

s22(1)

**Subject:** PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]  
**Location:** 34SQN VIP Terminal, Defence Establishment Fairbairn - google maps can direct  
**Start:** Wed 15/02/2023 2:00 PM  
**End:** Wed 15/02/2023 3:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** s22(1)

**OFFICIAL**

Hey Christina,

Thanks for the reply, how does Wed 15<sup>th</sup> at 1300 suit? If not, we can adjust time/day as needed.

We are more than happy to host you and s22(1) (if available) here at the VIP Terminal at Defence Establishment Fairbairn if that works for you both?

If this works, I will advise our guards you are both coming at this time and date, so you can get quick entry.

Thanks again for getting back to us so quickly.

Kind regards,

s22(1)

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s22(1)

**From:** s22(1)  
**Sent:** Friday, 25 August 2023 2:32 PM  
**To:** Spaccavento, Marco  
**Subject:** Re: BRIEFING POINTS - Special Purpose Aircraft - IPEA Direct mentions [SEC=OFFICIAL]

**OFFICIAL**

Hi Marco

s22(1)



Engagement with Defence since 2021 s22(1):

- Email to Defence in February 2022 requesting to raise an invoice for the last list of passengers that we had received.
- 15 February 2023 – meeting with Defence to discuss progress on the PBR Act/IPEA Act review and revision of the SPA Guidelines

s22(1)



s22(1)



- SPA manifests will be published on website at some point this year. Published manifests (from December 2021) would only include high level of information and would not contain detailed passenger lists as per previous years.
- Defence would, at some point, provide IPEA with bespoke product which will provide us with passenger details so that we can invoice for family members and electorate staff.

s22(1)



s22(1)





s22(1)

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**From:** s22(1)  
**Sent:** Monday, 28 August 2023 12:12 PM  
**To:** s22(1)  
**Cc:** Spaccavento, Marco; s22(1)  
**Subject:** FW: SPA manifests published! [SEC=OFFICIAL]

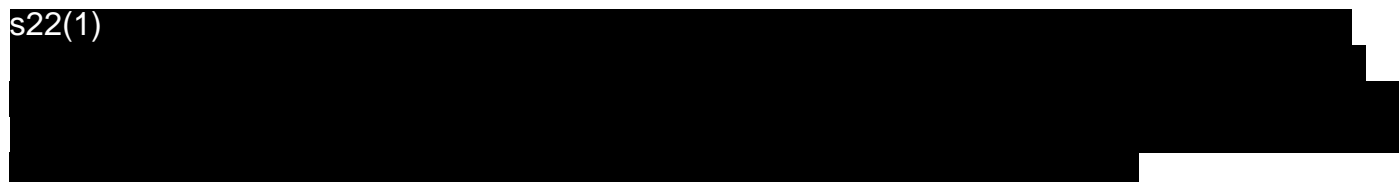
**OFFICIAL**

Hi everyone

Just following up regarding the SPA manifests being published.

I reached out to Defence last week to see where they are at in terms of providing us with a more detailed (and tailored) list of passengers, so that we could go about with the business of invoicing and then deducting off the relevant budgets. They have advised that no “bespoke” products have been created yet and it’s not clear when/if these will be developed.

s22(1)



I’ll keep you posted.

Cheers

s22(1)

Classification: OFFICIAL

Classified by: s22(1) on: 18/08/2023 5:35:30 PM

s22(1)





s22(1)

**From:** s22(1)  
**Sent:** Wednesday, 13 September 2023 11:14 AM  
**To:** s22(1)  
**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**OFFICIAL**

Hi s22(1),

Thanks for reaching out. I appreciate you keeping in contact; there is also a range of attention on Defence in relation to the matter as well.

As you note, I haven't received any direction to provide manifests to you. We are continuing to work on the best method and process for how we do pass information between our Departments, work that we have been doing together for quite some time.

I'll keep in touch if there's any new direction to me on how to progress,

Regards

s22(1)

s22(1)  
s22(1)  
Staff Officer VIP Operations  
Air Mobility Division

s22(1)



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**From:** s22(1)  
**Sent:** Wednesday, 13 September 2023 10:59  
**To:** s22(1)  
**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**OFFICIAL**

Good morning s22(1)

Thanks for taking my call just now and for talking me through where things are at on your end in relation to the SPA manifests/schedule data.

