

Travel and Travel-Related Expenses  
of Ms Vikki Campion:  
9 May 2016 to 14 February 2018

**Audit Report**  
**Independent Parliamentary Expenses Authority**

July 2018

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## Attachments

Attachment A	IPEA Protocol – <i>Dealing with Misuse of Parliamentary Work Expenses</i> .
Attachment B	<i>Ministerial Determination 2016/16</i> (excerpt).
Attachment C	Summary of travel table.
Attachment D	Timeline of audit process.

## 1. Executive Summary

- 1.1 IPEA confirms that apart from the one instance identified in paragraph 1.2(1):
- Ms Campion's travels were directed and authorised consistent with the relevant frameworks; and
  - There was official parliamentary business conducted on each trip.
- 1.2 Twenty-five 'trips' were identified as in the scope of the audit, and of these eight were assessed as requiring further investigation. Of the eight, two anomalies were identified. These being:
1. Ms Campion broke a journey from Gladstone to Canberra and spent three nights in Sydney before completing her travel to Canberra. The framework allows a journey to be broken for personal reasons for no more than two nights. It was verified independently that Ms Campion fell ill while touring cyclone affected locations in North Queensland and recovered in Sydney. Ms Campion repaid two taxi fares with a total value of \$100.96, which were the only expenses paid relating to the longer than permitted break in travel.
  2. During the audit, Ms Campion provided IPEA a Travelling and Motor Vehicle Allowance claim that she believed she had submitted in 2017. IPEA did not have a record of receiving or paying this claim. This trip was verified independently. Ms Campion submitted the claim and was paid the amount of \$978.36 on 5 April 2018.
- 1.3 The authority to undertake audits such as this one into the travel and travel-related expenses of Ms Vikki Campion has been delegated to the Chief Executive Officer, Independent Parliamentary Expenses Authority (IPEA), by the Members of the Authority. This Audit Report was prepared under that delegation.
- 1.4 In February 2018, IPEA initiated a preliminary assessment of the use of travel and travel-related expenses claimed by Ms Campion. The assessment was consistent with IPEA's publicly available Protocol for *Dealing with Misuse of Parliamentary Work Expenses*.

### **The Framework**

- 1.5 The scope of the audit included all of Ms Campion's travel and travel-related expenses from when she commenced employment with the Hon Barnaby Joyce MP in May 2016 until her resignation from employment with the Hon Damian Drum MP in February 2018. The scope included periods where Ms Campion was employed by Mr Joyce, Senator the Hon Matthew Canavan and Mr Drum.

### ***Members of Parliament (Staff) Act 1984***

- 1.6 Staff who work for parliamentarians are employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), and their terms and conditions of employment are set out in the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* (the Enterprise Agreement). Arrangements applying to official travel for Members of Parliament staff (MOP(S) staff) include the Enterprise Agreement and its Guidelines and Determinations made by the Special Minister of State. During this period, Determination 2016/16 was current.
- 1.7 In summary, MOP(S) staff are able to travel within Australia on *official business* at Commonwealth expense, when *directed* to do so by the employing parliamentarian. Section 32 of the MOP(S) Act provides that a parliamentarian may authorise in writing another person to exercise their powers under the Act. It is common for a parliamentarian to authorise one or more staff members to direct the travel undertaken by staff in that office. The authorised person exercises a power in the name of the parliamentarian rather than in their own name;

where allowed, a delegated power is where the person exercises that power in their own name and not that of the parliamentarian. The MOP(S) Act does not allow a parliamentarian to delegate their powers, only to authorise others to use that power<sup>[1]</sup>.

1.8 In this audit, threshold issues were therefore:

- On each occasion Ms Campion travelled at Commonwealth expense, did she do so at the direction of her employing parliamentarian or a person authorised by the parliamentarian for that purpose?
- Was the travel undertaken by Ms Campion to support the official business of the employing parliamentarian, noting that it is the parliamentarian or authorised person who determines what is official business?

1.9 In this audit, matters that are beyond the jurisdiction of IPEA include:

- The basis on which Ms Campion was employed in, or moved between, offices; and
- The merits of the official meetings and events for which travel was undertaken.

1.10 IPEA notes it is reasonable and accepted practice for the employing parliamentarian to be accompanied by personal staff performing media functions on official duties.

