



**Australian Government**

**Independent Parliamentary  
Expenses Authority**

Assurance Review 2024/12

Staff travel – office of Senator Jacqui Lambie

Senator for Tasmania

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## Executive summary

### Assurance Review Findings

1. The Independent Parliamentary Expenses Authority (IPEA) has conducted an Assurance Review into the frequent use by a staff member in the office of Senator Jacqui Lambie of Travel Allowance (TA) and Motor Vehicle Allowance (MVA) to travel between their home work base and Senator Lambie's electorate office in Burnie during the period 25 July 2023 to 22 May 2024 (the period in scope of this review).
2. The staff member's travel claims for trips between their home work base and the electoral office over the period in scope totalled \$27,696 comprising \$19,197 TA, and \$8,499 MVA . IPEA notes that the staff member also claimed TA and MVA expenses for travel to other locations, but that those expenses were not considered in this review.
3. IPEA concluded that despite the frequency of the staff member's travel to work at Senator Lambie's electorate office rather than their approved home work base, and consequently the high level of travel expenses claimed, the travel was undertaken at the direction of Senator Lambie, their employing parliamentarian. IPEA has accepted Senator Lambie's advice that the travel was necessary and, if considered over the full period under review, did not breach the Work Bases policy for Ministerial and Parliamentary staff .
4. Nonetheless, IPEA has written to Senator Lambie to remind her of the Work Bases policy and the expectations in that policy regarding parliamentarians' directions to staff to travel from approved work from home bases to work in parliamentarians' electorate offices.

### Scope and Purpose

5. The scope of this Assurance Review is the use of travel expenses under the parliamentary business resources framework, including TA and MVA by a staff member in the electorate office of Senator Jacqui Lambie, between August 2023 and May 2024. The purpose of this Review is to assess whether those expenses, which the staff member claimed for trips between their home work base and the electoral office during the period in scope, were consistent with the provisions of the legislative framework and the Work Bases policy for Ministerial and Parliamentary staff.

### Engagement with the parliamentarian

6. On 30 May 2024, Ms Nicole Pearson Branch Manager, Transparency, Assurance and Legal, advised Senator Lambie by phone that, in the course of undertaking separate assurance inquiries, IPEA had identified that the travel claims made by one of Senator Lambie's staff for the period between August 2023 and May 2024 appeared unusually frequent. Ms Pearson indicated that IPEA was reviewing these claims to determine whether they were consistent with the legislative framework and the Work Bases policy for Ministerial and Parliamentary staff and that IPEA would be seeking Senator Lambie's input into this review.
7. On 27 June 2024 IPEA wrote to Senator Lambie to advise that initial analysis of the staff member's travel between her work base to the electoral office had been undertaken, providing the results of the analysis and requesting a response to certain queries. **(Attachment A)**
8. On 5 July 2024 Senator Lambie responded to IPEA indicating that she had directed the staff member's travel and the reasons it had been necessary. **(Attachment B)**
9. IPEA accepted this this response on 8 July 2024 and indicated that the review was now completed. **(Attachment C)**

## Audit and Assurance function

### IPEA's statutory audit function

10. IPEA audits parliamentarians' work expenses and the travel expenses of their staff under section 12 of the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act). IPEA conducts Assurance Reviews to assess the use of Commonwealth-funded resources against the legislative framework to determine whether there was misuse.
11. Potential outcomes of an Assurance Review include:
  - a. No further action in circumstances where the review has concluded the use of parliamentary business resources was not inconsistent with the legislative framework, or
  - b. Administrative remedial action, including penalty where the review has concluded there is evidence the use of parliamentary business resources was not consistent with the legislative framework, or
  - c. An IPEA initiated Ruling or Audit, where there is evidence of systemic or substantial misuse of parliamentary business resources, or
  - d. Referral to the Australian Federal Police (AFP) or to the National Anti-Corruption Commission where compelling prima facie evidence of fraud, other criminal conduct or serious or systematic corrupt conduct is identified.

## Legislative framework

12. The framework consists of the following legislation, employment agreement, including supporting policy and guidelines:
  - a. *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act).
  - b. *Members of Parliament (Staff) Act 1984* (MoPs Act).
  - c. *Members of Parliament (Staff) Act 1984 – Determination 2023/10* (the Determination).
  - d. Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23.
  - e. Ministerial and Parliamentary Services (MaPs) Work Bases Policy Guidelines (7 August 2023).
13. The Policy defines a "work base" and factors that influence how a work base is determined:
  - a. An employee's work base is the place of work where they spend the most (more than 50 percent – 50% Rule) of their time on duty; and
  - b. An employee's residence is considered to be their 'alternative work base' if they work from home on a regular basis and they spend the majority of their time working from home rather than in the office.
14. The Policy provides further guidance as to travel expenses claims in the situation of an employee with a work from home arrangement is given as follows:
  - a. Work base and eligibility for Travel Allowance (TA) – When arranging travel, it is important the parliamentarians and their MOP(S) Act employees are aware of the operation of clause 55 of the Members of Parliament Staff Enterprise Agreement which sets out requirements and circumstances under which claims for travel allowance can be made.
  - b. If a MOP(s) Act employee is found to have spent more than 50% of their time (50% Rule) for the period they are claiming TA in a location that was not their approved work base, that location is deemed to be their workplace and TA is not payable.
  - c. Parliamentarians should discuss expectations regarding travel with their employees and ensure all parties understand the employee's work base will be where they spend the majority of their time on duty.