I'm aware a decision is yet to be made about releasing this information to IPEA – I can confirm that we remain keen to receive the data so that we can do our invoicing. There's a fair bit of commentary floating about that indicates that IPEA has, or will imminently be getting SPA information and like you guys, we're also getting a fair few FOI and media requests.

In the meantime I'll keep you in the loop if there's anything extraordinary that comes up. If a decision gets made to release the SPA data to IPEA, I'm the best person to send that through to.

Many thanks

s22(1)

s22(1)

a/g Branch Manager, Travel, Education and Advice  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

s22(1)

[www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

Classification: OFFICIAL

Classified by: s22(1) on: 7/09/2023 2:52:38 PM

From: s22(1)

Sent: Monday, August 28, 2023 10:53 AM

To: s22(1)

Subject: RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

OFFICIAL

Hi s22(1),

Thanks for reaching out. Indeed it is quite timely as staff from the Office of the Deputy Prime Minister were also keen to see what product options we might have to share information between us.

At this stage, we still haven't had our software engineers manage to create the bespoke report. It's certainly remains on the list of things we're seeking for them to develop, but I don't have any timelines at the moment from them.

It might be that we provide the SPA Schedule data in it's old-format (noting this isn't particularly useful for IPEA) as an interim measure until we get the bespoke reporting coded in our software.

I've been asked to get options to the Deputy Prime Minister's Office by next week on how we might move forward, and will circle back with you as soon as they've considered the possible paths forward,

Many thanks,

s22(1)

s22(1)



s22(1)

Staff Officer VIP Operations  
Air Mobility Division

s22(1)

Royal Australian Air Force  
VIP Operations



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**From:** s22(1)

**Sent:** Friday, 25 August 2023 18:24

**To:** s22(1)

**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**OFFICIAL**

Hi s22(1)

I'm just touching base as I saw that the SPA manifests have now been published on the Defence website.

When we met in July, you had mentioned that once these were published, Defence would provide IPEA with a more tailored product that identified the passengers, so that we were able to do our invoicing as required. I was following up on this to see where you'd landed and get a sense of when we might expect to get something (if this is still something you guys were going to provide).

Thanks so much

s22(1)

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s22(1)

Director, Travel, Education and Advice  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

s22(1)

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**Classification:** OFFICIAL

**Classified by:** s22(1) on: 7/07/2023 12:54:36 PM

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**From:** s22(1)

**Sent:** Friday, July 7, 2023 12:54 PM

**To:** s22(1)

**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**OFFICIAL**

Wonderful!

Thank you! Let's pencil in Thursday 20 Jul at 11am here at 34 Squadron (if you think that will give s22(1) enough time to incorporate an update on our progress) and we'll make a start!

Regards

s22(1)

s22(1)

Staff Officer VIP Operations  
Air Mobility Division

s22(1)



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**From:** s22(1)  
**Sent:** Friday, 7 July 2023 12:48  
**To:** s22(1)  
**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**OFFICIAL**

Hi s22(1)

Happy Friday!

I'd be very keen to meet and progress this one, and if it's okay with you, I'll bring one of my team members who does the budget processing for SPA travel so that we're all on the same page as to what will work the best.

I'm available next Monday 10 July (all day), and Friday 14 July looks good too (between 11.30 and 3.30pm). If not, we can do the week after – I have good availability from 19-21 July. Let me know a time that works for you and we'll come for an excursion!

Thanks

s22(1)

s22(1)

a/g Branch Manager, Travel, Education and Advice  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

s22(1)

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Classification: OFFICIAL

Classified by: s22(1) on: 7/07/2023 12:27:36 PM

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From: s22(1)

Sent: Thursday, July 6, 2023 4:38 PM

To: s22(1)

Subject: FW: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

## OFFICIAL

Hi s22(1),

I think I'm now in a better position with understanding where Air Force needs to get to with working with IPEA than when we met in February! What has changed is I'm more convinced that the future SPA Schedule isn't going to work for making sure IPEA have the details you need.

If you have the ability to meet at some point (perhaps here at the unit so I can show you different ways our databases can produce information), I think we could make some solid progress to creating a new process to pass information between departments.

I am away next Wednesday or Thursday, but otherwise available 10-11 Jul, or 14 Jul. Then away again Monday-Tuesday the week after, but available 19-21 Jul.