1.11 IPEA notes that MOP(S) staff can be verbally directed to travel; documentation is only required to claim allowances and expenses. IPEA sought independent verification that the travel and travel-related expenses claimed met the above threshold issues. IPEA notes that on many occasions Ms Campion was travelling in the company of other staff from the offices of Mr Joyce and Senator Canavan. The presence of other staff supports the assessment that the purpose of travel was for official business.

1.12 The Members of the Authority approve the publication of this Audit Report.

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<sup>[1]</sup> Authorisations are currently recorded in a document known as a Form 7 signed by the parliamentarian and stored in a database maintained and administered by the Department of Finance. IPEA confirmed the appropriate Form 7 from Mr Joyce's office for all relevant times of this Audit.

## 2. Authority to Audit

- 2.1 IPEA is responsible under the *Independent Parliamentary Expenses Authority Act 2017* (the IPEA Act) to audit parliamentarians' work expenses and the travel expenses of their staff. Staff who work for parliamentarians are employed under the MOP(S) Act. The new parliamentary work expenses framework commenced on 1 January 2018 with the commencement of the *Parliamentary Business Resources Act 2017* (the PBR Act). IPEA has published a Protocol on *Dealing with Misuse of Parliamentary Work Expenses*, at Attachment A.
- 2.2 Any allegations of, or incidents relating to, non-compliance with the parliamentary work expenses framework may be the subject of investigation or audit by IPEA. Under the legislation, IPEA audits any parliamentary work expense matter or staff travel matter it deems appropriate. In relation to this function, IPEA is provided with the statutory power to require that information be provided by any person, with a penalty for non-compliance.

### **IPEA's statutory audit function**

- 2.3 Under section 12(1)(i) of the IPEA Act, the Authority has the function:
- to conduct, or arrange for the conduct of, such audits as the Authority considers appropriate of matters relating to:*
- (i) *MP work resources; and*
- (ii) *MOP(S) travel resources;*
- 2.4 The term 'audit' has its ordinary meaning. According to the Macquarie Dictionary, an audit is 'an official examination of accounts and records, especially of financial records'<sup>1</sup>.
- 2.5 Formal auditing standards, as issued by the Australian Government's Auditing and Assurance Standards Board, specifically the *Standard on Assurance Engagements ASAE 3000: Assurance Engagements Other than Audits or Reviews of Historical Financial Information*, and *Standard on Assurance Engagements ASAE 3100: Compliance Engagements* contain detailed requirements for the staffing, conduct and reporting of these kinds of audits.
- 2.6 While noting the ordinary meaning of audit, IPEA undertakes its activities in a way that is consistent with these professional standards to the fullest extent reasonably possible for IPEA.

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<sup>1</sup>[https://www.macquariedictionary.com.au/features/word/search/?word=audit&search\\_word\\_type=Dictionary](https://www.macquariedictionary.com.au/features/word/search/?word=audit&search_word_type=Dictionary)

### 3. Audit Criteria - Parliamentary Work Expenses Framework

3.1 Parliamentarians' staff are engaged directly under the MOP(S) Act by individual parliamentarians. The parliamentarian enters into a contract with staff on behalf of the Commonwealth.

These staff fall within two general categories:

- Electorate employees – employed by every parliamentarian to assist in their capacity as their constituents' elected representative; and
- Personal employees – employed by specified parliamentarians to assist in the additional roles they hold within the Parliament.

3.2 Ms Campion was employed as a personal employee in each of her engagements by Mr Joyce, Senator Canavan and Mr Drum.

3.3 The terms and conditions of employment of personal staff are established in accordance with the agreement-making provisions of the *Fair Work Act 2009*. All personal staff have terms and conditions of employment provided by their Enterprise Agreement.

3.4 Arrangements applying to official travel for parliamentarians' staff are set out in the Enterprise Agreement and its Guidelines, and in Determinations made by the Special Minister of State. *Determination 2016/16* is the relevant Determination for this audit ([Attachment B](#)).

3.5 It is the parliamentarian or their authorised person when directing MOP(S) staff who is responsible for ensuring the travel meets the above criteria. The authority of the parliamentarian or their authorised person in directing MOP(S) staff has not changed with the introduction of the new work expenses framework on 1 January 2018. Only parliamentarians can undertake official business. As noted above, the role of MOP(S) staff is to support their employing parliamentarian.