## Assurance Review methodology

### Background

15. The frequent travel of a staff member in Senator Lambie's electorate office between their approved home work base and Senator Lambie's electoral office, and consequently the staff member's significant travel expenses claims, were identified by IPEA as part of separate assurance work during the first half of 2024.
16. Electorate office staff who work in their parliamentarian's electorate office are not entitled to claim travel expenses from their home base to their place of work. In addition, under the Work Bases policy for Ministerial and Parliamentary staff, a staff member's work base is determined by where they spend the most (more than 50 percent – the 50% Rule) of their time on duty.

### Method

17. IPEA's analysis identified that Senator Lambie granted approval for the staff member to work from home on 28 August 2023. At this time, Senator Lambie indicated to the staff member that they may be asked to travel to work at to the electoral office when required in a relief capacity. An alternative work base was duly registered for the staff member on the Members of Parliament Staff HR system.
18. Whilst working remotely from Newnham (Launceston) the staff member was employed by Senator Lambie, as Electoral Officer on a non-ongoing full time basis from 25 July 2023- 3 September 2023 and then on an ongoing full time basis between 4 September 2023 – 22 May 2024.
19. On 20 November 2023 Senator Lambie nominated the staff member under clause 5 of *the Staff Travel and Relief Staff Arrangements Determination 2023/10* as the electoral employee to travel as directed anywhere in Australia on official business without debit from the Electorate Support Budget.
20. Between August 2023 and May 2024, the staff member claimed
  - a. TA for 75 nights in Burnie, city where Senator Lambie's electoral office is situated, at a cost of \$19,197;
  - b. MVA for travel between their home work base and the electoral office at a cost of \$8,499.
21. TA claims for more than 3 nights per week occurred on 12 occasions during this period at a cost of \$11,150 and MVA \$2,981.22.
22. In addition, the staff member undertook 13 return trips between their work base and other destinations at a further claimed cost of \$12,234.
23. The combined cost of TA and MVA for all 50 trips that the staff member undertook during the period in scope was \$39,930.22.
24. TA and MVA claims were submitted and approved weekly.

## Assessment of work expenses

25. IPEA's analysis over the entire period in scope indicates that the staff member worked from Senator Lambie's electorate office in Burnie, rather than from their approved home work base, for 38% of the period under review. (See **Tables 1**).
26. On 27 June 2024 IPEA wrote to Senator Lambie to advise that IPEA's analysis indicated that the staff member's frequent travel from their home base to work in the electorate office and to stay in the vicinity of the office over several days may have been close to breaching the 50% Rule over the full review period, and that, if considered over shorter periods such as weekly or fortnightly, the 50% Rule may have been breached (**Table 2**) on several occasions. IPEA requested a response from Senator Lambie to better understand the rationale for the staff member's frequent travel.
27. On 5 July 2024 Senator Lambie responded to IPEA, advising IPEA that:

- a. The staff member had been nominated via the Electorate Employee Travel Nomination to travel for official parliamentary business.
- b. The staff member's frequent attendance at the electorate office was required to address workforce challenges such as inadequate staffing and skill shortages and to help manage Senator Lambie's substantial electoral workload.
- c. The staff member's extensive experience across multiple sectors and parliamentary procedures. In addition, for work health and safety reasons, to ensure more than one staff member was available in the electorate office at any one time, the staff member was required to attend the electorate office and to stay overnight to mitigate driving fatigue risks.
- d. Senator Lambie also acknowledged the importance of responsible use of public resources for official parliamentary business and that all decisions regarding travel expenses should be made with utmost ethical consideration and cost efficiency.

## Summary of findings

28. The Work Bases policy provides scope for flexibility in interpretation. While IPEA's analysis of Senator Lambie's staff member's pattern of work location and travel identified that over some shorter periods, the 50% Rule was breached, IPEA accepts that the staff member travelled as directed by Senator Lambie and that for Senator Lambie to maintain a functional, effective, and safe workplace in her electorate office, the assessment of the travel data against the 50% Rule should be over the whole review period.

## Conclusion

29. Noting that the Work Bases policy allows for flexibility in interpretation and application of the 50% rule, IPEA accepted Senator Lambie's explanation of the need for the staff member's frequent travel between their home work base and Senator Lambie's electorate office.
30. IPEA concludes that the travel undertaken by the staff member within the scope of this review is consistent with the legislative framework and the MaPS Work Base Policy. IPEA has advised Senator Lambie that the Review is closed.
31. Nonetheless, IPEA has written to Senator Lambie to remind her of the Work Bases policy and the expectations in that policy regarding parliamentarians' directions to staff to travel from approved work from home bases to work in parliamentarians' electorate offices.