If you had any availability it would be wonderful to sit down again,

Regards

s22(1)

s22(1)

Staff Officer VIP Operations  
Air Mobility Division

s22(1)

Royal Australian Air Force  
VIP Operations



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From: s22(1)

Sent: Thursday, 6 July 2023 16:18

To: s22(1)

Cc: PBR Policy s22(1)

RAAF MLO s22(1)

SOVIPOPS

s22(1)

Subject: RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon s22(1)

Thanks for the response. It sounds like progress is being made.

In terms of Defence and IPEA developing an appropriate process, s22(1), A/g Assistant Secretary, Travel, Education and Advice, IPEA, is your best contact. I have cc'd s22(1)

Kind regards,

s22(1)

PBR Framework Branch  
Ministerial and Parliamentary Services  
Department of Finance

s22(1)

A: One Canberra Ave, Forrest, ACT, 2603

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**From:** s22(1)

**Sent:** Thursday, July 6, 2023 3:35 PM

**To:** s22(1)

**Cc:** PBR Policy s22(1) RAAF MLO s22(1) SOVIPOPS

s22(1)

**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon s22(1)

s22(1)

s22(1)

Notwithstanding, I believe there is presently an opportunity for IPEA and Air Force to develop a distinct process in parallel to the production of the Schedule of Special Purpose Flights, that ensures your requirements under the PBR Act for deducting electorate and staff travel from Parliamentary budgets is being satisfied.

Air Force is has implemented some processes which should allow a more robust identification of electorate staff, including a distinct 'passenger type' that can be identified in our passenger management databases (family already existed). In conjunction with new SPA request forms to be used by Ministerial Offices, which we are in the final stages of drafting, which will more clearly articulate the requirement of parliamentary offices to identify electorate staff, I believe we are progressing in the right direction.

It would be ideal if at the working-level, representatives from IPEA might be able to work with me on the process by which Air Force can proactively provide passenger information to IPEA; noting I anticipate that attaching the verification of electorate staff/family travel to the production of the Schedule may be insufficient under the revised

guidelines. A distinct process we can establish can be developed to divorce the schedule from what information Air Force provides IPEA, and can be generated in a more timely manner.

Many thanks,

s22(1)

s22(1)

Staff Officer VIP Operations  
Air Mobility Division

s22(1)

Royal Australian Air Force  
VIP Operations



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s22(1)

s22(1)

From: s22(1)

Sent: Monday, March 6, 2023 2:14 PM

To: s22(1)

Cc: PBR Policy s22(1) RAAF MLO s22(1) SOVIPOPS

s22(1)

Subject: RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

OFFICIAL

Hi s22(1)

I'm terribly sorry not to have replied sooner.

s22(1)

This rewrite I believe will additionally be taking into account the current review by the Australian Federal Police and other security partners, on the risks of publically detailing SPA flights as they historically have been recorded in the Schedule of Special Purpose Flights. s22(1)

In terms of recommendation 5 of the PBR Review, we're in the process of updating our SPA request forms to include a specific note that members of electorate staff must be highlighted and recorded as cost-recoverable. We have already updated our passenger manifesting system with the 'passenger type' of electorate staff; so we can easily identify when they travel.

s22(1)

Many thanks,

s22(1)

s22(1)

Staff Officer VIP Operations  
Air Mobility Division

s22(1)

Royal Australian Air Force  
VIP Operations



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**From:** s22(1)  
**Sent:** Monday, 6 March 2023 13:32  
**To:** s22(1)  
**Cc:** PBR Policy s22(1)  
**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

SEC=OFFICIAL

Good afternoon s22(1),

Just checking in to see if you have had a chance to consider my email below?

Kind regards,

s22(1)

SEC=OFFICIAL

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**From:** s22(1)  
**Sent:** Friday, 24 February 2023 9:56 AM  
**To:** s22(1)  
**Cc:** PBR Policy s22(1)  
**Subject:** FW: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

SEC=OFFICIAL

Good afternoon s22(1)

I had previously been in touch with s22(1) regarding the SPA Guidelines and recommended amendments to the Guidelines in the *Independent Review of the Parliamentary Business Resources Act 2017 and Independent Parliamentary Expenses Authority Act 2017* (the Review), particularly recommendation 5 that relates to the administration of SPA under the PBR Act.