3.6 MOP(S) staff are able to travel within Australia on official business at Commonwealth expense, when directed to do so by the employing parliamentarian. The parliamentarian's capacity to direct staff travel is subject to a range of conditions set out within the above-mentioned framework including, *inter alia*:

- Restrictions on class of travel;
- Limitations on the use of self-drive hire cars; and
- Limitations on 'personal stopovers' in the course of official travel.

3.7 Other over-arching principles apply, such as:

- The requirement that travel may only be by the most efficient and direct route available; and
- It is an employee's responsibility to meet the cost of transport to and from the place of work during normal hours of duty.

3.8 The MOP(S) Act provides that a parliamentarian may authorise another person to exercise the parliamentarian's powers under the Act. Accordingly, it is common for a parliamentarian to authorise one or more staff to direct that travel be undertaken. The authorisation, effected on a pro-forma provided by the Department of Finance, is typically without restriction, save for the stipulation that an authorised person may not exercise the powers in respect of themselves.

3.9 For MOP(S) Act staff, *Determination 2016/16* states:

*3. All personal employees may travel as directed anywhere within Australia on official business.*

*8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.*

- 3.10 There are no restrictions imposed on the mode of transport to be used when staff are directed to travel. The travel Determination restricts the available expense to the cost of an airfare, at the class appropriate to their employment classification, for the most reasonable and usual route between the departure and destination points.



## 4. Assessment of Ms Campion's travel and travel-related expenses

### Background

- 4.1 Ms Campion was employed under the MOP(S) Act as a personal employee. A personal employee is employed by an individual parliamentarian to assist in the additional role the parliamentarian has within the Parliament. Ms Campion was employed in various capacities as an Assistant Adviser, Adviser and Senior Adviser.
- 4.2 Ms Campion's use of travel expenses was assessed against the previous work expenses framework, although the authority for staff travel and how it is exercised remain essentially unchanged in the new framework. Both the previous framework and the new post 1 January 2018 framework provide that personal staff of a parliamentarian may travel in Australia at Commonwealth expense. MOP(S) staff are only permitted to travel at Commonwealth expense where they have been directed to travel by the parliamentarian or an appropriately authorised person.
- 4.3 A fundamental aspect of this audit is to confirm if travel was in accordance with the applicable framework.
- The threshold issues were identified as:
- On each occasion Ms Campion travelled at Commonwealth expense, did she do so at the direction of her employing parliamentarian or a person authorised by the parliamentarian for that purpose?
  - Was the travel undertaken by Ms Campion to support the official business of the employing parliamentarian, noting that it is the parliamentarian or authorised person who determines what is official business?
- 4.4 MOP(S) staff can be verbally directed to travel. Documentation is only required to claim allowances (overnight stay, motor vehicle etc.) and expenses<sup>2</sup> (tolls, taxis etc.). Where there was no documentation, IPEA sought verification from a variety of sources including publicly available information, cross-referencing with other documents such as travel manifests and third parties. IPEA notes cross-verification with third parties relies on the memory and diary records of those involved; it is possible that error or non-compliance may have occurred and has not been detected.
- 4.5 Where a claim for Travelling Allowance or reimbursement of a travel-related expense is made by MOP(S) staff, IPEA only makes payment where a claim form has been signed by the parliamentarian or an authorised officer. Authorisation of the expenses serves as an indication of a direction to, and an approval of, the travel.

### Methodology

- 4.6 On 7 February 2018, IPEA commenced a preliminary assessment of the use of travel and travel-related expenses claimed by Ms Campion since May 2016. This preliminary assessment was in line with IPEA's publicly available Protocol for *Dealing with Misuse of Parliamentary Work Expenses*.
- 4.7 IPEA's preliminary assessment examined and interrogated internally held travel records and publicly available information. This initial review indicated that the concerns of misuse, though not substantiated, did warrant a more comprehensive examination of Ms Campion's use of travel and travel-related expenses.

