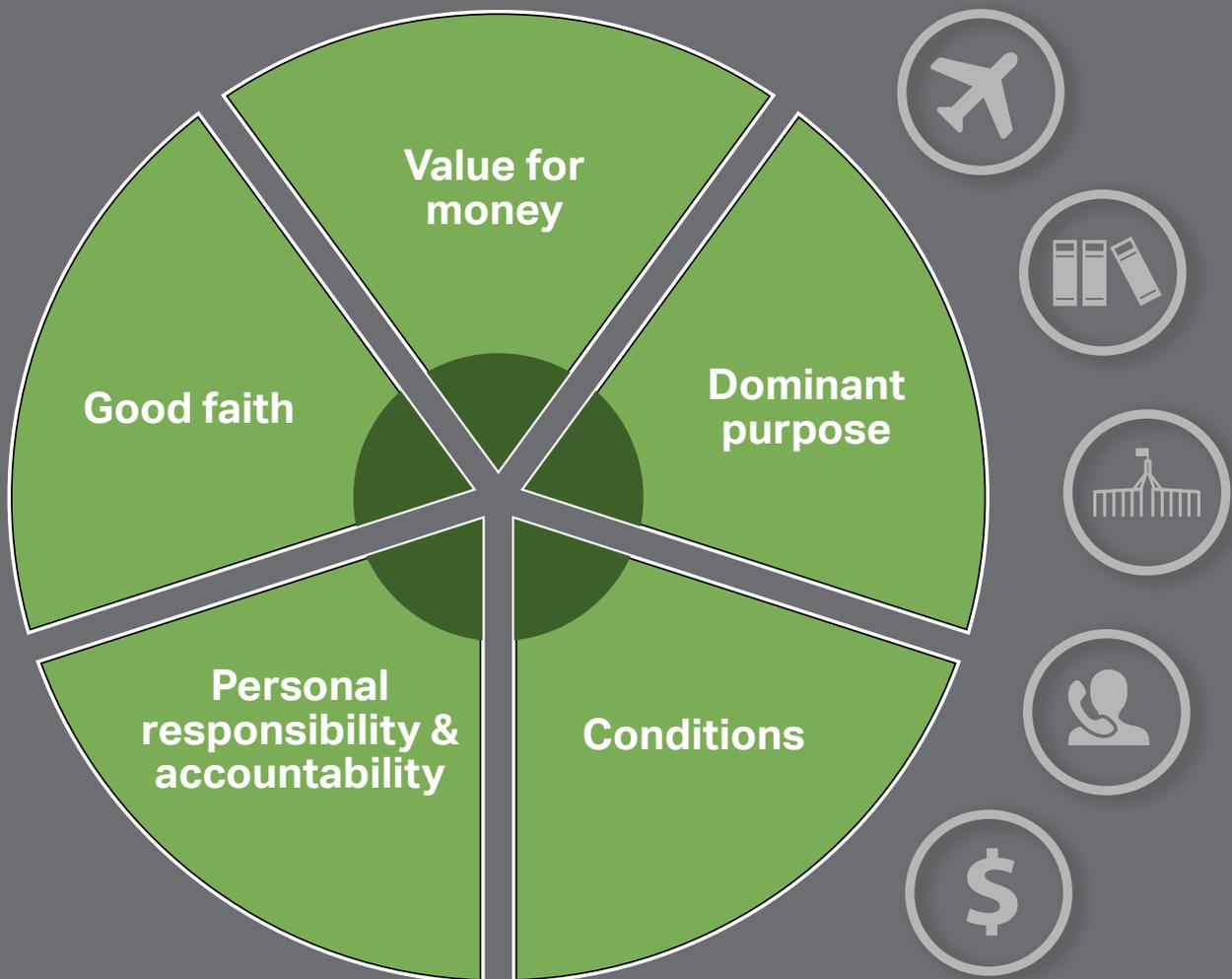




# Corporate Plan 2022–23



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# CEO's Introduction

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I am pleased to present the IPEA Corporate Plan for 2022–23.

For parliamentarians to undertake their responsibilities to the Australian people, they necessarily incur office and travel-related work expenses. The geographical nature of Australia means parliamentarians need to travel regularly to fulfill their responsibilities.

