requesting he examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by Mr van Manen or an authorised person.
56. On 14 March 2023, Mr van Manen confirmed the travel was directed by an authorised officer as the travel was outside the normal hours of duty. The authorised officer had sought advice from IPEA in relation to travel to and from campaign headquarters prior to directing or approving the use of unscheduled ground transport for staff members.
57. Having regard to the information available, including the response provided by Mr van Manen, IPEA is satisfied the travel was directed and was not inconsistent with the legislative framework. On 16 March 2023, IPEA wrote to Mr van Manen advising the outcome of the Assurance Review.

The Hon Scott Morrison MP

58. Mr Morrison has three staff members who have unscheduled ground transport transactions which were within the period and time in scope of the review. On 01 March 2023, IPEA wrote to Mr Morrison detailing the Commonwealth funded travel provided for each staff member and requesting they examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by Mr Morrison or an authorised person.
59. On 28 March 2023, IPEA wrote to Mr Morrison advising that the response was overdue and requesting a response to the questions raised in the initial correspondence by 12 April 2023.
60. On 4 April 2023, the Office of Mr Morrison responded providing reasons for each of the relevant travel transactions for each staff member, including attending functions with Mr Morrison in his capacity as Prime Minister. Having considered the available information, IPEA is satisfied the travel was directed and was not inconsistent with the legislative framework. On 11 April 2023, IPEA wrote to Mr Morrison advising the outcome of the Assurance Review.

The Hon Brendan O'Connor, Minister for Skills and Training

61. Minister O'Connor has one staff member with unscheduled ground transport transactions which were within the period and time in scope of the review. On 1 March 2023, IPEA wrote to Minister O'Connor detailing the Commonwealth funded travel provided and requesting the Minister examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by the Minister or an authorised person.
62. On 3 March 2023, Minister O'Connor confirmed the travel was directed by him and provided an explanation of the reason for each trip. Based on the information available, including the response received from Minister O'Connor, IPEA is satisfied that the use of unscheduled ground transport was consistent with the legislative framework. On 7 March 2023, IPEA wrote to Minister O'Connor advising the outcome of the Assurance Review.

Senator the Hon Anne Ruston

63. Senator Ruston has one former staff member with unscheduled ground transport transactions which were within the period and time in scope of the review. On 1 March 2023, IPEA wrote to Senator Ruston detailing the Commonwealth funded travel provided and requesting the Senator examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by the Senator or an authorised person.
64. On 8 March 2023, Senator Ruston confirmed the travel undertaken by her former employee was directed by her and provided details of the reasons for the travel. Based on the information available, including the response provided by Senator Ruston, IPEA is satisfied that the use of unscheduled ground transport by the former staff member was consistent with the legislative framework. On 10 March 2023, IPEA wrote to Senator Ruston advising the outcome of the Assurance Review.

Senator Anne Urquhart

65. Senator Urquhart has one staff member with unscheduled ground transport transactions which were within the period and time in scope of the review. On 1 March 2023, IPEA wrote to Senator Urquhart detailing the Commonwealth funded travel provided and requesting the Senator examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by the Senator or an authorised person.
66. On 1 March 2023, Senator Urquhart advised IPEA that the travel complies with the determination as the hours of travel are outside the ordinary hours of duty. On 7 March 2023, IPEA wrote to Senator Urquhart requesting confirmation that the travel was directed by the Senator or an authorised person and which of the exceptions at item 16 of the Determination applied to the travel. On 8 March 2023 Senator Urquhart responded noting the travel fits within the definition of the safety of travelling from Parliament House given the late hours the staff member was working.
67. Senator Urquhart's response was accepted by IPEA as confirmation the travel was directed by her and was in accordance with the legislative framework. On 10 March 2023 IPEA wrote to Senator Urquhart advising the outcome of the Assurance Review.

Independent Parliamentary Expenses Authority
Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year

The Hon Jason Wood MP

68. Mr Wood has two employees with unscheduled ground transport transactions which were within the period and time in scope of the review. On 1 March 2023, IPEA wrote to Mr Wood detailing the Commonwealth funded travel provided and requesting he examine the trips and indicate, to the extent possible, how each trip complied with the Determination, including that the travel was directed by Mr Wood or an authorised person.
69. On 2 March 2023, Mr Wood advised he was not aware of the travel and that both staff had ceased employment in 2022. On 07 March 2023 IPEA wrote to Mr Wood requesting confirmation that the travel was directed by him or an authorised person and was for official business or one of the exceptions at item 16 of the Determination. On 8 March 2023 Mr Wood responded to IPEA confirming he was not aware and did not approve the travel.
70. Mr Wood's responses were accepted by IPEA as confirmation the travel was not directed as required and was not in accordance with the legislative framework. On 17 March 2023 IPEA wrote to Mr Wood advising that Invoices would be raised to recover the travel expenses from the staff members. Invoices were raised and sent to the former employees on 5 April 2023.

Conclusion

71. Following analysis of the information held by and available to IPEA, including responses to the questions IPEA put to the parliamentarians, IPEA is satisfied most staff use of unscheduled ground transport between 10:00 PM and 5:00 AM was consistent with the legislative framework.

OFFICIAL

Independent Parliamentary Expenses Authority
*Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year*

Attachments

- A. Correspondence between IPEA and the Hon Anthony Albanese
- IPEA letter to Prime Minister Albanese of 1 March 2023
 - IPEA email to the Prime Minister's office of 1 May 2023
 - IPEA email to the Prime Minister's office of 18 May 2023
 - IPEA email to the Prime Minister's office and response of 30 May 2023
 - IPEA email to the Prime Minister's office of 20 June 2023
 - Response from the Prime Minister's office of 26 June 2023
- B. Correspondence between IPEA and Minister Linda Burney
- IPEA letter to Minister Burney of 1 March 2023
 - IPEA second letter to Minister Burney of 29 March 2023
 - Minister Burney email to IPEA of 30 March 2023
 - IPEA letter to Minister Burney of 14 April 2023
- C. Correspondence between IPEA and Mr Andrew Gee
- IPEA letter to Mr Gee of 1 March 2023
 - Mr Gee response to IPEA of 30 March 2023
 - IPEA letter to Mr Gee of 3 April 2023
- D. Correspondence between IPEA and Senator Nita Green
- IPEA letter to Senator Green of 1 March 2023
 - IPEA second letter to Senator Green of 29 March 2023
 - Senator Green response to IPEA of 30 March 2023
 - IPEA letter to Senator Green of 31 March 2023
- E. Correspondence between IPEA and Senator Hollie Hughes
- IPEA letter to Senator Hughes of 1 March 2023
 - Senator Hughes response to IPEA of 17 March 2023
 - IPEA letter to Senator Hughes of 28 March 2023
 - IPEA email to [REDACTED] of 29 March 2023
 - IPEA email to [REDACTED] of 29 March 2023
- F. Correspondence between IPEA and Mr Bert van Manen
- IPEA letter to Mr van Manen of 1 March 2023
 - Mr van Manen response to IPEA of 14 March 2023
 - IPEA letter to Mr van Manen of 16 March 2023
- G. Correspondence between IPEA and Senator the Hon Bridget McKenzie
- IPEA letter to Senator McKenzie of 1 March 2023
 - IPEA email to Senator McKenzie with extension to respond to 2 March 2023
 - Senator McKenzie response of 31 March 2023
 - IPEA request to Senator McKenzie's office for further information of 3 April 2023
 - IPEA email to Senator McKenzie's office of 24 May 2023
 - Senator McKenzie response to IPEA of 24 May 2023
 - IPEA letter to Senator McKenzie of 30 May 2023

OFFICIAL

Independent Parliamentary Expenses Authority
*Staff use of unscheduled ground transport between 10:00 PM and 5:00 AM
2021-2022 financial year*

- H. Correspondence between IPEA and The Hon Scott Morrison
- IPEA letter to Mr Scott Morrison of 1 March 2023
 - IPEA second letter to Mr Morrison of 29 March 2023
 - Mr Morrison's office response to IPEA of 4 April 2023
 - IPEA letter to Mr Morrison of 11 April 2023
- I. Correspondence between IPEA and Minister Brendan O'Connor
- IPEA letter to Minister O'Connor of 1 March 2023
 - Minister O'Connor response to IPEA of 3 March 2023
 - IPEA letter to Minister O'Connor of 7 March 2023
- J. Correspondence between IPEA and Senator the Hon Anne Ruston
- IPEA letter to Senator Ruston of 1 March 2023
 - Senator Ruston response to IPEA of 8 March 2023
 - IPEA letter to Senator Ruston of 10 March 2023
- K. Correspondence between IPEA and Senator Anne Urquhart
- IPEA letter to Senator Urquhart of 1 March 2023
 - Senator Urquhart response to IPEA of 1 March 2023
 - IPEA second letter to Senator Urquhart of 7 March 2023
 - Senator Urquhart second response to IPE of 8 March 2023
 - IPEA letter to Senator Urquhart of 10 March 2023
- L. Correspondence between IPEA and the Hon Jason Wood
- IPEA letter to the Hon Wood of 1 March 2023
 - Mr Wood response to IPEA of 2 March 2023
 - IPEA second letter to Mr Wood of 7 March 2023
 - Mr Wood second response to IPEA of 14 March 2023
 - IPEA letter to Mr Wood of 16 March 2023