## Attachments

- A. IPEA Letter to Senator Lambie on 27 June 2024
- B. Senator Lambie's Letter to IPEA on 5 July 2024
- C. IPEA Letter to Senator Lambie on 8 July 2024
- D. **Tables 1 and 2 (below):**

Attachment D

**Table 1: Calculation of Time Spent in Burnie over the review period (Alternative Work Base - 50% Rule)**

Gross Yearly Workdays (Monday-Friday)		260
% of Year that the staff member is employed by Senator Lambie		82.5%
Estimated Pro-rata Workdays		215
Minus		
2023 Public Holidays	5	
Minus		
2024 Public Holidays	9	
Minus		
Christmas / New Year Shutdown	3	
Minus		
Annual Leave	0	
<b>Total Leave Days</b>		<b>17</b>
Net Assessable Days		198
Plus		
TA Claimed on Weekends	1	
Net Assessable Days		199
Total Nights of TA Paid		75
<b>% of Workdays in Burnie</b>		<b>38%</b>

**Table 2: Data Supporting Short Term Travel 50% Rule Breaches (i.e. trips ≥ 3 days in a week)**

Travel Date	From Location	To Location	End Date	Gross Amount (\$)	Certification Date	MVA Amount (\$)	TA Amount (\$)	MVA KM	Nights in Burnie
25/09/2023		Burnie	28/09/2023	573.24	3/10/2023	240.24	333.00	308	3
16/10/2023		Burnie	20/10/2023	1,372.24	29/11/2023	240.24	1,132.00	308	4
23/10/2023		Burnie	26/10/2023	1,089.24	29/11/2023	240.24	849.00	308	3
31/10/2023		Burnie	3/11/2023	1,089.24	7/11/2023	240.24	849.00	308	3
22/01/2024		Burnie	25/01/2024	1,101.56	30/01/2024	252.56	849.00	308	3
5/02/2024		Burnie	8/02/2024	1,101.56	9/02/2024	252.56	849.00	308	3
19/02/2024		Burnie	22/02/2024	1,245.56	23/02/2024	252.56	993.00	308	3
18/03/2024		Burnie	21/03/2024	1,245.56	25/03/2024	252.56	993.00	308	3
2/04/2024		Burnie	5/04/2024	1,245.56	8/04/2024	252.56	993.00	308	3
15/04/2024		Burnie	18/04/2024	1,245.56	19/04/2024	252.56	993.00	308	3
29/04/2024		Burnie	2/05/2024	1,245.56	3/05/2024	252.56	993.00	308	3
5/05/2024		Burnie	9/05/2024	1,576.56	9/05/2024	252.56	1,324.00	308	4





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

27 June 2024

Senator Jacqui Lambie  
Senator for Tasmania  
Parliament House  
Canberra ACT

Email: [REDACTED]

Dear Senator Lambie

**Travel expenses claimed by your staff member [REDACTED]**

I am writing to advise that the Independent Parliamentary Expenses Authority (IPEA) has been undertaking an analysis of Motor Vehicle Allowance (MVA) claims during the 2023-24 financial year by parliamentarians and their staff under the Parliamentary Budget Resources framework. In this context, I wish to raise with you a concern regarding the extensive and frequent travel expense claims by your former staff member [REDACTED] between 25/07/23 and 22/05/24.

On 23 August 2023, you agreed to a work from home arrangement for [REDACTED] with the proviso that you asked [REDACTED] to travel to the Burnie Electorate Office "when required in a relief capacity" (**Attachment A**). An "alternative work base" was duly registered for [REDACTED] on the Members of Parliament (Staff) HR system. at [REDACTED] home in [REDACTED].

The conditions that parliamentarians and their staff must adhere to when working from an alternative work base is prescribed in the *Members of Parliament (Staff) Enterprise Agreement 2020-23*, (MoPS EA) and the Work Bases policy (Policy).

IPEA's analysis of [REDACTED] travel over the period has identified regular trips between [REDACTED] alternative work base in [REDACTED] and your Burnie electorate office, incurring Motor Vehicle Allowance (MVA) and 75 nights of Travel Allowance (T/A). For your convenience, a calendar of [REDACTED] pattern of travel to the Burnie office over the period of [REDACTED] employment with you is attached. (**Attachment B**).

The combined cost of [REDACTED]'s MVA and T/A claims for the period under review was \$27,696.60 (**Attachment C**). IPEA notes that [REDACTED] also claimed other MVA and T/A expenses during this period for travel to other locations and these expenses are not currently under review.

Electorate office staff such as [REDACTED] who work in their parliamentarian's electorate office, are not entitled to claim travel expenses from their home base to their place of work. The

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frequency and regularity of ██████████'s travel to and from ██████████ alternative work base to the electoral office in Burnie raises questions about where ██████████ work base actually was, and therefore, ██████████ entitlement to claim T/A and MVA expenses when working in your Burnie office.

Parliamentarians access public funds to enable them to conduct their parliamentary business. IPEA's mandate, as expressed by the Australian Government, is to provide greater accountability and transparency of these expenses. The principles parliamentarians are to apply when utilising public resources, are set out in Part 3 – Division 2 of the *Parliamentary Business Resources Act 2017* (the PBR Act). In summary parliamentarians are personally responsible and accountable for the use of public resources. They must be prepared to publicly justify their use of public resources for conducting parliamentary business, act ethically and in good faith when incurring expenses, and ensure that expenditure represent value for money.

With regard to the travel expenses incurred by parliamentary staff, these expenses are identified in *Determination 23/10 – Staff Travel and Relief Arrangements* (the Determination) under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act) The Determination specifies that staff should only travel for parliamentary business as directed by their parliamentarian, and travel must be by the most efficient direct route.