The framework for parliamentarians' work and travel expenses is principles based and is set out in the *Parliamentary Business Resources Act 2017* (PBR Act). The legislation on which IPEA was established is the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act). Both pieces of legislation were reviewed during 2021. The results of that review are expected to be tabled and implemented during the term of this Corporate Plan.

**Providing the necessary services and support to allow parliamentarians and their staff to undertake their roles is the focus for IPEA. This includes providing personal advice on the application of the legislative principles. Through the reporting and audit functions, IPEA continues to provide transparency and assurance for the public on work expenses. IPEA has always adopted an education first approach for the use of travel-related expenses and remains committed to quality in all aspects of our work. This includes advice, administration, reporting, audit and assurance activities. The Members of the Authority guide the organisation, drawing on their extensive experience to make a valuable contribution to the work of IPEA.**

Our priorities continue to be:

- educating and raising awareness of the framework that underpins parliamentarians' work expenses
- applying best practice to the administration of travel and travel related work expenses and thinking innovatively to improve services
- ensuring the role of a transparent integrity agency is at the forefront of our decision making.

This Corporate Plan is presented under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Consistent with the requirements under subsection 35(1)(b) of the PGPA Act, the plan covers the periods 2022–23 through to 2025–26. The plan sets out the objectives, the environment, the resources we use and how we track our progress as an independent statutory authority.

**Annwyn Godwin**

Chief Executive Officer

Independent Parliamentary Expenses Authority

1 July 2022

# Our Purpose

IPEA continues to deliver on our stated objectives, underpinned by our values to reinforce a culture of accountability and transparency in the use of parliamentary work expenses under the PBR Act.

Our engagement with parliamentarians, their staff and the Australian public through education, raising awareness, compliance and enforcement is tailored as appropriate.

## Important functions include:

- providing advice to parliamentarians and *Members of Parliament (Staff) Act 1984 (MOP(S))* on travel expenses and travel allowances
- administering claims for travel expenses and travel allowances of parliamentarians and their staff
- monitoring the travel expenses and travel allowances of parliamentarians and MOP(S) Act staff
- conducting audits and assurance activities relating to:
  - work expenses, travel expenses and travel allowances claimed by parliamentarians
  - travel expenses and travel allowances claimed by MOP(S) Act staff
- preparing regular reports relating to:
  - all work expenses, including travel expenses and travel allowances claimed by parliamentarians and travel expenses and travel allowances claimed by MOP(S) Act staff.

## IPEA uses data and an evidence based approach to inform our decisions. Through tailored engagement, IPEA provides:

- advice, education and awareness raising about the parliamentary business resources framework and the principles to consider when making decisions about the use of taxpayer money
- transparency to the Australian public through reporting the use of taxpayer money by parliamentarians and their staff on work expenses.

# Operating Environment

The broader environment for IPEA for 2022–23 includes a number of matters that have the potential to affect IPEA within the planning period, such as:

- tabling and decisions relating to recommendations of the reviews of the PBR Act and the IPEA Act
- developing the role and scope of a national anti-corruption commission
- implementing the findings and recommendations from the ‘Set the Standard’ review, and
- implementing the findings and recommendations from the report into the ‘Review of the Parliamentary Workplace: Responding to Serious Incidents’.

In addition, the Parliamentary Expenses Management System (PEMS) will be progressively implemented by the Department of Finance from July 2022. IPEA is a client of the PEMS project; the project owner responsible for the build is the Department of Finance. The project commenced in 2016-17 and was intended to streamline processes for administering work expenses including travel related expenses, enable timely reporting of expenditure and improve audit and assurance capability. The extent to which these outcomes are achieved will be determined over time.

All of these matters provide IPEA with both opportunities and challenges. Over the last 5 years IPEA has successfully built a flexible, supportive and adaptive culture, enabling it to pivot with the changing times with integrity and acumen.



# People and Capability

While delivering our objectives in this complex environment, we focus on:

-  using an evidence based approach, and innovative application of our data and analytical capability to strengthen IPEA’s administration, advisory, reporting and audit functions
-  maintaining and fostering effective relationships with parliamentarians and other stakeholders while reinforcing our independence and expertise, and
-  supporting a culture of collaboration, consultation and flexibility through values-based leadership that encourages resilience, inclusiveness and diversity in our workforce.