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC/204229

1 March 2023

The Hon Anthony Albanese MP
Prime Minister of Australia
PO Box 5100
MARRICKVILLE NSW 2204

Email:



Dear Prime Minister

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport, such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-22 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees are generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday 17 March 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]

Yours sincerely,

[REDACTED]

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



Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Monday 15/11/2021	Sydney CBD	15/11/2021	11:06 PM	Rose Bay	\$27.09	
Saturday 19/03/2022	Potts Point	19/03/2022	12:35 AM	Rose Bay	\$21.11	
Saturday 28/05/2022	 Sydney CBD, New South Wales, 2000	28/05/2022	10:24:00 PM	 Rose Bay, New South Wales, 2029	\$37.91	

[REDACTED]

From: [REDACTED]
Sent: Monday, 26 June 2023 11:49 AM
To: Assurance
Subject: RE: REMINDER: Assurance Review - Staff use of unscheduled ground transport 2021-2022 [SEC=OFFICIAL]

Categories: [REDACTED]

Good afternoon,

We refer to your correspondence dated 1 March 2023.

We confirm that we have cross checked diaries and confirm that these Cabcharge trips were related to official business.

We confirm that the trips fall under 16(b) of Schedule A of the Staff and Relief Staff Travel Arrangements 2020- where the trips were undertaken as a result of the late time of the day and the risk to personal safety.

If you have any further questions or require any further information please do not hesitate to contact me.

[REDACTED]
Office of the Prime Minister, Anthony Albanese MP
Parliament House, Canberra ACT 2600

I acknowledge the Traditional Owners of the lands and waters where I work. I pay my respect to their culture, and their elders past, present and emerging.

This email is confidential and may be privileged. If you have received this email by mistake: (1) please notify me immediately and delete the email; (2) you must not use this email or its contents; and (3) confidentiality or privilege is not waived

From: Assurance <Assurance@ipea.gov.au>
Sent: Tuesday, 20 June 2023 10:16 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: REMINDER: Assurance Review - Staff use of unscheduled ground transport 2021-2022 [SEC=OFFICIAL]

OFFICIAL

Good morning [REDACTED]

I refer to your email below and am just touching base with you to see if you have been able to obtain a response to this Assurance Review. IPEA would like to finalise this Review before the end of the financial year and we would be grateful if you could provide a response by close of business on Friday 23 June 2023.

If a response is not received by this date IPEA may consider other options for progressing this matter.

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

Kind regards

[REDACTED]
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]

E: Assurance@ipea.gov.au
www.ipea.gov.au & www.ipea.gov.au/ed

Classification: OFFICIAL

Classified by: [REDACTED] on: 30/05/2023 1:49:21 PM

From: [REDACTED]

Sent: Tuesday, May 30, 2023 1:49 PM

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

Cc: [REDACTED]

Subject: RE: REMINDER: Assurance Review - Staff use of unscheduled ground transport 2021-2022 [SEC=OFFICIAL]

[REDACTED]
Apologies, as discussed previously the staff member that we need to speak to is [REDACTED]. Is it possible to have an extension until 16/06 when we can next speak to [REDACTED] during parliament sitting?

Many thanks,

[REDACTED]
Office of the Prime Minister, Anthony Albanese MP
Parliament House, Canberra ACT 2600
[REDACTED] | [REDACTED] | [REDACTED]

I acknowledge the Traditional Owners of the lands and waters where I work. I pay my respect to their culture, and their elders past, present and emerging.

This email is confidential and may be privileged. If you have received this email by mistake: (1) please notify me immediately and delete the email; (2) you must not use this email or its contents; and (3) confidentiality or privilege is not waived

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

Sent: Tuesday, 30 May 2023 1:44 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: REMINDER: Assurance Review - Staff use of unscheduled ground transport 2021-2022 [SEC=OFFICIAL]

OFFICIAL

Good afternoon [REDACTED]

I refer to the attached correspondence from the Independent Parliamentary Expenses Authority (IPEA), our conversations of 1 March and 1 May 2023 and my email below in relation to the Assurance Review being conducted into staff use of unscheduled ground transport for the 2021-2022 financial year.

As a response to this matter is now overdue, I would be grateful if you could provide a response via email to assurance@ipea.gov.au by close of business on Friday 2 June 2023 to allow finalisation of this Assurance Review.

Please do not hesitate to contact me if you would like to discuss further or if you require additional time to prepare a written response.

Kind regards

[REDACTED]
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]

E: Assurance@ipea.gov.au
www.ipea.gov.au & www.ipea.gov.au/ed

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 1/05/2023 1:13:33 PM

From: Assurance

Sent: Thursday, May 18, 2023 9:10 AM

To: [REDACTED]

Subject: RE: Assurance Review - Staff use of unscheduled ground transport 2021-2022 [SEC=OFFICIAL]

OFFICIAL

Good morning [REDACTED]

Just touching base with you to see if you have been able to obtain a response to this Assurance Review. IPEA is finalising this Review before the end of the financial year and we would be grateful if you could provide a response by close of business on Friday 27 May 2023.

Please do not hesitate to contact me if you would like to discuss further or if you require additional time to prepare a written response.

Kind regards

[REDACTED]
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]

E: Assurance@ipea.gov.au
www.ipea.gov.au & www.ipea.gov.au/ed

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 1/05/2023 1:13:33 PM

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

Sent: Monday, May 1, 2023 1:27 PM

To: [REDACTED]

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

Subject: Assurance Review - Staff use of unscheduled ground transport 2021-2022 [SEC=OFFICIAL]

OFFICIAL

Good afternoon [REDACTED]

I refer to the attached correspondence from the Independent Parliamentary Expenses Authority (IPEA) and our conversation of 1 March 2023 in relation to an Assurance Review being conducted into staff use of unscheduled ground transport. Following our discussion, IPEA granted an extension to respond until 21 April 2023 due to the absence of staff members.

As a response to this matter is now overdue, I would be grateful if you could provide a response via email to assurance@ipea.gov.au by close of business on Monday 8 May 2023.

Please do not hesitate to contact me if you would like to discuss further or if you require additional time to prepare a written response.

Kind regards

[REDACTED]
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

E: Assurance@ipea.gov.au
www.ipea.gov.au & www.ipea.gov.au/ed

Classification: OFFICIAL

Classified by: assurance@ipea.gov.au on: 1/05/2023 1:13:33 PM

From: Assurance

Sent: Wednesday, 1 March 2023 10:54 AM

To: [REDACTED]

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

Subject: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Hon Anthony Albanese MP
Prime Minister of Australia

Good morning Prime Minister

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

SEC=OFFICIAL

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.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC/212344

| March 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) is responsible for monitoring the use of travel resources used in connection with travel by staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website at www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday, **17 March 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]

Yours sincerely

[REDACTED]

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

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Monday 25/10/2021	HOME	25/10/2021	10:53 PM	Torrens	\$40.95	
Thursday 28/10/2021	Capital Hill	28/10/2021	1:42 AM	Torrens	\$37.59	
Sunday 5/12/2021	Ultimo	5/12/2021	10:52 PM	Ultimo	\$47.72	
Thursday 10/02/2022	Capital Hill	10/02/2022	12:22 AM	Torrens	\$34.65	
Wednesday 30/03/2022	Capital Hill	30/03/2022	12:02 AM	Torrens	\$39.90	
Wednesday 30/03/2022	Canberra CBD	30/03/2022	10:47 PM	Torrens	\$40.22	
Thursday 31/03/2022	Barton	31/03/2022	11:22 PM	Torrens	\$38.33	
Tuesday 31/05/2022	Prospect, South Australia, 5082	31/05/2022	10:08:00 PM	Prospect, South Australia, 5082	\$20.48	
Thursday 16/06/2022	Haymarket, New South Wales, 2000	16/06/2022	11:54:00 PM	Haymarket, New South Wales, 2000	\$44.10	

OFFICIAL: Sensitive



Australian Government
Independent Parliamentary
Expenses Authority

IPEA22/2/01 IDOC/218846

29 March 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 1 March 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 outside of normal working hours.

A response was requested from you by Friday 17 March 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 **Wednesday 12 April 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

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

OFFICIAL: Sensitive

[REDACTED]

From: [REDACTED]
Sent: Thursday, 13 April 2023 11:40 AM
To: Assurance
Cc: [REDACTED]
Subject: FW: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]
Attachments: SEO18116P0423041312080.pdf
Categories: [REDACTED]

Dear Nicole,

Please accept our apologies for the delay in sending the requested information.