Further details are provided under the MoPS Act Enterprise Agreement 2020-2023 (MoPS EA): [MOPS Enterprise Agreement 2022-23 - Aug 2023.pdf \(finance.gov.au\)](#) which is still currently in force. Further, Work Bases Policy Guidelines (Policy) which include definitions and case studies provide a functional understanding as to the interpretation of alternative work base and eligibility to claim TA. Details of the Policy is via the Department of Finance website at [Work Bases | Ministerial and Parliamentary Services \(finance.gov.au\)](#).

We draw your attention to the following relevant parts of the Policy defining a 'work base' and the factors that influence how a work base is determined:

*"An employee's work base is the place of work where they spend the most (more than 50 percent) of their time on duty. " and*

*"An employee's residence is considered to be their 'alternative work base' if they work from home on a regular basis and they spend the majority of their time working from home rather than in the office."*

Further guidance as to travel expenses claims in the situation of an employee with a work from home arrangement is given as follows:

***" 5. Work base and eligibility for Travel Allowance (TA)***

*When arranging travel, it is important the parliamentarians and their MOP(S) Act employees are aware of the operation of clause 55 of the Enterprise Agreement.*

***If a MOP(S) Act employee is found to have spent more than 50 percent of their time for the period they are claiming TA in a location that was not their agreed work base, that location is deemed to be their workplace and TA is not payable. (50% rule).***

*Parliamentarians should discuss expectations regarding travel with their new employees and ensure all parties understand the employee's work base will be where they spend the majority of their time on duty. "*

IPEA notes that ██████████s work in the Burnie office did not amount to more than 50 per cent of ██████████ time if the reference period is taken to be ██████████ entire 10-month employment with you. It did

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however come uncomfortably close and the pattern of travel to and from work in the Burnie office is very regular and frequent. In addition, as outlined in the Policy, if the reference period is shorter and aligned to individual TA claim periods or fortnightly then as outlined in the calendar in **Attachment A**, there are periods where the 50% rule is likely to have been breached and it would be open to IPEA to recover the travel expenses.

IPEA is seeking to better understand the nature of [REDACTED]'s alternative work base arrangement and requests that you provide responses to the following questions:

1. Can you indicate why it was necessary for [REDACTED] to travel to the Burnie office as frequently and as regularly during her employment with you?
2. Did you direct [REDACTED] to work in Burnie on each occasion?
3. Was each trip and overnight(s) stay approved by you?
4. Were you aware that the frequency and regularity of [REDACTED]'s travel to and from work in the Burnie office was potentially inconsistent with the MoPS EA and Policy Guidelines?
5. When directing [REDACTED] to work in Burnie, can you explain how you addressed the 50% rule with [REDACTED] and its implications for [REDACTED] ability to claim travel expenses?

Please provide your response to the questions above by close of business on Friday 5 July 2024, or advise prior to the date if you need more time. Please feel welcome to contact [REDACTED] Director, Assurance and Audit, on [REDACTED] should you wish to discuss the matter.

Yours sincerely

[REDACTED]

---

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

[REDACTED]

**OFFICIAL**

**From:** Ministerial & Parliamentary Services  
**Sent:** Wednesday, 6 September 2023 4:01 PM  
**To:** MOPSPolicy  
**Subject:** FW: Working from home request - [REDACTED] - Sen Lambie office | Ref 1819305 6.9.23 [SEC=OFFICIAL]

**OFFICIAL**

Hi Team,

I received a call from [REDACTED] the [REDACTED] from Senator Lambie's office.

She wanted to check in to see if there was an update on this request but also wanted to advise as off today (06/09/2023) they have submitted a new ongoing contract for [REDACTED] as [REDACTED] is currently non-ongoing in case this changes the decision for [REDACTED] request.

Should you have any questions, please do not hesitate to contact the MaPS helpdesk.

Kind Regards,



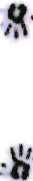
[REDACTED]  
HR Frameworks Branch  
Ministerial and Parliamentary Services  
Department of Finance



A: One Canberra Avenue, Forrest ACT 2603



The Department of Finance acknowledges the traditional custodians of the land on which we work and we pay our respects to Elders past, present and future.



**Classification:** OFFICIAL  
**Classified by:** mpshelp@finance.gov.au on: 30/08/2023 11:30:09 AM  
**From:** Ministerial & Parliamentary Services  
**Sent:** Wednesday, August 30, 2023 11:30 AM  
**To:** MOPSPolicy [REDACTED]  
**Subject:** FW: Working from home request - [REDACTED] - Sen Lambie office | Ref 1819305 [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon team,

Please see a WFH request below for [REDACTED] (EOB) in Senator Lambie's office.

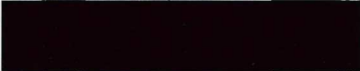
The Senator's approval is included below.

If you need further information, please let the helpdesk know.