IPEA has a framework for building the capability of employees. This includes an overarching strategy setting out the goals for the development of employees, fostering learning opportunities from within the agency and providing useful information on the relevant administrative processes. IPEA will lean into this framework and strategy to train and support employees through the ever-changing environment.

Our approach to workforce planning will undergo a review and update following the completed implementation of PEMS. From July 2022, significant changes to the way work will be undertaken as the adjustment to the new system is implemented. It is expected that some roles will require redesign to reflect higher work value and changes to work flows.

# Risk Oversight and Management

As a statutory authority, IPEA's governance is founded on the IPEA Act, the PGPA Act and the *Public Service Act 1999*.

**IPEA engages with risk to deliver services efficiently and effectively. Our risk framework is regularly reviewed to mature our Risk Management Policy and Framework that is fit for purpose. The uncertainty in the IPEA environment will require the risk policy to be amended and updated as announcements are made that may impact what IPEA does and the way it operates.**

The policy and framework provide guidance to employees on managing risk and apply to all activities, employees and contractors. They are designed to assist decision making and foster a positive risk culture throughout the organisation. The policy and framework assists with understanding and managing risks shared with other entities. Wherever possible, a proactive approach to risk management is applied.

IPEA's risk management policy and framework addresses four important areas: service delivery and assurance; internal operations; compliance; and people and culture. Examples of risk areas covered by these categories are:

1. Service delivery and assurance—stakeholder management, client-facing processes, administering claims, quality, timeliness, accountability, reputation
2. Internal operations—business processes, knowledge and data, systems, security, technology
3. Compliance—legislation, regulation, policy, contracts, integrity and fraud, corporate governance, financial management, privacy
4. People and culture—resourcing, capability, workforce planning, wellbeing, leadership.

Within the operating environment, IPEA innovatively pursues opportunities, adopts new technology, achieves objectives and meets responsibilities. The integrity of employees and the security and accuracy of the information held are critical to IPEA's success. IPEA has a low risk tolerance for:

- dishonest, deceptive or fraudulent conduct
- the unauthorised disclosure of official information
- dangers to the health, safety and wellbeing of IPEA's Members, employees, contractors and visitors.

The Audit and Risk Committee plays an important role in supporting effective risk management practices in IPEA, providing advice to the Chief Executive Officer and senior executives on the appropriateness of our strategies to manage important risks. IPEA is committed to the continuous improvement of its risk culture and capability, further building on the risk training that was conducted with employees last year, promoting positive risk behaviours and ensuring risk management remains a key area of focus.

# Performance

Consistent with the Portfolio Budget Statements 2022–23, IPEA's performance targets over the next four years are set out in the table below.

Year	Performance criteria	Targets
2022–23 2023–24 2024–25 2025–26	<b>Travel — Advice</b> <ul style="list-style-type: none"> <li>Provide accurate and timely advice to parliamentarians and MOP(S) staff on travel and related expenses.</li> </ul>	<ul style="list-style-type: none"> <li>Advice is provided in accordance with IPEA's published service level standards, which include measurements for quality and timeliness.</li> </ul>
	<b>Travel — Claims</b> <ul style="list-style-type: none"> <li>Accurate and timely processing of claims for travel expenses and allowances relating to parliamentarians and MOP(S) staff.</li> </ul>	<ul style="list-style-type: none"> <li>Claims for travel expenses and allowances are processed in accordance with IPEA's published service level standards, which include measurements for accuracy and timeliness.</li> </ul>
	<b>Data and Reporting</b> <ul style="list-style-type: none"> <li>Increasing transparency through the compilation of reports detailing the work resources of current and former parliamentarians and the travel resources of MOP(S) staff.</li> </ul>	<ul style="list-style-type: none"> <li>Reports relating to work expenses for parliamentarians and their staff are prepared and provided as per IPEA's published service level standards.</li> </ul>
	<b>Audit and Assurance</b> <ul style="list-style-type: none"> <li>Conducting assurance activities on the work resources of parliamentarians and the travel resources of MOP(S) staff.</li> </ul>	<ul style="list-style-type: none"> <li>All parliamentarians' offices are subject to one or more forms of assurance activities during the financial year in accordance with IPEA's published service level standards and procedures (protocols and factsheets).</li> </ul>