Attached is Attachment B.

Feel free to contact me if you require further information.

Kind regards,

[REDACTED]
Office of Linda Burney MP
Member for Barton
Minister for Indigenous Australians,
Suite 203/13A Montoomery St, Kogarah NSW 2217
T (02) 9587 1555 [REDACTED]

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

From: Assurance <Assurance@ipea.gov.au>
Sent: Thursday, March 30, 2023 12:52:08 PM
To: Burney, Linda (MP) [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>; [REDACTED]
Subject: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

OFFICIAL

Hon Linda Burney MP
Minister for Indigenous Australians

Good afternoon Minister

Please find attached correspondence from the Independent Parliamentary Expenses Authority in relation to an Assurance Review of staff use of ground transport 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: 30/03/2023 12:52:06 PM

Be careful with this message

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

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Monday 25/10/2021	HOME ^{Capital Hill}	25/10/2021	10:53 PM	Torrens	\$40.95	Preparation for Estimates authorised by Linda Burney.
Thursday 28/10/2021	Capital Hill	28/10/2021	1:42 AM	Torrens	\$37.59	Budget Estimates authorised by Linda Burney.
Sunday 5/12/2021	Ultimo	5/12/2021	10:52 PM	Ultimo	\$47.72	Authorised by Linda Burney.
Thursday 10/02/2022	Capital Hill	10/02/2022	12:22 AM	Torrens	\$34.65	Finalising Budget Estimates preparation. Authorised by Linda Burney.
Wednesday 30/03/2022	Capital Hill	30/03/2022	12:02 AM	Torrens	\$39.90	Preparation for Estimates and Legislation. Authorised by Linda Burney.
Wednesday 30/03/2022	Canberra CBD	30/03/2022	10:47 PM	Torrens	\$40.22	Preparation for Estimates. Authorised by Linda Burney.
Thursday 31/03/2022	Barton	31/03/2022	11:22 PM	Torrens	\$38.33	Budget Estimates. Authorised by Linda Burney.
Tuesday 31/05/2022	Prospect, South Australia, 5082	31/05/2022	10:08:00 PM	Prospect, South Australia, 5082	\$20.48	Authorised by Linda Burney.
Thursday 16/06/2022	Haymarket, New South Wales, 2000	16/06/2022	11:54:00 PM	Haymarket, New South Wales, 2000	\$44.10	Authorised by Linda Burney.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/223400

14 April 2023

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

Email: [REDACTED]

Dear Minister

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email response of 13 April 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your response, IPEA is satisfied the staff travel is not inconsistent with the legislative framework and considers this matter closed. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Should you wish to discuss further, please contact [REDACTED]

Yours sincerely

[REDACTED]

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

[REDACTED]

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC/212345

1 March 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) is responsible for monitoring the use of travel resources used in connection with travel by staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was as directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday, **17 March 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]

Yours sincerely



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

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Thursday 8/07/2021	Capital Hill	8/07/2021	12:13 AM	Canberra CBD	\$18.59	
Thursday 18/11/2021	Capital Hill	18/11/2021	10:18 PM	Canberra CBD	\$18.27	
Monday 22/11/2021	HOME	22/11/2021	10:28 PM	Canberra CBD	\$32.55	
Wednesday 24/11/2021	Capital Hill	24/11/2021	12:54 AM	Canberra CBD	\$18.06	
Thursday 25/11/2021	Capital Hill	25/11/2021	10:36 PM	Canberra CBD	\$18.27	
Monday 6/12/2021	Capital Hill	6/12/2021	10:02 PM	Canberra CBD	\$17.96	
Tuesday 7/12/2021	Capital Hill	7/12/2021	11:40 PM	Canberra CBD	\$18.38	
Thursday 9/12/2021	HOME	9/12/2021	12:20 AM	Canberra CBD	\$18.17	
Monday 13/12/2021	Capital Hill	13/12/2021	10:45 PM	Canberra CBD	\$18.27	
Friday 17/12/2021	Sydney CBD	17/12/2021	12:04 AM	Arncliffe	\$65.10	
Tuesday 21/12/2021	Capital Hill	21/12/2021	10:22 PM	Canberra CBD	\$18.48	

[REDACTED]

From: [REDACTED]
Sent: Thursday, 30 March 2023 6:13 PM
To: Assurance
Subject: RE: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]
Attachments: SRF047M0123033016400.pdf

Categories: [REDACTED]

Good Afternoon

Please see attached response from Mr Andrew Gee MP in relation to staff use of ground transport for the 2021-2022 financial year.

Please let me know if you require anything further.

Kind Regards

[REDACTED]

Office of the Hon Andrew Gee MP
Federal Member for Calare

From: Assurance <Assurance@ipea.gov.au>
Sent: Wednesday, 1 March 2023 11:17 AM
To: Gee, Andrew (MP) [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

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 ground transport 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

SEC=OFFICIAL

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.

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Thursday 8/07/2021	Capital Hill	8/07/2021	12:13 AM	Canberra CBD	\$18.59	Authorised due to time of day.
Thursday 18/11/2021	Capital Hill	18/11/2021	10:18 PM	Canberra CBD	\$18.27	Authorised due to time of day.
Monday 22/11/2021	HOME	22/11/2021	10:28 PM	Canberra CBD	\$32.55	[REDACTED] residential address is in the Canberra CBD so the departure location is in error however the trip home was authorised due to time of day.
Wednesday 24/11/2021	Capital Hill	24/11/2021	12:54 AM	Canberra CBD	\$18.06	Authorised due to time of day.
Thursday 25/11/2021	Capital Hill	25/11/2021	10:36 PM	Canberra CBD	\$18.27	Authorised due to time of day.
Monday 6/12/2021	Capital Hill	6/12/2021	10:02 PM	Canberra CBD	\$17.96	Authorised due to time of day.
Tuesday 7/12/2021	Capital Hill	7/12/2021	11:40 PM	Canberra CBD	\$18.38	Authorised due to time of day.
Thursday 9/12/2021	HOME	9/12/2021	12:20 AM	Canberra CBD	\$18.17	[REDACTED] residential address is in the Canberra CBD so the departure location is in error however the trip home was authorised due to time of day.
Monday 13/12/2021	Capital Hill	13/12/2021	10:45 PM	Canberra CBD	\$18.27	Authorised due to time of day.
Friday 17/12/2021	Sydney CBD	17/12/2021	12:04 AM	Amcliffe	\$65.10	[REDACTED] was working from CPO and staying in Amcliffe. Authorised due to time of day.
Tuesday 21/12/2021	Capital Hill	21/12/2021	10:22 PM	Canberra CBD	\$18.48	Authorised due to time of day.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/218847

3 April 2023

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

Email: [REDACTED]

Dear Mr Gee

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email response of 30 March 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your response, IPEA is satisfied the staff travel is not inconsistent with the legislative framework and considers this matter closed. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Should you wish to discuss further, please contact [REDACTED]

Yours sincerely

Nicole Pearson

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

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC/212347

| March 2023

Senator Nita Green
Senator for Queensland
PO Box 4716
CAIRNS POST SHOP QLD 4870

Email: [REDACTED]

Dear Senator

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was as directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday **17 March 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]

Yours sincerely

[REDACTED]

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

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Tuesday 15/02/2022	Capital Hill	15/02/2022	10:32 PM	Lawson	\$48.62	
Wednesday 16/02/2022	Capital Hill	16/02/2022	11:56 PM	Lawson	\$43.79	
Monday 30/05/2022	National Circuit, Barton, Australian Capital Territory, 2600	30/05/2022	10:16:00 PM	[REDACTED] Lawson, Australian Capital Territory, 2617	\$43.79	

OFFICIAL: Sensitive



Australian Government
Independent Parliamentary
Expenses Authority

IPEA22/2/01 IDOC/218849

29 March 2023

Senator Nita Green
Senator for Queensland
PO Box 4716
CAIRNS POST SHOP QLD 4870

Email: [REDACTED]

Dear Senator

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 1 March 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 outside of normal working hours.

A response was requested from you by Friday 17 March 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 **Wednesday 12 April 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]

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

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

OFFICIAL: Sensitive

[REDACTED]

From: Green, Nita (Senator) [REDACTED]
Sent: Thursday, 30 March 2023 1:53 PM
To: Assurance
Cc: [REDACTED]
Subject: Assurance Review of the ground transport
Attachments: IPEA letter to Senator Green - 01 March 2023.pdf

Categories: [REDACTED]

I refer to the attached letter.

In relation to the Assurance Review of the ground transport used by [REDACTED] on 15 and 16 Feb 2022 and 30 May 2022 I can confirm he was directed to use Car transport due to safety considerations and his requirement to work late on the dates in question as evidenced by the times of the travel in question as they were all after 10:00pm at night.