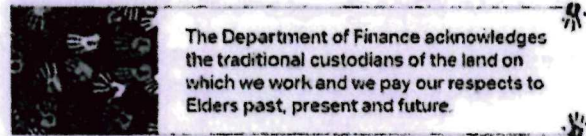
Kindest regards,



HR Frameworks Branch  
Ministerial and Parliamentary Services  
Department of Finance



A: 1 Canberra Avenue, Forrest ACT 2603



Classification: OFFICIAL

Classified by: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au) on: 30/08/2023 11:30:09 AM

From: [Redacted] (Sen J. Lambie) [Redacted]

Sent: Monday, August 28, 2023 4:12 PM

To: Ministerial & Parliamentary Services [Redacted]

Cc: [Redacted] (Sen J. Lambie) [Redacted]

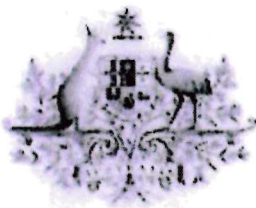
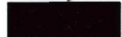
Subject: FW: Working from home - agreement

Good afternoon

I am advised that I need to contact you to request a change of work base to 'unusual workbase' as per the email below. Currently I am listed with my work base as Burnie which is incorrect.

Could you please advise when this has been actioned.

Many thanks



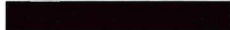
Office of Senator  
Jacqui Lambie



Office of Senator Jacqui Lambie



4/22 Mount St, Burnie TAS 7320



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**From:** Lambie, Jacqui (Senator) [REDACTED]  
**Sent:** Monday, August 28, 2023 3:14 PM  
**To:** [REDACTED] (Sen J. Lambie) [REDACTED]  
**Subject:** Working from home - agreement

Hi [REDACTED]

I write to inform you of our verbal discussion on 25 July 2023 regarding your employment contract and role requirements.

I give permission for you to work remotely from your address in [REDACTED] Tasmania but ask of you to travel to the Burnie Electorate Office, when required, in a relief capacity.

I will speak with you shortly regarding the WHS checklist required by MOPS to identify any risks that may be associated with working from home.

If you agree to the above, please return reply and approve.

Kind regards,



**Office of Senator  
Jacqui Lambie**

**Office of Senator Jacqui Lambie**

[REDACTED]  
4/22 Mount St, Burnie TAS 7320  
[REDACTED]

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**ATTACHMENT B**

**Yellow highlighted periods below indicate use of MVA and TA from alternative work base (wfh) to work in parliamentarian’s electorate office in FY 2023-24.**

**Yellow highlighted periods are dates spent in parliamentarian’s electorate office. MVA has been claimed from alternative work base (wfh) to parliamentarian’s electorate office for the first day of each highlighted period and return on the last day. Travel allowance for overnights away from alternative workbase (wfh) was also claimed for these days.**

**Red highlighted days (Wednesday August 3, Wednesday August 10 and Wednesday August 30 2023) are alternative workbase (wfh) to electorate office trips and back on the same day.**

**2023**

January							February							March						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1		1	2	3	4	5			1	2	3	4	5		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

April							May							June							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
					1	2	1	2	3	4	5	6	7			1	2	3	4		
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			

July							August							September						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6			1	2	3			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

**October**

**November**

**December**

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
					1		1	2	3	4	5								1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

# 2024

## January

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4: 11: 18: 26:

## February

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

3: 10: 17: 24:

## March

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4: 10: 17: 25:

## April

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## May

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



ATTACHMENT C

Claim ID	Claim Type	Claimant Name	Travel Date	From Location	To Location	End Date	Gross Amount	Certification Expense Amount	MVA Amount	TA Amount	Status	MVA KM
8236601	Domestic Travel Allowance		2/10/2023	Burnie	Burnie	28/07/2023	351.24	0.00	240.24	111.00	AUD Paid in SAP FI	308
8236614	Domestic Travel Allowance		3/08/2023	Burnie	Burnie	3/08/2023	240.24	0.00	240.24	0.00	AUD Paid in SAP FI	308
8236622	Domestic Travel Allowance		10/08/2023	Burnie	Burnie	7/09/2023	266.76	0.00	266.76	0.00	AUD Paid in SAP FI	342
8236627	Domestic Travel Allowance		15/08/2023	Burnie	Burnie	7/09/2023	240.24	0.00	240.24	222.00	AUD Paid in SAP FI	308
8237933	Domestic Travel Allowance		22/08/2023	Burnie	Burnie	17/09/2023	462.24	0.00	240.24	222.00	AUD Paid in SAP FI	308
8237939	Domestic Travel Allowance		30/08/2023	Burnie	Burnie	11/09/2023	240.24	0.00	240.24	0.00	AUD Paid in SAP FI	308
8243547	Domestic Travel Allowance		13/09/2023	Burnie	Burnie	14/09/2023	351.24	0.00	240.24	111.00	AUD Paid in SAP FI	308
8247313	Domestic Travel Allowance		19/09/2023	Burnie	Burnie	25/09/2023	462.24	0.00	240.24	222.00	AUD Paid in SAP FI	308
8251143	Domestic Travel Allowance		25/09/2023	Burnie	Burnie	28/09/2023	702.48	0.00	240.24	333.00	AUD Paid in SAP FI	308
8254176	Domestic Travel Allowance		21/10/2023	Burnie	Burnie	31/10/2023	573.24	0.00	480.48	222.00	AUD Paid in SAP FI	616
8258984	Domestic Travel Allowance		9/10/2023	Burnie	Burnie	6/10/2023	702.48	0.00	240.24	1,320.00	AUD Paid in SAP FI	308
8260634	Domestic Travel Allowance		16/10/2023	Burnie	Burnie	14/10/2023	1,560.24	0.00	240.24	1,320.00	AUD Paid in SAP FI	308
8262807	Domestic Travel Allowance		23/10/2023	Burnie	Burnie	20/10/2023	1,372.24	0.00	240.24	849.00	AUD Paid in SAP FI	308
8268519	Domestic Travel Allowance		31/10/2023	Burnie	Burnie	26/10/2023	1,069.24	0.00	240.24	849.00	AUD Paid in SAP FI	308
8277194	Domestic Travel Allowance		7/11/2023	Burnie	Burnie	31/11/2023	1,069.24	0.00	240.24	849.00	AUD Paid in SAP FI	308
8279589	Domestic Travel Allowance		21/11/2023	Burnie	Burnie	9/11/2023	806.24	0.00	0.00	0.00	AUD Paid in SAP FI	0
8283141	Domestic Travel Allowance		28/11/2023	Burnie	Burnie	23/11/2023	806.24	0.00	0.00	0.00	AUD Paid in SAP FI	0
8287507	Domestic Travel Allowance		12/12/2023	Burnie	Burnie	30/11/2023	866.12	0.00	0.00	0.00	AUD Paid in SAP FI	154
8291345	Domestic Travel Allowance		18/12/2023	Burnie	Burnie	30/11/2023	866.12	0.00	0.00	0.00	AUD Paid in SAP FI	308
8294976	Domestic Travel Allowance		7/01/2024	Burnie	Burnie	31/12/2023	523.24	0.00	240.24	283.00	AUD Paid in SAP FI	308
8300278	Domestic Travel Allowance		14/01/2024	Burnie	Burnie	13/12/2023	806.24	0.00	240.24	252.56	AUD Paid in SAP FI	308
8300285	Domestic Travel Allowance		22/01/2024	Burnie	Burnie	20/12/2023	535.56	0.00	0.00	0.00	AUD Paid in SAP FI	0
8308833	Domestic Travel Allowance		29/01/2024	Burnie	Burnie	8/01/2024	331.00	0.00	0.00	331.00	AUD SAP FI Document Posted	308
8310609	Domestic Travel Allowance		5/02/2024	Burnie	Burnie	15/01/2024	1,101.56	0.00	252.56	849.00	AUD Paid in SAP FI	308
8314823	Domestic Travel Allowance		12/02/2024	Burnie	Burnie	31/01/2024	1,071.12	0.00	505.12	566.00	AUD Paid in SAP FI	616
8318809	Domestic Travel Allowance		19/02/2024	Burnie	Burnie	1/02/2024	1,101.56	0.00	252.56	849.00	AUD Paid in SAP FI	308
8322450	Domestic Travel Allowance		26/02/2024	Burnie	Burnie	8/02/2024	914.56	0.00	252.56	662.00	AUD Paid in SAP FI	308
8323861	Domestic Travel Allowance		29/02/2024	Burnie	Burnie	14/02/2024	1,245.56	0.00	252.56	993.00	AUD Paid in SAP FI	308
8325077	Domestic Travel Allowance		4/03/2024	Burnie	Burnie	22/02/2024	583.56	0.00	252.56	331.00	AUD Paid in SAP FI	308
8334604	Domestic Travel Allowance		18/03/2024	Burnie	Burnie	1/03/2024	583.56	0.00	252.56	331.00	AUD Paid in SAP FI	308
8343054	Domestic Travel Allowance		20/04/2024	Burnie	Burnie	5/03/2024	1,245.56	0.00	252.56	993.00	AUD Paid in SAP FI	308
8349047	Domestic Travel Allowance		15/04/2024	Burnie	Burnie	6/03/2024	1,245.56	0.00	252.56	993.00	AUD Paid in SAP FI	308
8352482	Domestic Travel Allowance		21/04/2024	Burnie	Burnie	25/04/2024	1,245.56	0.00	252.56	993.00	AUD Paid in SAP FI	308
8355745	Domestic Travel Allowance		29/04/2024	Burnie	Burnie	2/05/2024	1,245.56	0.00	252.56	993.00	AUD Paid in SAP FI	308
<b>Total</b>							<b>27,696.60</b>	<b>0.00</b>	<b>8,499.60</b>	<b>19,197.00</b>	<b>AUD</b>	





THE OFFICE OF SENATOR JACQUI LAMBIE  
SENATOR FOR TASMANIA

5 July 2024

Branch Manager  
Independent Parliamentary Expenses Authority  
One Canberra Avenue  
Forrest ACT 2603

Dear Nicole Pearson,

Re: Travel Expense Claims by [REDACTED]

I am responding to your letter dated 27 June 2024 about travel expense claims by [REDACTED].

On 20 November 2023, I notified the Independent Parliamentary Expense Authority that [REDACTED] was nominated as the Electorate Employee Travel Nomination (Attachment A). The reason was to provide [REDACTED] with travel allowance for official parliamentary business in accordance with clause 5 of the *Staff Travel and Relief Staff Arrangements Determination 2023/10*.