I understand s22(1) has moved on from the role and that Defence has had some conversations with IPEA in relation to simplifying administrative processes in line with recommendation 5.

s22(1)

Kind regards,

s22(1)  
PBR Framework Branch  
Ministerial and Parliamentary Services  
Department of Finance

s22(1)

A: One Canberra Ave, Forrest, ACT, 2603

SEC=OFFICIAL

s22(1)



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s22(1)





s22(1)



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s22(1)



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s22(1)

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From: s22(1)  
Sent: Monday, 26 September 2022 4:00 PM  
To: s22(1) PBR Policy s22(1)  
Cc: s22(1)  
Subject: RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

SEC=OFFICIAL

Good afternoon s22(1)

Thanks for your time on the phone. As promised, please find below some additional information on the *Independent Review of the Parliamentary Business Resources Act 2017 and Independent Parliamentary Expenses Authority Act 2017* (the Review), particularly recommendation 5 that relates to the administration of Special Purpose Aircraft under the PBR Act. I have attached a copy of the Review for your information. It is also available on Finance's [website](#).

In September 2021, the then-Finance Minister, Senator the Hon Simon Birmingham, announced the Review and appointed the Hon Kelly O'Dwyer and the Hon Kate Ellis, to undertake the Review.

The Review found that the legislative framework is broadly meeting its objectives, however, it also identified areas for improvement and made 30 recommendations, including reporting and certification processes, improving service delivery and training, and supporting a modern, diverse parliament.

The Review report was tabled in the Parliament on Tuesday, 2 August 2022. The Government supported all the recommendations in principle.

One of the recommendations relates to the responsibilities of the Department of Defence – recommendation 5 – which provides:

*Review the administration of SPA under the PBR Framework to ensure arrangements are working in a joined-up way to fulfil the PBR Framework’s objectives of efficiency, accountability, transparency and value for money and changes necessary to achieve this are reflected in SPA Guidelines, and the Commonwealth Transport Determination if relevant.*

In respect of recommendation 5, the Reviewers provided the following (page 33 of the Review):

#### *Reporting of Special Purpose Aircraft expenditure*

- Special Purpose Aircraft (SPA) are a form of transport operated by the Department of Defence (Defence). The travel is taken in accordance with SPA Guidelines which are set by the Minister for Defence. Section 8(2) of the PBR Regulations provides for travel by Commonwealth transport in accordance with the *Parliamentary Business Resources (Commonwealth Transport) Determination 2017* (Commonwealth Transport Determination).
- Governance, use, cost recovery and reporting requirements for SPA are set out in the *Guidelines for the use of the Special Purpose Aircraft 2013* (SPA Guidelines). The SPA Guidelines require updating to recognise IPEA and the PBR Framework. The Reviewers understand that the process for updating the SPA Guidelines has commenced.
- Defence holds an appropriation<sup>[1]</sup> to fund the provision of SPA travel for parliamentarians and personal staff. Defence reports SPA travel. A small number of trips undertaken by employees subject to the Electorate Support Budget and family members subject to Family Reunion Travel budgets are identified by IPEA by reference to flight manifests and then administered under the PBR Framework. As relevant travellers are not identified in flight manifests by position, relationship or purpose of travel; fulfilling the PBR Framework’s legislative objectives of efficiency, accountability, transparency and value for money is difficult.
- The Reviewers recommend administration of SPA under the PBR Framework is reviewed to ensure that arrangements are working in a joined-up way to fulfil the PBR Framework’s objectives of efficiency, accountability, transparency and value for money and changes necessary to achieve this are reflected in SPA Guidelines, and the Commonwealth Transport Determination if relevant. The Reviewers note this issue goes to both the administration of the PBR Framework and reporting on SPA travel.

The key contact in IPEA is Christina Grant, Assistant Secretary, Travel, Education & Advice, IPEA - s22(1) [REDACTED]. Christina was involved in the 2020 review of the SPA Guidelines led by s22(1) [REDACTED].

s22(1) [REDACTED]

Let me know if you have any questions.

Kind regards,

[REDACTED]  
s22(1) [REDACTED]

PBR Framework Branch  
Ministerial and Parliamentary Services  
Department of Finance

s22(1) [REDACTED]

A: One Canberra Ave, Forrest, ACT, 2603

SEC=OFFICIAL

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**From:** s22(1)  
**Sent:** Friday, 23 September 2022 12:15 PM  
**To:** s22(1) PBR Policy s22(1)  
**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**OFFICIAL**

Thanks, s22(1)

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**From:** s22(1)  
**Sent:** Friday, 23 September 2022 12:07 PM  
**To:** s22(1) PBR Policy s22(1)  
**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**SEC=OFFICIAL**

Hi s22(1)

Monday at 3 pm sounds great. I'll send through an invite. I think we'll only need 10-15 minutes.