Senator Nita Green

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.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/222462

30 March 2023

Senator Nita Green
Senator for Queensland
PO Box 4716
CAIRNS POST SHOP QLD 4870

Email: [REDACTED]

Dear Senator

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email response of 30 March 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your response, IPEA is satisfied the staff travel is not inconsistent with the legislative framework and considers this matter closed. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Should you wish to discuss further, please contact [REDACTED]

Yours sincerely

A handwritten signature in black ink, appearing to be 'NP', written over a horizontal green line.

Nicole Pearson

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

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC 212348

| March 2023

Senator Hollie Hughes
Senator for New South Wales
PO Box 36
SYDNEY NSW 2000

Email: [REDACTED]

Dear Senator

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday **17 March 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]

Yours sincerely

[REDACTED]

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

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Tuesday 5/10/2021	Sydney CBD	5/10/2021	10:45 PM	Carlingford	\$97.39	
Friday 17/12/2021	Darlinghurst	17/12/2021	4:05 AM	Carlingford	\$117.13	
Wednesday 9/02/2022	Sydney CBD	9/02/2022	11:32 PM	Carlingford	\$113.40	
Thursday 5/05/2022	Sydney CBD	5/05/2022	11:03 PM	Lane Cove North	\$46.10	
Sunday 22/05/2022	Sydney CBD, New South Wales, 2000	22/05/2022	2:47:00 AM	Newtown, New South Wales, 2042	\$49.04	
Wednesday 8/06/2022	Sydney CBD, New South Wales, 2000	8/06/2022	11:50:00 PM	Lane Cove North, New South Wales, 2066	\$38.33	
Wednesday 22/06/2022	Lane Cove, New South Wales, 2066	22/06/2022	2:39:00 AM	Lane Cove North, New South Wales, 2066	\$91.35	
Wednesday 29/06/2022	Sydney CBD, New South Wales, 2000	29/06/2022	11:24:00 PM	Lane Cove North, New South Wales, 2066	\$41.90	

OFFICIAL: Sensitive

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Thursday 3/02/2022	Sydney CBD	3/02/2022	12:04 AM	Ultimo	\$15.33	
Tuesday 8/03/2022	Southbank	8/03/2022	10:39 PM	Melbourne CBD	\$15.49	
Wednesday 29/06/2022	[REDACTED] Sydney CBD, New South Wales, 2000	29/06/2022	11:22:00 PM	[REDACTED] Ultimo, New South Wales, 2007	\$22.68	

[REDACTED]

From: [REDACTED]
Sent: Friday, 17 March 2023 2:18 PM
To: Assurance
Subject: FW: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]
Attachments: IPEA letter to Senator Hughes 01 Mar 2023.pdf; 230316 List of Cabcharge use with Senator Hughes comments_IPEA Assurance Review 1-3-23.xlsx

Categories: [REDACTED]

Dear Nicole,

Please see attached spreadsheet with Senator Hughes' comments on the cab trips listed in your attached letter.

Kind regards,

[REDACTED]
Office of Senator Hollie Hughes

Liberal Senator for New South Wales | Shadow Assistant Minister for Climate Change and Energy

[REDACTED]
A: GPO Box 36, Sydney NSW 2001 | W: www.holliehughes.com.au



From: Assurance
Sent: Wednesday, 1 March 2023 11:35 AM
To: Hughes, Hollie (Senator)
Cc: Assurance
Subject: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Senator Hollie Hughes
Senator for New South Wales

Good morning Senator

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

SEC=OFFICIAL

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.

DEPARTURE DATE	DEPARTURE LOCATION	ARRIVAL DATE	ARRIVAL TIME	ARRIVAL LOCATION	AMOUNT	COMMENTS
Tuesday 5/10/2021	Sydney CBD	5/10/2021	10:45 PM	Carlingford	\$97.39	Office to [REDACTED] home - [REDACTED] was working past ordinary hours of duty and was directed by Senator to take cab home.
Friday 17/12/2021	Darlinghurst	17/12/2021	4:05 AM	Carlingford	\$117.13	Cabcharge card was used in error. Please raise invoice for trip.
Wednesday 9/2/2022	Sydney CBD	9/02/2022	11.:32 PM	Carlingford	\$113.40	Office to [REDACTED] home - [REDACTED] was working past ordinary hours of duty and was directed by Senator to take cab home.
Thursday 5/5/2022	Sydney CBD	5/05/2022	11:03 PM	Lane Cove North	\$46.10	Office to [REDACTED] home - [REDACTED] was working past ordinary hours of duty and was directed by Senator to take cab home.
Sunday 22/5/2022	[REDACTED] Sydney CBD, New South Wales, 2000	22/05/2022	2:47 AM	[REDACTED] Newtown, New South Wales, 2042	\$49.04	Cabcharge card was used in error. Please raise invoice for trip.
Wednesday 8/6/2022	[REDACTED] Sydney CBD, New South Wales, 2000	8/06/2022	11:50 PM	[REDACTED] Lane Cove North, New South Wales, 2066	\$38.33	Office to [REDACTED] home - [REDACTED] was working past ordinary hours of duty and was directed by Senator to take cab home.

Wednesday 22/6/2022	██████████ Lane Cove, New South Wales, 2066	22/06/2022	2:39 AM	██████████ Lane Cove North, New South Wales, 2066	\$91.35	To the best of the Senator's recollection, ██████ may have been directed to take a cab home to Lane Cove, after accompanying the Senator to an official event on the evening of Tuesday 21 June 2022, however, she thinks there are several errors in the charge. Firstly, the departure location would have been somewhere in the Sydney CBD, not Lane Cove (FYI - a car trip between Lane Cove and Lane Cove North takes 5 mins and should not cost \$91.35). Secondly, a trip between Sydney CBD and Lane Cove should also not have cost as much as \$91.35. Thirdly, she also, from memory, believes the departure date/time would have been on Tuesday 21 June 2023 sometime in the evening.
Wednesday 29/6/2022	██████████ Sydney CBD, New South Wales, 2000	29/06/2022	11:24 PM	██████████ Lane Cove North, New South Wales, 2066	\$41.90	Office to ██████ home - ██████ stayed back in the office past ordinary hours to finish packing up our previous office, as we were moving to our permanent office the following day. Directed by Senator to take cab home.

DEPARTURE DATE	DEPARTURE LOCATION	ARRIVAL DATE	ARRIVAL TIME	ARRIVAL LOCATION	AMOUNT	COMMENTS
Thursday 3/2/2022	Sydney CBD	3/02/2022	12:04 AM	Ultimo	\$15.33	Cabcharge card was used in error. Please raise invoice for trip.
Tuesday 8/3/2022	Southbank	8/03/2022	10:39 PM	Melbourne CBD	\$15.49	█████ accompanied Senator to Sky News interview on official trip to Melbourne outside of ordinary working hours and was directed by Senator to take cab to accommodation.
Wednesday 29/6/2022	██████████ Sydney CBD, New South Wales, 2000	29/06/2022	11:22 PM	██████████ Ultimo, New South Wales, 2007	\$22.68	Office to ██████ home - ██████ stayed back in the office past ordinary hours to finish packing up our previous office, as we were moving to our permanent office the following day. Directed by Senator to take cab home.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/218851

29 March 2023

Senator Hollie Hughes
Senator for New South Wales
PO Box 36
SYDNEY NSW 2000

Email: [REDACTED]

Dear Senator

Assurance Review of travel and travel-related expenses

Thank you for your email response of 17 March 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your response, IPEA has requested invoices be raised for travel where you advise the Cabcharge card was used in error. For those transactions where you have confirmed the travel was directed by you, IPEA is satisfied the travel is not inconsistent with the legislative framework and no further action is considered necessary and IPEA now considers this matter closed. Please note that completed Assurance Reviews are published on the website www.ipea.gov.au.

Should you wish to discuss further, please contact [REDACTED]

Yours sincerely

[REDACTED]

Nicole Pearson
Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA/22/2/01 IDOC/212350

| March 2023

Mr Bert van Manen MP
Member for Forde
PO Box 884
BEENLEIGH QLD 4207

Email: [REDACTED]

Dear Mr van Manen

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of commercial ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] and [REDACTED] former employees with the Members and Senators Support Unit, 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 undertaken was directed by you or by an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday 17 March 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]

Yours sincerely

[REDACTED]

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

[REDACTED]						
Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Sunday 16/01/2022	CITY	16/01/2022	10:18 PM	Melbourne CBD	\$63.57	
Monday 4/04/2022	Milton	4/04/2022	10:19 PM	Manly	\$72.85	
Saturday 23/04/2022	Milton	23/04/2022	12:08 AM	Manly	\$61.82	
Thursday 19/05/2022	Manly, Queensland, 4179	19/05/2022	11:52:00 PM	[REDACTED] Manly, Queensland, 4179	\$76.21	

[REDACTED]						
Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Tuesday 5/04/2022	Hawthorne	5/04/2022	10:43 PM	Hawthorne	\$31.29	
Thursday 21/04/2022	Milton	21/04/2022	10:18 PM	Hawthorne	\$32.87	
Friday 22/04/2022	Milton	22/04/2022	11:43 PM	Hawthorne	\$30.14	
Wednesday 11/05/2022	SUBURBS	11/05/2022	10:03 PM	Hawthorne	\$30.98	
Thursday 19/05/2022	Milton, Queensland, 4064	19/05/2022	11:40:00 PM	[REDACTED] Hawthorne, Queensland, 4171	\$30.24	

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 14 March 2023 3:04 PM
To: Assurance
Subject: RE: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

Categories: [REDACTED]

Hi Nicole,

I hope you are well.