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<sup>2</sup> [https://maps.finance.gov.au/Enterprise\\_Agreement\\_Guidelines/Travelling\\_Allowance\\_0](https://maps.finance.gov.au/Enterprise_Agreement_Guidelines/Travelling_Allowance_0)

- 4.8 On 22 February 2018, IPEA informed Ms Campion that she was the subject of an IPEA audit and that the audit would examine all of her travel and travel-related work expense use.
- 4.9 Consistent with IPEA's functions, the scope of the audit included all of Ms Campion's travel and travel-related work expenses from when she commenced employment in May 2016 until her resignation in February 2018. The audit scope included the periods where she was employed by other parliamentarians but did not include questions of her employment by the parliamentarians.
- 4.10 IPEA compiled, from its records, a table summarised at [Attachment C](#) itemising each leg of travel and each claim for a travel-related expense made by Ms Campion over the period of the audit. This data was set out in a spreadsheet and sorted into 25 'trips', many having multiple destinations. The travel was arranged in chronological order to present a beginning, destination(s) and end. This provided context and, sometimes, an overarching purpose to the trip, against which each work expense used was assessed.
- 4.11 IPEA was told that in Mr Joyce's office it was usual practice for senior staff to recommend to Mr Joyce who should travel on which trips, and for the senior staff to convey Mr Joyce's direction or approval of travel to the relevant staff member. IPEA found that these practices applied to Ms Campion's travel, based on responses from Mr Joyce and Ms Campion and third party verification. Mr Joyce confirmed to IPEA that he directed and approved all of Ms Campion's travel while she was employed by him, meaning in IPEA's view that the appropriate authority (see paragraph 1.7) for direction and approval of her travel was observed.
- 4.12 The 25 trips were assessed against the expenses framework and, where possible, the documented direction to, and approval of, the travel was examined. Trips were identified for further investigation where an element of the travel was not recorded as having been approved by an authorised officer, such as via a Travelling Allowance claim, or the travel appeared incomplete or inconsistent with the expected pattern of travel for a staff member in Ms Campion's position.
- 4.13 Where possible IPEA identified and verified the purpose of travel with other records or publicly held information. Where questions remained, IPEA put additional questions to Ms Campion, during March and April 2018.
- 4.14 The table of travel was provided to Ms Campion, with a set of questions, on 22 March 2018. The questions sought to clarify the context and purpose of particular trips where the work expense use was unclear, incomplete or contradictory. For example, where Travelling Allowance would be expected to have been claimed and was not, or where a trip did not start or conclude in an expected manner. Ms Campion provided her answers to these questions on 27, 28 and 29 March 2018.
- 4.15 IPEA provided a second set of questions to Ms Campion, with an accompanying table, on 11 April 2018. Ms Campion responded the following day, on 12 April 2018.

#### **Assessment**

- 4.16 Of the 25 trips identified, seventeen did not require additional follow up as information that addressed the threshold issues was available.
- 4.17 The eight outstanding trips required further cross referencing from a range of sources including third parties, publicly available information, and other relevant documents such as travel manifests. On many occasions, Ms Campion was travelling in the company of other staff from Mr Joyce's office. The presence of other staff supports the assessment that the travel-related to official business.
- 4.18 Of the eight outstanding trips, two trips (15 and 23) were identified to have further anomalies, one resulting in a small reimbursement from Ms Campion and the other in a payment to her.

- 4.19 When assessing trip 15, while threshold questions had been addressed, the information was inconsistent. IPEA identified that while claims for tolls, parking and taxis were claimed, authorised and paid, two nights of Travelling Allowance and associated Motor Vehicle Allowance were not paid to Ms Campion. IPEA did not have a record of a claim for these expenses. On 28 March 2018, after questions from IPEA, Ms Campion provided evidence of a Travelling Allowance claim form that had been completed and approved at the time of travel. On 5 April 2018, Ms Campion was paid \$978.36 for Travelling and Motor Vehicle Allowance.
- 4.20 With respect to Trip 23, while the threshold questions had been addressed, Ms Campion accessed Section 9 of Schedule A: Personal Stopover conditions as set out in *Determination 2016/16* that apply to staff employed under Parts III and IV of the MOP(S) Act. Although Ms Campion did not access section 10 as outlined below, it is included for completeness.