Kind regards,

[Redacted Signature]

s22(1)  
PBR Framework Branch  
Ministerial and Parliamentary Services  
Department of Finance  
s22(1)  
[Redacted Address]  
A: One Canberra Ave, Forrest, ACT, 2603

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**From:** s22(1)  
**Sent:** Friday, 23 September 2022 9:28 AM  
**To:** s22(1) PBR Policy s22(1)  
**Subject:** RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

**OFFICIAL**

Hi s22(1) very sorry for a late response. Next week is better for me. I'm free Monday 26 Sep from 3pm, Tue morning between 0800 to 1100, and Friday afternoon from 1200.

Kind regards,

s22(1)

s22(1)

Director Strategic Issues Management – Air Force  
Air Force Headquarters

s22(1)

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From: s22(1)

Sent: Tuesday, 20 September 2022 9:34 AM

To: PBR Policy s22(1)

Subject: RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

SEC=OFFICIAL

Hi s22(1)

Just checking in to see if you are available for the initial chat this week?

Kind regards,

s22(1)

SEC=OFFICIAL

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From: PBR Policy

Sent: Thursday, 8 September 2022 10:47 AM

To: s22(1) PBR Policy s22(1)

Subject: RE: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

SEC=OFFICIAL

Hi s22(1)

I am available at 2pm today if that works? I'm happy to just have an initial chat about the recommendation and the status of your review. I'm also happy to bring in IPEA (Christina Grant) on the call if that would be beneficial?

Kind regards,

s22(1)

SEC=OFFICIAL

s22(1)

s22(1)



s22(1)



s22(1)



s22(1)



s22(1)

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From: s22(1)

Sent: Friday, 26 August 2022 2:17 PM

To: s22(1)

Cc: Barons, Lauren <[Lauren.Barons@finance.gov.au](mailto:Lauren.Barons@finance.gov.au)>; de Silva, David <[David.DeSilva@finance.gov.au](mailto:David.DeSilva@finance.gov.au)>; PBR Policy s22(1)

Subject: Re: PBR Act/IPEA Act Review: Implementation and Next Steps [SEC=OFFICIAL]

s22(1)

Can you assist Dave in this please.

Regards

s22(1)

On 26 Aug 2022, at 10:12 am, de Silva, David <[David.DeSilva@finance.gov.au](mailto:David.DeSilva@finance.gov.au)> wrote:

SEC=OFFICIAL

Dear s22(1)

On 2 August 2022, the Government tabled the [Independent Review of the Parliamentary Business Resources Act 2017 and Independent Parliamentary Expenses Authority Act 2017](#) (the Review). The Government supports all the recommendations in principle.

To commence work on implementation of the recommendations, I am writing to each entity regarding the recommendations that sit within their areas of responsibility to assist us progress this work. In respect of the Department of Defence (Defence), one of the Review's recommendations relate directly to its responsibilities:

**1. Recommendation 5**

*Review the administration of SPA under the PBR Framework to ensure arrangements are working in a joined-up way to fulfil the PBR Framework's objectives of efficiency, accountability, transparency and value for money and changes necessary to achieve this are reflected in SPA Guidelines, and the Commonwealth Transport Determination if relevant.*

We are also seeking contact officers from the Independent Parliamentary Expenses Authority.



I therefore ask if you could provide the name(s) and contact details of Defence officials that can work with Finance to progress implementation by 31 August 2022.

Should you or your team require further information, please contact Lauren Barons, Assistant Secretary, PBR Framework Branch s22(1) or s22(1) A/g Director, PBR Policy and Assurance s22(1).

Kind regards,

David

---

David De Silva  
First Assistant Secretary  
Ministerial and Parliamentary Services  
Business Enabling Services  
Department of Finance  
T: 02 6215 3978 s22(1)  
E: [david.desilva@finance.gov.au](mailto:david.desilva@finance.gov.au)  
A: One Canberra Avenue, Forrest ACT 2603

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**Classification: OFFICIAL**

**Classified by: s22(1) on: 6/07/2023 4:16:26 PM**

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<sup>[1]</sup> This is separate to the PBR Act Special Appropriation.