Below is information provided by [REDACTED] regarding his travel. As you might appreciate [REDACTED] were employed under Mr van Manen MP but in MSU while the Coalition was in Government. Therefore the day to day management of that office was separate to Mr van Manen's and mostly run by [REDACTED] [REDACTED] is no longer employed in Parliament House, which causes some difficulty in verifying some details.

Mr van Manen is confident that each trip was within the appropriate use for ground transport.

Please see the below advice from [REDACTED]

Hi [REDACTED]

Further to our conversation, I am confident that these trips were all directed by an authorised officer (myself) as they were well outside the normal hours of duty. This would be in line with the relevant determination and the advice provided by IPEA.

My file notes for your background and BvM's office are as follows:

9/3/22 TH spoke with [REDACTED] at IPEA re: cabcharge usage during campaign.

He confirmed that arrangements are more flexible during campaign periods. If employees have early starts / late finishes, it may be appropriate to use a cabcharge for personal safety reasons. This would be at the discretion of the employing member.

28/3/22 TH confirmed with BvM that he is comfortable with QLD staff using uber/cabcharge when necessary (i.e. when long working hours are expected and other means of transport may be unsafe)

Happy to discuss further if needed.

[REDACTED]

From: Assurance
Sent: Wednesday, 1 March 2023 10:46 AM
To: van Manen, Bert (MP)
Cc: Assurance
Subject: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Mr Bert van Manen MP
Member for Forde

Good morning Mr van Manen

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

SEC=OFFICIAL

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.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/216708

16 March 2023

Mr Bert van Manen MP
Member for Forde
PO Box 884
BEENLEIGH QLD 4207

Email: [REDACTED]

Dear Mr van Manen

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email response of 14 March 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your response, IPEA is satisfied the staff travel is not inconsistent with the legislative framework and considers this matter closed. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Should you wish to discuss further, please contact [REDACTED]

Yours sincerely

[REDACTED]

Nicole Pearson
Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA/22/2/01 IDOC/212356

| March 2023

Senator the Hon Bridget McKenzie
Senator for Victoria
172 High Street
WODONGA VIC 3690

Email: [REDACTED]

Dear Senator

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of commercial ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

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

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday **17 March 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]

Yours sincerely

[REDACTED]

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

[REDACTED]

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Monday 15/11/2021	Sydney CBD	15/11/2021	10:08 PM	Sydney CBD	\$15.44	
Tuesday 16/11/2021	Surry Hills	16/11/2021	10:54 PM	Sydney CBD	\$12.18	
Wednesday 17/11/2021	Macquarie Park	17/11/2021	10:45 PM	Sydney CBD	\$126.00	
Tuesday 7/12/2021	CITY	7/12/2021	10:47 PM	Sydney CBD	\$9.56	
Thursday 16/12/2021	Sydney CBD	16/12/2021	12:25 AM	Pymont	\$16.17	
Thursday 24/02/2022	HOME	24/02/2022	11:05 PM	Sydney CBD	\$15.75	
Thursday 28/04/2022	Sydney CBD	28/04/2022	10:10 PM	Sydney CBD	\$63.00	
Monday 16/05/2022	SUBURBS	16/05/2022	11:16:00 PM	Melbourne CBD	\$241.50	
Sunday 22/05/2022	██████████ Sydney CBD, New South Wales, 2000	22/05/2022	1:53:00 AM	██████████ Sydney CBD, New South Wales, 2000	\$55.97	

[REDACTED]

From: Assurance
Sent: Wednesday, 10 May 2023 10:57 AM
To: [REDACTED]
Subject: REMINDER - Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

OFFICIAL

Good morning [REDACTED]

I refer to previous correspondence in relation to the Assurance Review into staff use of unscheduled ground transport being conducted by the Independent Parliamentary Expenses Authority. On 3 April 2023, IPEA requested Senator McKenzie confirm that the travel in questions was directed by her or an authorised person.

I would be grateful if you could provide a response by close of business on **Wednesday 17 May 2023** to assist in finalising this Assurance Review.

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

Kind regards

[REDACTED]

Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: +61 2 6215 3000
E: Assurance@ipea.gov.au
www.ipea.gov.au & www.ipea.gov.au/ed

Classification: OFFICIAL
Classified by: assurance@ipea.gov.au on: 3/04/2023 9:12:00 AM
From: Assurance <Assurance@ipea.gov.au>
Sent: Monday, 3 April 2023 9:12 AM
To: [REDACTED]
Subject: RE: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

OFFICIAL

Good morning [REDACTED]

Thank you for your email providing the response from [REDACTED] however for IPEA to finalise this Assurance Review we require Senator McKenzie to confirm that the travel was directed either by her or by an Authorised Person.

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

Many thanks for your assistance.

Regards

[REDACTED]
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

E: Assurance@ipea.gov.au

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

The Independent Parliamentary Expenses Authority acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to Land, Waters and Community. We pay our respects to the people, the cultures and the Elders past, present and emerging.



Classification: OFFICIAL

Classified by: [REDACTED] **on:** 3/04/2023 8:32:06 AM

From: [REDACTED]

Sent: Friday, 31 March 2023 6:10 PM

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

Subject: RE: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

[REDACTED]
I have contacted the former staff member and he has replied along the following lines:

["I have reviewed the attached from IPEA and can confirm, the travel under review from 2021/22, was undertaken in accordance with the determination and directed to be undertaken by Senator McKenzie.

Kind regards,

[REDACTED]
I can send you the email that [REDACTED] sent to me if required.

Is this sufficient for your purposes?

Regards,

[REDACTED]
From: [REDACTED]

Sent: Tuesday, 14 March 2023 12:58 PM

To: [REDACTED]

Subject: FW: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

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

Sent: Thursday, 2 March 2023 8:24 AM

To: [REDACTED]

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

Subject: RE: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Good morning [REDACTED]

Thank you for your email advising you may not be able to respond to our request by 17 March 2023. IPEA is happy to grant an extension to 31 March 2023 to provide additional time to gather the information.

Please do not hesitate to contact us if you need a further extension to respond.

Kind regards

[REDACTED]
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

E: Assurance@ipea.gov.au

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

SEC=OFFICIAL

From: [REDACTED]

Sent: Wednesday, 1 March 2023 5:56 PM

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

Subject: FW: Assurance Review - Staff use of unscheduled ground transport [SEC=OFFICIAL]

Importance: High

Dear Ms Pearson,

[REDACTED]

The staff member in question is no longer in the employ of the Senator.

I am seeking to obtain more information, but it may take a little while.

Regards,

[REDACTED]

SEC=OFFICIAL

Senator the Hon Bridget McKenzie

Senator for Victoria

Good morning Senator

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

SEC=OFFICIAL

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: Sensitive



Australian Government
Independent Parliamentary
Expenses Authority

IPEA22/2/01 IDOC/227507

18 May 2023

Senator the Hon Bridget McKenzie
Senator for Victoria
172 High Street
WODONGA VIC 3690

Email: [REDACTED]

Dear Senator

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 1 March 2023, IPEA wrote to you about an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport by your former staff member, [REDACTED] for travel outside of normal working hours.

On 31 March 2023, a response was received from the former staff member via your office indicating the travel was undertaken as directed by you. On 3 April 2023 IPEA sought confirmation from you that the travel was directed by you or an authorised person.

On 10 May 2023 IPEA again requested a response from you that you had directed the travel undertaken by [REDACTED]. Your response was due by close of business on Wednesday 17 May 2023. 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 **Wednesday 24 May 2023**. If a response is not received by this date, IPEA will raise an invoice to [REDACTED] to recover these expenses.

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

OFFICIAL: Sensitive

OFFICIAL: Sensitive

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

Yours sincerely

[REDACTED]

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

[REDACTED]

OFFICIAL: Sensitive



Senator the Hon. Bridget McKenzie
Shadow Minister for Infrastructure, Transport and Regional Development
Leader of the Nationals in the Senate
Senator for Victoria

Wednesday 24th May 2023

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

Email: assurance@ipea.gov.au

Dear Ms Pearson

I refer to your letter dated 18 May 2023 regarding an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport of my former staffer, [REDACTED] for the 2021-2022 financial year.