*9. With approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:*

- a) The stopover is for a maximum of two nights only;*
- b) No annual leave is taken by the employee as part of the stopover; and*
- c) Any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.*

*10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business or a break in travel at a usual point en route to the final destination.*

- 4.21 In trip 23, Ms Campion broke a journey from Gladstone to Canberra, with three nights spent in Sydney. As identified above, the framework provides that a journey may be broken by no more than two nights for personal reasons. However, IPEA notes that Ms Campion was returning to Canberra after falling ill during a tour, with Mr Joyce and other staff, of cyclone affected locations in North Queensland. Her three nights in Sydney were spent recovering with her family. The break of journey incurred no cost to the Commonwealth, other than two taxi fares. IPEA issued an invoice for \$100.96 that Ms Campion repaid; she did not claim any travel allowance and no further action is considered necessary.
- 4.22 Ms Campion did not undertake any travel while employed by Mr Drum.

## 5. Summary of Ms Campion's travel and travel-related expenses

5.1 IPEA examined the Commonwealth-funded travel and travel-related expenses accessed by Ms Campion while she was employed under the MOP(S) Act from 2016 to 2018. Below is a table of Ms Campion's employment under the MOP(S) Act.

Employer	Role	Start	End
Joyce	Assistant Adviser	09/05/2016	08/07/2016 <sup>3</sup>
Joyce	Adviser	19/07/2016	23/04/2017
Canavan	Senior Adviser	24/04/2017	05/09/2017
Drum	Adviser	06/09/2017	14/02/2018

5.2 The total value of the travel and travel-related expenses Ms Campion accessed during this period was \$33,894.72.

- \$29,745.38 while employed by the Hon Barnaby Joyce MP.
- \$4,149.34 while employed by Senator the Hon Matthew Canavan.
- \$0.00 while employed by the Hon Damian Drum MP.

5.3 Ms Campion accessed the following travel and travel-related expenses for the period May 2016 to 5 September 2017.

Travel Work Expense	Count	Amount (GST Exclusive)
Scheduled Commercial Flights	59	\$19,582.19 <sup>4</sup>
Travelling Allowance Nights	49	\$11,768.00
Self-drive hire car trips	4	\$1,056.22
Self-drive hire car fuel claims	2	\$48.15
Taxi Trips	33	\$1,032.30
Motor Vehicle Allowance claims	1	\$352.80
Car Parking claims	2	\$50.00
Toll claims	1	\$5.06
Special Purpose Aircraft Flights	22	N/A

<sup>3</sup> There is an 11 day break in employment.

<sup>4</sup> The cost for one flight (CBR-SYD 4/10/2016) not recorded due to an administrative error by a service provider.



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

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## **Dealing with Misuse of Parliamentary Work Expenses**

In 2017 the Prime Minister, the Hon Malcom Turnbull MP, announced a major overhaul to the Parliamentary Work Expenses Framework to provide greater accountability and transparency. As part of the reforms, the Independent Parliamentary Expenses Authority (IPEA) was established, with responsibility to provide assurance that work expenses are spent in compliance with the Framework.

IPEA will deal with concerns or matters regarding possible misuse of work expenses at arm's length from Government, enabled by the Authority's responsibilities under the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act) for auditing and reporting of parliamentarian's work expenses and *Members of Parliament (Staff) Act 1984* employee (MOP(S) Act staff member) travel expenditure.

### **Concerns of possible misuse**

When a concern regarding the use of a work resource is raised or identified, IPEA will conduct a preliminary review. The review will scrutinise the work expense use and determine if the concern is credible and substantial.

- IPEA will not generally respond to those who have raised concerns nor provide information on progress of deliberations or of any actions consequently taken.
- IPEA may request the parliamentarian or MOP(S) Act staff member to provide further information about the concern, within a specified timeframe that IPEA considers appropriate to the complexity of the request.
- If the concern is relatively minor, IPEA will consider administrative action to address a breach of the Framework.

### **Matters of credible and substantial possible misuse**

In the event of a credible and substantial matter of possible misuse, IPEA will decide whether, or not, to undertake an assurance review or audit of the matter.

- Under the IPEA Act, the Authority may audit any MP work expense or MOP(S) Act staff travel expenditure matter as the Authority considers appropriate.
- In the event of an adverse finding, the parliamentarian or employee will be provided an opportunity to make comment.

Matters involving more serious possible misuse will be considered by the Members of the Authority.