My electoral office has a substantial workload and receives a high volume of emails and phone calls from distressed veterans and members of the public. I asked [REDACTED] to travel to my electoral office to address workforce challenges due to inadequate staffing and skill shortages. [REDACTED] has extensive experience across multiple sectors and an awareness of parliamentary procedure which was a value to my office and addressed workforce shortages. Additionally, my electoral office requires at least three staff members to be present for safety and security concerns and to effectively manage constituent and veteran inquiries.

Given that [REDACTED] had to drive for at least three hours to return home, I felt it crucial to ensure she stayed overnight to prevent the risks of fatigue-related driving dangers. As such, my reason to approve overnight stays for [REDACTED] was based on genuine concerns for her safety and wellbeing.

I acknowledge the importance of responsible use of public resources for official parliamentary business, and I can assure you that all decisions regarding travel expenses are made with utmost ethical consideration and cost efficiency. I hope this letter alleviates your concerns and please do not hesitate to contact me should you require further information.

Yours sincerely,

[REDACTED]  
Senator Jacqui Lambie  
Senator for Tasmania

Office of Senator Jacqui Lambie

Email: [REDACTED]  
Mail: PO Box 256, Burnie TAS 7320

Electorate Phone: 03 6431 3112  
Electorate Office Address: 4/22 Mount St, Burnie TAS 7320



## ELECTORATE EMPLOYEE TRAVEL NOMINATION

In accordance with the determination regarding staff travel arrangements made under the *Staff Travel and Relief Staff Arrangements Determination 2023/10*:

SECTION 1 **Senators and Members** may nominate an electorate employee under clause 5 of the Determination to travel as directed anywhere in Australia on official business without debit from the electorate support budget.

SECTION 2 **Presiding Officers, Deputy Presiding Officers, Parliamentary Secretaries, Whips or Shadow Ministers** under clause 6 of the Determination may nominate a personal employee whose travel costs will be deducted from the electorate support budget in place of a nominated electorate employee.

**Note:** Nomination of employees made under clauses 5 and 6 of the Determination are expected to commence from the beginning of each financial year. Nominations may be changed up to **three times** per financial year.

**Returning your completed form**  
Scan and Email to: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)  
**Enquiries:** Independent Parliamentary Expenses Authority  
Email: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)  
Phone: (02) 6215 3000

▶ Employer name

▶ Date of effect

▶ Is this replacing an existing nomination? No   
Yes  Name of ceasing nominated employee

▶ Please complete SECTION 1 or SECTION 2

**SECTION 1** **Nominated electorate employee**

▶ Nominated employee's name

**SECTION 2** **Transfer of travel resources – Presiding Officer, Deputy Presiding Officer, Parliamentary Secretary, Whip or Shadow Minister**

▶ Transfer of travel resources from: (name of person currently occupying the personal employee position)   
to: (name of person currently occupying the electorate employee position)

**SIGNATURE**

▶ By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

**Signature of Employer or Authorised Person**

Name

Date

**Privacy Collection Notice** — Consistent with the *Privacy Act 1988*, the Independent Parliamentary Expenses Authority (IPEA) uses the personal information provided in this form to facilitate the administration and monitoring of work expenses for Parliamentarians and their employees under the parliamentary work expense framework. Details of the related expenditure may be tabled in Parliament, published on the IPEA website, or provided to the Special Minister of State, the Department of Finance, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information is available in the full Privacy Notice at [www.ipea.gov.au/privacy.html](http://www.ipea.gov.au/privacy.html)

**From:** IPEA Enquiries  
**To:** [REDACTED]  
**Subject:** RE: 1816571 - Electorate Employee Travel nomination for the 2023/24 financial year [SEC=OFFICIAL]  
**Date:** Monday, 20 November 2023 3:14:17 PM  
**Attachments:** [REDACTED]

---

**OFFICIAL**

Good afternoon [REDACTED]

Thank you for your email regarding Senator Lambie's nominated electorate employee.

The attached Electorate Employee Nomination form has been actioned and will take effect on 20 November 2023.

Nominated electorate employees, in accordance with clause 5 of the [Staff Travel and Relief Staff Arrangements Determination 2023/10](#), may travel as directed anywhere in Australia on official business without debit from the electorate support budget. The new Determination also allows for up to three nomination changes per financial year, Senator Lambie has two changes remaining for this financial year.

If you have any further questions, please feel free to contact [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au) or 02 6215 3000.

Kind regards

[REDACTED]  
Travel, Education & Advice  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000  
E: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)



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**From:** [REDACTED] (Sen J. Lambie) [REDACTED]  
**Sent:** Monday, November 20, 2023 10:27 AM  
**To:** IPEA Enquiries <[Enquiries@ipea.gov.au](mailto:Enquiries@ipea.gov.au)>  
**Cc:** [REDACTED] (Sen J. Lambie) [REDACTED] (Sen J. Lambie) [REDACTED]  
**Subject:** FW: 1816571 - Electorate Employee Travel nomination for the 2023/24 financial year [SEC=OFFICIAL]

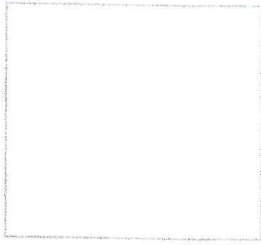
Hi IPEA,

Can I please update our records for the Electorate Employee Travel Nomination form.  
Please remove staff member, [REDACTED] and add [REDACTED].