I have reviewed the travel expenses and can confirm the travel undertaken by [REDACTED] was directed by me or an authorised person in my office.

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

Yours sincerely

[REDACTED]
Bridget McKenzie



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC/228047

30 May 2023

Senator the Hon Bridget McKenzie
Senator for Victoria
172 High Street
WODONGA VIC 3690

Email: [REDACTED]

Dear Senator

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your letter of 24 May 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your response, IPEA is satisfied the staff travel is not inconsistent with the legislative framework and considers this matter closed. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Should you wish to discuss further, please contact [REDACTED]

Yours sincerely

Nicole Pearson
Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC/212358

| March 2023

Hon Scott Morrison MP
Member for Cook
PO Box 1306
CRONULLA NSW 2230

Email: [REDACTED]

Dear Mr Morrison

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

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

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday **17 March 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]

Yours sincerely

[REDACTED]

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

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Saturday 23/04/2022	SUBURBS	23/04/2022	11:22 PM	Kogarah	\$60.80	
Sunday 24/04/2022	Kogarah	24/04/2022	12:50 AM	Peakhurst	\$54.39	
Sunday 22/05/2022	Sydney CBD, New South Wales, 2000	22/05/2022	1:43:00 AM	Peakhurst, New South Wales, 2210	\$88.18	

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Tuesday 14/12/2021	Pymont	14/12/2021	1:13 AM	Redfern	\$23.94	
Monday 14/03/2022	Redfern	14/03/2022	10:54 PM	Redfern	\$47.25	
Sunday 22/05/2022	SUBURBS	22/05/2022	10:18:00 PM	Eveleigh, New South Wales, 2016	\$47.25	

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Monday 13/12/2021	Pymont	13/12/2021	10:57 PM	Marrickville	13/12/2021	
Tuesday 14/12/2021	Sydney CBD	14/12/2021	10:37 PM	Marrickville	14/12/2021	
Saturday 12/02/2022	Marrickville	12/02/2022	12:38 AM	Marrickville	12/02/2022	
Sunday 22/05/2022	Sydney CBD, New South Wales, 2000	22/05/2022	1:59:00 AM	Marrickville, New South Wales, 2204	22/05/2022	

OFFICIAL: Sensitive



Australian Government
Independent Parliamentary
Expenses Authority

IPEA22/2/01 IDOC/218852

29 March 2023

Hon Scott Morrison MP
Member for Cook
PO Box 1306
CRONULLA NSW 2230

Email: [REDACTED]

Dear Mr Morrison

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 1 March 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 members, [REDACTED] for travel outside of normal working hours.

A response was requested from you by Friday 17 March 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 **Wednesday 12 April 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]

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

OFFICIAL: Sensitive

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 4 April 2023 12:01 PM
To: Assurance
Subject: Review of Travel and travel-related expenses
Attachments: OFFICIAL Sensitive.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: [REDACTED]

Dear IPEA

REF: OPEA22/2/01 IDOC/212358

Please find attached reasons for travel. Please let me know if you require any further information.

Kind regards

[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.

OFFICIAL: Sensitive

Attachment B
Cabcharge use 2021-2022 Financial Year

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Saturday 23/04/2022	SUBURBS	23/04/2022	11:22 PM	Kogarah	\$60.80	GREEK ORTHODOX EASTER MASS ATTENDED WITH PM
Sunday 24/04/2022	Kogarah	24/04/2022	12:50 AM	Peakhurst	\$54.39	GREEK ORTHODOX EASTER MASS ATTENDED WITH PM
Sunday 22/05/2022	Sydney CBD, New South Wales, 2000	22/05/2022	1:43:00 AM	Peakhurst, New South Wales, 2210	\$88.18	ELECTION NIGHT - WORKING

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Tuesday 14/12/2021	Pyrmont	14/12/2021	1:13 AM	Redfern	\$23.94	SYDNEY INSTITUTE DINNER ATTENDED WITH PM
Monday 14/03/2022	Redfern	14/03/2022	10:54 PM	Redfern	\$47.25	KIRIRIBILLI - HOME FOLLOWING EVENTS ON THE CENTRAL COAST WITH PM
Sunday 22/05/2022	SUBURBS	22/05/2022	10:18:00 PM	Eveleigh, New South Wales, 2016	\$47.25	ELECTION NIGHT - WORKING

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Monday 13/12/2021	Pyrmont	13/12/2021	10:57 PM	Marrickville	13/12/2021	SYDNEY INSTITUTE DINNER ATTENDED WITH PM
Tuesday 14/12/2021	Sydney CBD	14/12/2021	10:37 PM	Marrickville	14/12/2021	EVENT WITH PM + HIS FAMILY
Saturday 12/02/2022	Marrickville	12/02/2022	12:38 AM	Marrickville	12/02/2022	ETHNIC BUSINESS AWARDS ATTENDED WITH PM
Sunday 22/05/2022	Sydney CBD, New South Wales, 2000	22/05/2022	1:59:00 AM	Marrickville, New South Wales, 2204	22/05/2022	ELECTION NIGHT - WORKING

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

OFFICIAL: Sensitive



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/222647

11 April 2023

Hon Scott Morrison MP
Member for Cook
PO Box 1306
CRONULLA NSW 2230

Email: [REDACTED]

Dear Mr Morrison

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email response of 4 April 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your response, IPEA is satisfied the staff travel is not inconsistent with the legislative framework and considers this matter closed. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Should you wish to discuss further, 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: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC 212360

| March 2023

Hon Brendan O'Connor MP
Minister for Skills and Training
Shope 3, 11 Commercial Road
CAROLINE SPRINGS VIC 3023

Email: [REDACTED]

Dear Minister

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday **17 March 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]

Yours sincerely

[REDACTED]

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

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Tuesday 15/02/2022	Griffith	15/02/2022	10:54 PM	Aranda	\$53.55	
Tuesday 29/03/2022	Capital Hill	29/03/2022	10:20 PM	Aranda	\$38.12	
Wednesday 15/06/2022	CITY	15/06/2022	4:52:00 AM	Eagle Farm, Queensland, 4009	\$31.50	

[REDACTED]

From: [REDACTED]
Sent: Friday, 3 March 2023 1:38 PM
To: Assurance
Cc: [REDACTED] O'CONNOR, Brendan
Subject: FW: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

Categories: [REDACTED]

Good afternoon Nicole

Thank you for your time on the phone. As discussed the use of the unscheduled ground transport by [REDACTED] was directed by Brendan O'Connor MP for the 2021-2022 financial year. Each trip has been examined and an explanation of each trip is listed below:

Tuesday 15 February 2022 – [REDACTED] attended a Defence Industry event with Brendan O'Connor MP in his capacity as Shadow Minister for Defence.

Tuesday 29 March 2022 – This was Budget night. As such, [REDACTED] attended Budget events with Brendan O'Connor MP and was required to work late, outside normal hours of work.

Wednesday 15 June 2022 – [REDACTED] travelled from hotel to Brisbane airport for a flight to meet Minister O'Connor in Gladstone for Cabinet.

Please don't hesitate to contact me if you need further information.

[REDACTED]

[REDACTED]

Office of the Hon Brendan O'Connor MP | Minister for Skills and Training
M1 -52 Parliament House

[REDACTED]

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing community. We pay our respects to them and their cultures, and Elders past, present and emerging.

From: Assurance <Assurance@ipea.gov.au>
Sent: Wednesday, 1 March 2023 12:09 PM
To: O'Connor, Brendan (MP) [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Hon Brendan O'Connor MP
Minister for Skills and Training

Good afternoon Minister

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

SEC=OFFICIAL

Notice:

The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal professional privilege. If you are not the intended recipient any use, disclosure or copying of this email is unauthorised. If you received this email in error, please notify the sender by contacting the department's switchboard on 1300 488 064 during business hours (8:30am - 5pm Canberra time) and delete all copies of this transmission together with any attachments.

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.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/213200

7 March 2023

Hon Brendan O'Connor MP
Minister for Skills and Training
Shop 3, 11 Commercial Road
CAROLINE SPRINGS VIC 3023

Email: [REDACTED]

Dear Minister

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email response of 3 March 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your response, IPEA is satisfied the staff travel is not inconsistent with the legislative framework and considers this matter closed. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Should you wish to discuss further, please contact [REDACTED]

Yours sincerely

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

[REDACTED]

OFFICIAL: Sensitive



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/212364

| March 2023

Senator the Hon Anne Ruston
 Senator for South Australia
 PO Box 1671
 RENMARK SA 5341

Email: [REDACTED]

Dear Senator

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website at www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

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

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on **Friday 17 March 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]

Yours sincerely

[REDACTED]

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

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Wednesday 16/03/2022	Sydney CBD	16/03/2022	11:34 PM	Sydney CBD	\$59.85	
Thursday 14/04/2022	OFFICE	14/04/2022	10:08 PM	Fortitude Valley	\$42.00	
Friday 15/04/2022	Kingston	15/04/2022	10:10 PM	Kingston	\$30.87	

[REDACTED]

From: Ruston, Anne (Senator) [REDACTED]
Sent: Wednesday, 8 March 2023 3:29 PM
To: Assurance
Subject: Assurance Review - staff use of ground transport [SEC=OFFICIAL]
Attachments: IPEA letter to Senator Ruston 01 March 2023.pdf

Categories: [REDACTED]

Good afternoon

As requested I write in response to the attached Assurance Review concerning ground transport travel outside of normal working hours for the 2021-2022 financial year.