- The Members may issue a notice requiring a person to provide information that is relevant to an audit or report by the Authority, as provided for under Part 5 of the IPEA Act. Criminal penalties apply for failure to comply with a notice, or for providing false or misleading information.

Members of the Authority will decide whether a matter is referred to the Australian Federal Police (AFP).

- The Minister(s) responsible for the AFP and the Special Minister of State, responsible for the Parliamentary Work Expenses Framework, will be notified of a referral of a matter to the AFP.

Members of the Authority will decide whether, or not, to publish their decision(s) in relation to a concern or matter.

DETERMINATION 2016/16

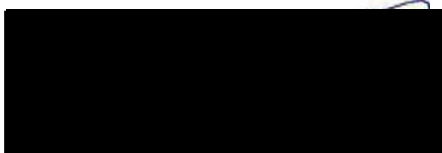
***Members of Parliament (Staff) Act 1984***

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2015/20 made on 17 December 2015 is revoked; and
- Determination 2016/3 made on 27 January 2016 is revoked; and
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act; and
- the relief staff arrangements set out in Schedule B of this determination apply; and;
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this 5<sup>th</sup> day of OCTOBER 2016



SCOTT RYAN  
Special Minister of State

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2012-2015* (or successor agreements) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, or a Chair of a Parliamentary Committee may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to Ministerial and Parliamentary Services (M&PS) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget.
6. A Presiding Officer, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.

<sup>1</sup> Using the *Nomination of Electorate Employee Travel Entitlement* form on the M&PS website.



- (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to M&PS in writing<sup>2</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
- 7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific entitlement to travel to an Australian external territory.
- 8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
- 9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
- 10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>3</sup> or a break in travel at a usual point en route to the final travel destination<sup>4</sup>.
- 11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter entitlement or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.
- 12. Employees are required to travel within entitlement and therefore all reasonable steps are to be taken to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

<sup>2</sup> Using the *Nomination of Electorate Employee Travel Entitlement* form on the M&PS website.

<sup>3</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

<sup>4</sup> For example, travel from Hobart to Canberra may have a usual stop in Melbourne en route.



### **Class of Travel**

13. Senior staff (employees above the level of Adviser) who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are entitled to a fare which shall not exceed the cost of a business class airfare for the most reasonable and usual route between the departure and destination points. Where a business class airfare is not published for the destination point, the cost to the Commonwealth of travel by air, rail, road or sea must not exceed the economy class airfare for the most reasonable and usual route, between the departure and destination points.
14. Employees, other than senior staff, who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are entitled to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary or Opposition Office Holder may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and
  - (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;
    - (ii) the vehicle is not used for journeys within Canberra;
    - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;

- (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees are not entitled to 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.
  19. Where an employee is provided with a private-plated vehicle (PPV) or cash in lieu of a PPV, other Commonwealth Government funded car transport (including, but not limited to, taxis and motor vehicle allowance) may not be used within the employee's nominated work base except for transport to and from the airport when travelling on official business. This exclusion does not apply where an employee who is provided with a PPV has a work base other than Canberra, but garages the PPV in Canberra and the PPV is made available for the use of other staff.

#### **Tolls and Parking Costs**

20. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>5</sup>.
21. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
22. Employees are not entitled to be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

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

<sup>5</sup> For example, it is generally expected that long-stay parking will be used at an airport.



- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
24. The Senators and Members whose employees are eligible for the trips in item 23 will be listed on the M&PS website.

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

25. Associated travel costs<sup>6</sup> of employees who are Employee Consultative Group<sup>7</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>8</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
26. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

27. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
28. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>9</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
29. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

<sup>6</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and entitlements under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2012-2015* (or successor agreements), including travelling allowance and motor vehicle allowance.

<sup>7</sup> As described at clause 8 of the *Commonwealth Members of Parliament Staff Enterprise Agreement 2012-2015* (or successor agreements).

<sup>8</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>9</sup> For example, from Canberra to Merimbula.