Any questions, please let me know.

Kind regards,

[REDACTED]  
**Office of Senator Jacqui Lambie**  
Electorate Phone: 03 6431 3112



4/22 Mount St, Burnie TAS 7320  
[Redacted]

[senatorlambie.com](http://senatorlambie.com) | [Facebook](#) | [Twitter](#) | [Instagram](#)

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---

**From:** IPEA Enquiries <[Enquiries@ipea.gov.au](mailto:Enquiries@ipea.gov.au)>  
**Sent:** Thursday, August 24, 2023 2:54 PM  
**To:** Lambie, Jacqui (Senator) [Redacted]  
**Subject:** RE: 1816571 - Electorate Employee Travel nomination for the 2023/24 financial year [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon Senator

Thank you for your email regarding your nominated electorate employee.

The attached Electorate Employee Nomination form has been actioned and will take effect on 23 August 2023.

Nominated electorate employees, in accordance with clause 5 of the *Staff Travel and Relief Staff Arrangements Determination 2023/10*, may travel as directed anywhere in Australia on official business without debit from the electorate support budget. The new Determination also allows for up to three nomination changes per financial year.

If you have any further questions, please feel free to contact [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au) or 02 6215 3000.

Kind regards

[Redacted]  
Travel, Education & Advice  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000  
E: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)  
W: [www.ipea.gov.au](http://www.ipea.gov.au)

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**Classification:** [Redacted]  
**Classified by:** [Redacted] **on:** 24/08/2023 2:34:49 PM  
**From:** Lambie, Jacqui (Senator) [Redacted]  
**Sent:** Wednesday, August 23, 2023 12:27 PM

To: IPEA Enquiries <[Enquiries@ipea.gov.au](mailto:Enquiries@ipea.gov.au)>

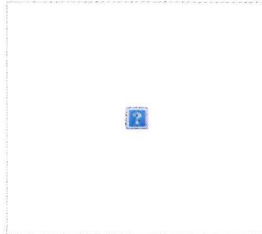
Cc: [REDACTED] (Sen J. Lambie)

Subject: RE: 1816571 - FOR ACTION - Electorate Employee Travel nomination for the 2023/24 financial year [SEC=OFFICIAL]

Dear [REDACTED]

My apologies for the delay.  
Please find attached as requested.

Kind regards,



Office of Senator Jacqui Lambie

Electorate Phone: 03 6431 3112

4/22 Mount St, Burnie TAS 7320  
[REDACTED]

[senatorlambie.com](http://senatorlambie.com) | [Facebook](#) | [Twitter](#) | [Instagram](#)

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From: IPEA Enquiries <[Enquiries@ipea.gov.au](mailto:Enquiries@ipea.gov.au)>

Sent: Monday, August 21, 2023 3:17 PM

To: Lambie, Jacqui (Senator) [REDACTED]

Subject: [WARNING: MESSAGE ENCRYPTED]REF: 1816571 - FOR ACTION - Electorate Employee Travel nomination for the 2023/24 financial year [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon Minister

I am writing to advise that we have not received your Electorate Employee Travel nomination for the 2023/24 financial year.

In accordance with the attached *Staff Travel and Relief Staff Arrangements Determination 2023/10 (clause 5)*, you may nominate an electorate employee to travel as directed anywhere in Australia on official business without debit from your Electorate Support Budget. Nominations will commence at the beginning of each financial year and may be changed up to three times per financial year.

Please complete the attached updated Electorate Employee Travel Nomination form and return via email to [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au) for processing.

If you have any further questions, please feel free to contact [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au) or 02 6215 3000.

Kind regards

---

[REDACTED] ravel, Education & Advice  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
T: 02 6215 3000  
E: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au)  
[www.ipea.gov.au](http://www.ipea.gov.au)



Classification: OFFICIAL  
Classified by: [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au) on: 21/08/2023 12:28:22 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.



OFFICIAL: Sensitive



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

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7 July 2024

**Senator Jacqui Lambie**  
**Senator for Tasmania**  
**PO Box 6100**  
**Parliament House**  
**Canberra ACT 2600**

Email: [REDACTED]

Dear Senator Lambie

**Travel Expenses claimed by your staff member [REDACTED]**

Thank you for your letter of 5 July 2024 in response to the Independent Parliamentary Expenses Authority's (IPEA) letter of 27 June 2024 raising some queries regarding the work location pattern and travel expenses of your previous staff member [REDACTED]

IPEA has completed its Assurance Review of the available information and accepts that that [REDACTED]'s travel was directed by you and consistent with the Parliamentary Business Resources Framework and the *Members of Parliament (Staff) Act 1984*.

IPEA publishes its Assurance Reviews on the IPEA website at [Published assurance reviews | Independent Parliamentary Expenses Authority \(ipea.gov.au\)](#). You will be provided with a copy of the Assurance Review on this matter for any comment before publication.

Should you require further information, please contact [REDACTED] A/g Branch Manager, Transparency, Assurance and Legal Branch, on [REDACTED]

Yours sincerely

  
[REDACTED]  
**Nicole Pearson**  
A/g Chief Executive Officer  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
[REDACTED]

OFFICIAL: Sensitive