I can confirm the three trips taken by my former personal employee [REDACTED] detailed at attachment B comply with the Determination as outlined below.

1. Wednesday 16/03/22 departure Sydney CBD arriving Sydney CBD at 11:34pm
On Wednesday 16 March [REDACTED] travelled on official business with luggage from Adelaide airport arriving at Sydney airport at 22:20. The cabcharge record should show Sydney Airport as the departure location.
2. Thursday 14/04/22 departure Office arriving Fortitude Valley at 10:08pm
This trip was approved for personal safety reasons, [REDACTED] was required to work late.
3. Friday 15/04/22 departure Kingston arriving Kingston at 10:10pm
On Friday 15 April [REDACTED] travelled on official business with luggage from Brisbane airport arriving at Canberra airport at 21:30. The cabcharge record should show Canberra Airport as the departure location.

Kind regards

SENATOR THE HON ANNE RUSTON
Shadow Minister for Health and Aged Care
Shadow Minister for Sport
Manager of Opposition Business in the Senate
Senator for South Australia

Suite SG.90, Parliament House CANBERRA ACT 2600
PO Box 1671 Renmark SA 5341 AUSTRALIA
P (08) 8586 6600

From: Assurance
Sent: Wednesday, 1 March 2023 11:45 AM
To: Ruston, Anne (Senator)
Cc: Assurance
Subject: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Senator the Hon Anne Ruston
Senator for South Australia

Good afternoon Senator

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

SEC=OFFICIAL

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.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/216401

10 March 2023

Senator the Hon Anne Ruston
Senator for South Australia
PO Box 1671
RENMARK SA 5341

Email: [REDACTED]

Dear Senator

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email response of 8 March 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your response, IPEA is satisfied the staff travel is not inconsistent with the legislative framework and considers this matter closed. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Should you wish to discuss further, please contact [REDACTED]

Yours sincerely,

[REDACTED]

Nicole Pearson

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

[REDACTED]

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC 212365

| March 2023

Senator Anne Urquhart
Senator for Tasmania
PO Box 360
DEVONPORT TAS 7310

Email: [REDACTED]

Dear Senator

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (the Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is at **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday **17 March 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]

Yours sincerely

[REDACTED]

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

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Wednesday 11/08/2021	Capital Hill	11/08/2021	2:28 AM	Turner	\$21.32	
Monday 28/03/2022	Capital Hill	28/03/2022	11:12 PM	Turner	\$22.05	
Tuesday 29/03/2022	Capital Hill	29/03/2022	11:34 PM	Turner	\$28.88	
Wednesday 30/03/2022	Capital Hill	30/03/2022	11:01 PM	Turner	\$24.26	

[REDACTED]

From: Urquhart, Anne (Senator) [REDACTED] on behalf of Urquhart, Anne [REDACTED]
Sent: Wednesday, 1 March 2023 2:29 PM
To: Assurance
Subject: FW: Assurance Review - staff use of ground transport [SEC=OFFICIAL]
Attachments: IPEA letter to Senator Urquhart 01 March 2023.pdf
Categories: [REDACTED]

Dear Nicole

Please be advised that under Schedule A clause 16 – the travel outlined clearly complies with the determination, the hours of travel are outside the ordinary hours of duty.

Regards
Anne

Anne Urquhart
Senator for Tasmania
Chief Government Whip in The Senate

P (Dev Office) (03) 6423 1933 P (Canberra Office) (02) 6277 3434
[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
Sent: Wednesday, 1 March 2023 12:22 PM
To: Urquhart, Anne (Senator)
Cc: Assurance
Subject: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Senator Anne Urquhart
Senator for Tasmania

Good afternoon Senator

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

SEC=OFFICIAL

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.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/212769

7 March 2023

Senator Anne Urquhart
Senator for Tasmania
PO Box 360
DEVONPORT TAS 7310

Email: [REDACTED]

Dear Senator

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email of 1 March 2023 in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year.

In your response, you advised that the travel complied with the Determination as the hours of travel are outside the ordinary hours of duty. Having considered your response, IPEA is concerned the use of unscheduled ground transport [REDACTED] may be inconsistent with the legislation. These concerns relate to travel to and from work to home or accommodation. IPEA requires additional information to assist in the assessment of this travel.

A *Members of Parliament (Staff) Act 1984* employee eligibility to use unscheduled ground transport such as taxis or regulated ride-share is set out in Determination 2020/15 *Staff Travel and Relief Staff Arrangements*. In accordance with the Determination, Ms Wallace may use taxis only when directed to do so by you, or a person authorised by you, for official business. The Determination provides that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on business away from the normal work base.

Neither you nor an authorised officer are able to direct [REDACTED] to use taxis for transport to and from work, other than in one of the exceptions set out at item 16 of the Determination. These are:

- (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.

OFFICIAL: Sensitive

Please examine the trips undertaken by [REDACTED] at Attachment A and indicate, to the extent possible, how each trip complies with items 2 and 16 of the Determination

Please provide a response by 20 March 2022 to Assurance@ipea.gov.au. Should you wish to discuss this matter further, please contact [REDACTED]

Yours sincerely

[REDACTED]

Nicole Pearson

Branch Manager, Transparency Audit & Legal

Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

[REDACTED]

OFFICIAL: Sensitive

**Attachment A
Cabcharge use 2021-2022 Financial Year**

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Wednesday 11/08/2021	Capital Hill	11/08/2021	2:28 AM	Turner	\$21.32	
Monday 28/03/2022	Capital Hill	28/03/2022	11:12 PM	Turner	\$22.05	
Tuesday 29/03/2022	Capital Hill	29/03/2022	11:34 PM	Turner	\$28.88	
Wednesday 30/03/2022	Capital Hill	30/03/2022	11:01 PM	Turner	\$24.26	

OFFICIAL: Sensitive

[REDACTED]

From: Urquhart, Anne (Senator) [REDACTED]
Sent: Wednesday, 8 March 2023 7:22 AM
To: Assurance; Urquhart, Anne (Private)
Subject: RE: Assurance Review - staff use of ground transport [SEC=OFFICIAL]
Categories: [REDACTED]

Dear Nicole

Thank you for your letter.

I note that in section (a) of the determination I can direct an employee to use a taxi under particular circumstances.

Given the late hours that Ms Wallace was working on those occasions, it fits clearly within the definition of the safety of her travelling from Parliament House to her residence in Canberra during the sitting week.

Regards
Anne

Anne Urquhart
Senator for Tasmania
Chief Government Whip in The Senate

P (Dev Office) (03) 6423 1933 P (Canberra Office) (02) 6277 3434 [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
Sent: Tuesday, 7 March 2023 9:49 AM
To: Urquhart, Anne (Private)

Cc: Assurance

Subject: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Senator Anne Urquhart

Senator for Tasmania

Good morning Senator

Please find attached further correspondence from the Independent Parliamentary Expenses Authority in relation to the Assurance Review of staff use of ground transport 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

SEC=OFFICIAL

From: Urquhart, Anne (Senator) [REDACTED]

Sent: Wednesday, 1 March 2023 2:29 PM

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

Subject: HPE CM: FW: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

Dear Nicole

Please be advised that under Schedule A clause 16 – the travel outlined clearly complies with the determination, the hours of travel are outside the ordinary hours of duty.

Regards

Anne


Anne Urquhart

Senator for Tasmania

Chief Government Whip in The Senate

P (Dev Office) (03) 6423 1933 P (Canberra Office) (02) 6277 3434

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.

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.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/216467

10 March 2023

Senator Anne Urquhart
Senator for Tasmania
PO Box 360
DEVONPORT TAS 7310

Email: [REDACTED]

Dear Senator

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email responses of 1 and 8 March 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

Having considered the information available, including your responses, IPEA is satisfied the staff travel is not inconsistent with the legislative framework and considers this matter closed. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

Should you wish to discuss further, please contact [REDACTED]

Yours sincerely

Nicole Pearson
Branch Manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]

OFFICIAL: Sensitive

Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/01 IDOC212366

| March 2023

Hon Jason Wood MP
Member for La Trobe
PO Box 539
BERWICK VIC 3806

Email: [REDACTED]

Dear Mr Wood

Assurance Review of travel and travel-related expenses

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

IPEA is undertaking an Assurance Review of travel expenses incurred in relation to the use of unscheduled ground transport such as Cabcharge, taxis and regulated ride-share by MOP(S) Act employees for the 2021-2022 financial year. Part of this review relates to the use of unscheduled ground transport by MOP(S) Act employees for travel outside of normal working hours, but excluding travel to and from airports. Please note that IPEA publishes completed Assurance Reviews on the IPEA website www.ipea.gov.au.