**Ms Vikki Campion**  
**Travel Work Expenses: 9 May 2016 to 4 August 2017**

TRIP #	Dates	Location	Travel Arrangements	Other Expenses	Was the travel directed and authorised	Verification of official business
1	26/05/2016 27/05/2016	Armidale to Coolangatta via Sydney. Coolangatta to Tamworth.	2 x Commercial Flights. 1 x Special Purpose Aircraft Flight.	1 x Travel allowance.	Yes	Confirmed: Public record.
2	3/06/2016 4/06/2016	Tamworth to Sydney. Sydney to Armidale.	2 x Commercial Flights.		Yes	Confirmed: Public record.
3	17/06/2016	Glen Innes to Inverell via Lismore.	2 x Special Purpose Aircraft Flights.		Yes	Confirmed: 3rd party information.
4	29/06/2016 - 2/07/2016	Tamworth and Scone.		3 x Travel allowance.	Yes	Confirmed: IPEA record.
5	11/08/2016 12/08/2016	Sydney to Armidale (Return).	2 x Commercial Flights.	1 x Travel allowance.	Yes	Confirmed: IPEA record.
6	25/08/2016	Canberra to Melbourne (Return).	2 x Commercial Flights.		Yes	Confirmed: Public record.
7	4/10/2016 - 6/10/2016	Canberra to Sydney. Sydney to Tamworth via Orange, Narrandera and Deniliquin. Tamworth to Canberra via Sydney.	3 x Commercial Flights. 4 x Special Purpose Aircraft Flights.	2 x Travel allowance.	Yes	Confirmed: Public record.
8	26/10/2016 - 30/10/2016	Canberra to Tamworth via Sydney. Tamworth to Orange via Rockhampton. Orange to Sydney. Sydney to Canberra.	4 x Commercial Flights. 2 x Special Purpose Aircraft Flights.	3 x Travel allowance.	Yes	Confirmed: Public record.
9	2/11/2016 - 4/11/2016	Canberra to Sydney (Return).	1 x Commercial Flight. 1 x Special Purpose Aircraft Flight.	2 x Travel allowance. 2 x Taxi.	Yes	Confirmed: IPEA record.
10	11/11/2016	Canberra to Orange.	Personal vehicle.	1 x Motor vehicle allowance. 2 x Travel allowance.	Yes	Confirmed: IPEA record.
11	13/11/2016 - 17/11/2016	Canberra to Brisbane. Brisbane to Melbourne via East Sale. Melbourne to Tamworth via Mildura and Wangaratta. Armidale to Canberra via Sydney.	3 x Commercial Flights. 5 x Special Purpose Aircraft Flights.	4 x Travel allowance. 1 x Taxi.	Yes	Confirmed: IPEA record. 3rd party information.
12	5/12/2016 7/12/2016	Canberra to Sydney (Return).	2 x Commercial Flights.	2 x Travel allowance.	Yes	Confirmed: IPEA record.
13	13/12/2016 - 16/12/2016	Canberra to Sydney. Sydney to Canberra via Tamworth and Sydney.	4 x Commercial Flights.	3 x Travel allowance. 5 x Taxi.	Yes	Confirmed: IPEA record.
14	19/12/2016 20/12/2016	Canberra to Brisbane (Return).	2 x Commercial Flights.	2 x Taxi. 1 x Travel allowance.	Yes	Confirmed: IPEA record.
15	1/01/2017 - 3/01/2017	Canberra to Sydney (Return).	Personal vehicle.	2 x Car parking. 1 x Taxi. 1 x M5 Toll.	Yes	Confirmed: IPEA record.
16	11/01/2017 13/01/2017	Canberra to Brisbane (Return).	1 x Commercial Flight.	2 x Taxi. 1 x Self Drive Hire Car. 1 x Travel allowance.	Yes	Confirmed: IPEA record.
17	15/01/2017 16/01/2017	Canberra to Brisbane (Return).	2 x Commercial Flights.	1 x Travel allowance. 5 x Taxi.	Yes	Confirmed: IPEA record.
18	1/02/2017	Canberra to Canberra via Sydney and Armidale.	4 x Commercial Flights.		Yes	Confirmed: Public record.
19	16/02/2017 - 20/02/2017	Canberra to Tamworth. Armidale to Mareeba. Townsville to Tamworth. Tamworth to Canberra via Sydney.	2 x Commercial Flights. 3 x Special Purpose Aircraft Flights.	3 x Taxi. 4 x Travel allowance.	Yes	Confirmed: IPEA record.
20	21/02/2017 - 25/02/2017	Canberra to Tamworth via Sydney. Tamworth to Sydney. Sydney to Canberra.	4 x Commercial Flights.	3 x Taxi. 3 x Travel allowance. 1 x Self Drive Hire Car. 1 x Fuel charges.	Yes	Confirmed: IPEA record.
21	2/03/2017 - 5/03/2017	Canberra to Sydney. Sydney to Tamworth. Armidale to Canberra via Sydney.	4 x Commercial Flights.	1 x Taxi. 3 x Travel allowance. 1 x Self Drive Hire Car.	Yes	Confirmed: IPEA record.
22	12/03/2017 13/03/2017	Sydney to Armidale. Armidale to Canberra via Sydney.	3 x Commercial Flights.	1 x Travel allowance.	Yes	Confirmed: IPEA record.
23	7/04/2017 - 13/04/2017	Canberra to Tamworth via Sydney. Tamworth to Proserpine. Proserpine to Gladstone. Gladstone to Sydney via Brisbane. Sydney to Canberra.	5 x Commercial Flights. 2 x Special Purpose Aircraft Flights.	3 x Taxi.	Yes	Confirmed: IPEA record. 3rd party information.
24	24/06/2017 - 2/07/2017	Canberra to Rockhampton via Brisbane. Townsville to Canberra via Brisbane.	4 x Commercial Flights.	7 x Travel allowance. 1 x Taxi. 1 x Self Drive Hire Car.	Yes	Confirmed: IPEA record. Public record.
25	2/08/2017 - 4/08/2017	Canberra to Rockhampton via Brisbane. Townsville to Canberra via Tamworth.	4 x Commercial Flights. 2 x Special Purpose Aircraft Flights.*	2 x Travel allowance. 1 x Taxi.	Yes	Confirmed: Public record. 3rd party information.*