Schedule A of Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Determination) details the circumstances under which car transport may be used by MOP(S) Act employees. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:

- (a) taxis;
- (b) regulated ridesharing services
- (c) hire cars; and
- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company...

Item 2 of the Determination provides that it is the employee's responsibility to transport themselves to and from work for their normal hours of duty. Clause 30.1 of the Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 provides that the ordinary hours of duty for MOP(S) Act employees is generally between the hours of 8.00 am and 6.00 pm, Monday to Friday.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

Item 16 of the Determination details exceptions to the requirement for an employee to transport themselves to and from work for their normal hours of duty. A copy of the Determination is **Attachment A** for your reference.

The Commonwealth-funded ground transport used by [REDACTED] 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 undertaken was directed by you or an authorised person.

I would be grateful if you could provide your response via email to assurance@ipea.gov.au by close of business on Friday **17 March 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]

Yours sincerely

[REDACTED]

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

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Monday 7/02/2022	Griffith	7/02/2022	10:50 PM	Canberra CBD	\$40.32	
Thursday 10/02/2022	Barton	10/02/2022	10:29 PM	Canberra CBD	\$21.74	
Monday 28/03/2022	Narrabundah	28/03/2022	10:21 PM	Narrabundah	\$30.56	
Friday 1/04/2022	Evatt	1/04/2022	12:30 AM	Narrabundah	\$30.45	

Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Wednesday 20/10/2021	Hawker	20/10/2021	10:14 PM	Canberra CBD	\$32.55	
Wednesday 10/11/2021	Melbourne CBD	10/11/2021	2:13 AM	Cranbourne North	\$114.30	
Wednesday 8/12/2021	Cranbourne North	8/12/2021	12:02 AM	Cranbourne North	\$116.92	
Monday 14/02/2022	Capital Hill	14/02/2022	12:44 AM	Narrabundah	\$21.53	

[REDACTED]

From: Wood, Jason (MP) [REDACTED]
Sent: Thursday, 2 March 2023 10:23 AM
To: Assurance
Cc: [REDACTED]
Subject: RE: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

Categories: [REDACTED]

Good morning team,

I was not personally aware of the specific trips mentioned in the attached letter, and these specific trips had not been personally approved by me. I have however always found both [REDACTED] and [REDACTED] to take great consideration into the use of their Cab Charge accounts and Government expenditure.

Both [REDACTED] and [REDACTED] ceased employment in my office in 2022 so the specific reasons for their Cab Charge use in these instances would better directed to them.

I will ensure the guidelines are circulated throughout my office for future use.

Regards,

Jason

From: Assurance
Sent: Wednesday, 1 March 2023 12:28 PM
To: Wood, Jason (MP)
Cc: Assurance
Subject: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Hon Jason Wood MP
Member for La Trobe

Good afternoon Mr Wood

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

SEC=OFFICIAL

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.



Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/02 IDOC/213726

7 March 2023

The Hon Jason Wood MP
Member for La Trobe
PO Box 539
BERWICK VIC 3806

Email: [REDACTED]

Dear Mr Wood

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your email of 2 March 2023 in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year.

Having considered your response, IPEA is concerned the use of unscheduled ground transport by [REDACTED] may be inconsistent with the legislation. These concerns relate to travel to and from home or accommodation to their place of work. IPEA requires additional information to assist in the assessment of this travel.

A *Members of Parliament (Staff) Act 1984* employee eligibility to use unscheduled ground transport such as taxis or regulated ride-share is set out in *Determination 2020/15 Staff Travel and Relief Staff Arrangements*. In accordance with the Determination, [REDACTED] may use taxis only when directed to do so by you, or a person authorised by you, for official business. The Determination provides that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on business away from the normal work base.

Neither you nor an authorised officer are able to direct [REDACTED] to use taxis for transport to and from work, other than in one of the exceptions set out at item 16 of the Determination. These are:

- (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.

OFFICIAL: Sensitive

In your response, you advised you were not aware and did not approve the use of taxis by your staff members. Please examine the trips at **Attachment A** and indicate, to the extent possible:

- a. whether each trip was directed by an authorised officer; and
- b. how each trip complies with items 2 and 16 of the Determination

Please provide a response by 20 March 2022 to Assurance@ipea.gov.au. Should you wish to discuss this matter further, please contact [REDACTED]

Yours sincerely

[REDACTED]

Nicole Pearson

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

[REDACTED]

[REDACTED]						
Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Monday 7/02/2022	Griffith	7/02/2022	10:50 PM	Canberra CBD	\$40.32	
Thursday 10/02/2022	Barton	10/02/2022	10:29 PM	Canberra CBD	\$21.74	
Monday 28/03/2022	Narrabundah	28/03/2022	10:21 PM	Narrabundah	\$30.56	
Friday 1/04/2022	Evatt	1/04/2022	12:30 AM	Narrabundah	\$30.45	

[REDACTED]						
Departure Date	Departure Location	Arrival Date	Arrival Time	Arrival Location	Amount	Comments
Wednesday 20/10/2021	Hawker	20/10/2021	10:14 PM	Canberra CBD	\$32.55	
Wednesday 10/11/2021	Melbourne CBD	10/11/2021	2:13 AM	Cranbourne North	\$114.30	
Wednesday 8/12/2021	Cranbourne North	8/12/2021	12:02 AM	Cranbourne North	\$116.92	
Monday 14/02/2022	Capital Hill	14/02/2022	12:44 AM	Narrabundah	\$21.53	

[REDACTED]

From: Wood, Jason (MP) [REDACTED]
Sent: Tuesday, 14 March 2023 10:22 AM
To: Assurance
Cc: [REDACTED]
Subject: RE: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

Categories: [REDACTED]

Morning Nicole,

As mentioned in my previous correspondence I was not aware and did not approve of the trips outlined in attachment A but I am confident the trips were used for official business purposes.

Kind regards,

Jason Wood MP

Federal Member for La Trobe

Shadow Minister for Multicultural Affairs, Community Safety & Migrant Services

Unit 3/16 Langmore Lane, Berwick VIC 3806

T 03 9768 9164 | [REDACTED] | W www.jasonwood.com.au



JASON WOOD MP

Federal Member for **LA TROBE**

Shadow Minister for Community Safety, Migrant Services and Multicultural Affairs

W
PROMISES M.
PROMISES DI
D

From: Assurance
Sent: Tuesday, 7 March 2023 9:43 AM
To: Wood, Jason (MP)
Cc: Dausan, Lauren (J. Wood, MP) ; Assurance
Subject: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

SEC=OFFICIAL

Hon Jason Wood MP

Member for La Trobe

Good morning Mr Wood

Please find attached further correspondence from the Independent Parliamentary Expenses Authority in relation to the Assurance Review of staff use of ground transport 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

SEC=OFFICIAL

From: Wood, Jason (MP)

Sent: Thursday, 2 March 2023 10:23 AM

To: Assurance

Subject: HPE CM: RE: Assurance Review - staff use of ground transport [SEC=OFFICIAL]

Good morning team,

I was not personally aware of the specific trips mentioned in the attached letter, and these specific trips had not been personally approved by me.

I have however always found both [REDACTED] to take great consideration into the use of their Cab Charge accounts and Government expenditure.

Both [REDACTED] ceased employment in my office in 2022 so the specific reasons for their Cab Charge use in these instances would better directed to them.

I will ensure the guidelines are circulated throughout my office for future use.

Regards,

Jason

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: Sensitive



Australian Government
Independent Parliamentary
Expenses Authority

IPEA22/2/01 IDOC/216932

16 March 2023

The Hon Jason Wood MP
Member for La Trobe
PO Box 539
BERWICK VIC 3806

Email: [REDACTED]

Dear Mr Wood

Assurance Review – staff use of unscheduled ground transport 2021-2022 FY

Thank you for your emails of 2 and 14 March 2023 providing information in relation to the Assurance Review into staff use of unscheduled ground transport for the 2021-2022 financial year being conducted by the Independent Parliamentary Expenses Authority (IPEA).

In your responses, you have indicated you were not aware of and did not approve the trips outlined in the IPEA correspondence of 7 March 2023. We have taken your response to indicate that the travel was not directed by you or an authorised person within your office. On this basis, IPEA has formed the view that the travel is inconsistent with the Framework which provides that staff may only travel as directed. Invoices seeking reimbursement of this travel will therefore be issued to the staff members concerned.

Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au. Should you wish to discuss further, please contact [REDACTED]

Yours sincerely

[REDACTED]

Nicole Pearson
Branch manager, Transparency Audit & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]

OFFICIAL: Sensitive