\*Correction - 13 July 2018

## Audit Timeline

DATE	Ms Vikki CAMPION	Date	Third Parties
7 February 2018	▪ Consideration of Ms CAMPION's use of travel and travel-related expenses commenced.		
13 February 2018	▪ Analysis of material available in relevant databases and manual records, relevant to Preliminary Assessment of matters.		
22 February 2018	▪ IPEA notifies Ms CAMPION IPEA has commenced an audit of her use of travel and travel-related expenses.		
26 February 2018	▪ IPEA searches relevant material from departmental and other sources, including publically available material.		
5 March 2018	▪ Processing of available material, further searches/requests to address potential gaps in data.		
12 March 2018	▪ Preparation of consolidated table of travel, related consolidation of other material.		
18 March 2018	▪ Validation and cross-checking of available material.		
22 March 2018	▪ IPEA provides Ms CAMPION a table of her travel and associated questions.		
27-29 March 2018	▪ Ms CAMPION responds to questions of 22 March 2018. Ms CAMPION provides IPEA record of unpaid travel allowance claim for travel in January 2017.		
5 April 2018	▪ IPEA processes and pays Ms CAMPION \$978.36 for outstanding travel allowance claim for travel in January 2017.		
11 April 2018	▪ IPEA provides further questions to Ms CAMPION. ▪ Invoice issued to Ms CAMPION for repayment of travel-related expenses.	11–13 April 2018	▪ IPEA makes contact. ▪ Responses.
12–14 April 2018	▪ Ms CAMPION responds to questions of 11 April 2018.		
		17-18 April 2018	▪ IPEA provides questions and documentation.
19 April 2018	▪ IPEA acknowledges Ms CAMPION response.	19-26 April 2018	▪ Correspondence.
7 May 2018	▪ Ms CAMPION repays travel-related expense invoice.	27 April 2018	▪ Follow up contact by IPEA.
		25 May 2018	▪ IPEA provides further questions and documentation.
		26-30 May 2018	▪ Request for further information.
		31 May 2018	▪ IPEA provides further information.
		1 June 2018	▪ IPEA requests further information.
		2-6 June 2018	▪ Further information provided.
		7-12 June 2018	▪ IPEA makes contact. ▪ IPEA requests further information.
		13-14 June 2018	▪ Correspondence.
		20-21 June 2018	▪ Further information provided. ▪ IPEA responds.
		26-27 June 2018	▪ Further information provided. ▪ IPEA responds.
3 July 2018	▪ IPEA provides Ms CAMPION draft report.		
12 July 2018	▪ IPEA publishes audit report.		