



Australian Government

**Independent Parliamentary
Expenses Authority**

Assurance Review 2023/014

Office of Hon Linda Burney MP

Member for Barton

Staff use of car transport in Canberra

1 January 2023 – 30 June 2024

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Executive summary

1. The Independent Parliamentary Expenses Authority (IPEA) conducted an Assurance Review of car transport in Canberra between 1 January 2023 and 30 June 2024 (period in scope) for a former staff member employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act) from the office of the Hon Linda Burney MP (Ms Burney). The Assurance Review forms part of IPEA's 3 Year Assurance Plan.

Scope and Purpose

2. The scope of this Assurance Review is use of car transport, specifically use of taxis and ride-share services in Canberra by a former staff member from the office of Ms Burney between 1 January 2023 and 30 June 2024. The purpose of the Assurance Review was to determine whether the travel resources used by the MOP staff member (hereafter referred to as 'staff member') were in accordance with the legislative framework.

Engagement with Ms Burney and staff member

3. IPEA engaged with Ms Burney and the relevant staff member on several occasions, including formal letters and emails, between 30 October 2024 and 12 February 2025. The details of these interactions are described in the Assessment section below and can also be followed at Attachments 1 – 8.

Assurance Review Findings

4. Having considered the available information, including responses from Ms Burney's office and the staff member, IPEA concluded that:
 - a. the majority of the staff member's travel (26 of 40 transactions) was directed by Ms Burney or an authorised representative in her office. This travel was consistent with the legislative framework.
 - b. the remainder of the staff member's travel (14 transactions) was not in accordance with the legislative framework as the travel:
 - i. was not undertaken at the parliamentarian's direction; and
 - ii. did not meet the requirement for employees to transport themselves to and from their place of work for their normal hours of duty under Item 2 of Schedule A of the Staff Travel and Relief Staff Arrangements Determination.
5. The staff member was invoiced a total of \$141.54 to repay the travel that was not at Ms Burney's direction. The invoices have been paid in full.

Audit and Assurance function

IPEA's statutory audit function

6. IPEA audits parliamentarians' work resources and the travel resources 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 parliamentary business resources (parliamentary work resources and staff travel resources) against the legislative framework to determine if there has been a misuse.

7. 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 where compelling prima facie evidence of fraud or other criminal conduct is identified, or
 - e. referral to the National Anti-Corruption Commission, where there is clear evidence of serious or systemic corrupt conduct.

Legislative framework

8. The legislation relevant to this Assurance Review is:
- a. *Members of Parliament (Staff) Act 1984* (MOP(S) Act)
 - b. Staff Travel and Relief Staff Arrangements Determination 2020/15 (now Determination 2023/010) (the Determination/s)
 - c. Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23 (MOPS EA)
 - d. Ministerial and Parliamentary Services Domestic Travel Guideline.

9. In relation to Domestic Travel, item 2 of Schedule A of the Determination provides:

Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.

10. Item 17 of the Determination provides:

Employees, when travelling as directed on official business, or under one of 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...

11. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out in item 16 of the Determination:

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.

12. The Ministerial and Parliamentary Services Domestic Travel Guidelines provides that employees must seek the most efficient, effective, economical and ethical use of public money when arranging travel, making all reasonable efforts to reduce the overall cost to the Commonwealth.

13. In relation to ordinary hours of duty, clause 30 of the MOPS EA provides:

30.1 The ordinary hours of duty for a full-time employee are 38 hours per week (7 hours and 36 minutes per day). These hours will generally be worked between the hours of 8.00am and 6.00pm, Monday to Friday.

30.4 An employee may agree with his or her employing Member that some part of the ordinary hours of duty (as specified in clauses 30.1 and 30.2) may be worked on a regular or occasional basis outside the span of 8.00am to 6.00pm, Monday to Friday.

14. Clause 31 of the MOPS EA provides in part:

31.1 The level of remuneration provided to electorate employees and personal employees, including salary, allowances and other benefits, reflects an expectation that these employees will be required to work reasonable additional hours over and above the ordinary hours of duty as specified in clause 30 on a regular basis. Additional work, over and above the ordinary hours of duty as specified in clause 30, are recognised and compensated through:

- (a) personal staff allowance, in accordance with clause 32;
- (b) electorate staff allowance, in accordance with clause 33;
- (c) time off in lieu, in accordance with clause 34.

15. Clauses 32 and 33 of the MOPS EA provide that employees in receipt of these allowances will work such reasonable additional hours of work as are agreed with the employing Office Holder or Member.

Assurance Review methodology

Background

16. IPEA conducts ongoing systematic checking of the parliamentary business resources used by parliamentarians and their staff through regular sampling of transactions or by identifying anomalies when processing transactions, including the use of car transport (taxis, regulated ridesharing services, hire cars and short-term self-drive hire cars). On 30 July 2024, IPEA commenced a Preliminary Assessment into travel by a former staff member from the office of the Hon Linda Burney MP during the period 1 January 2023 to 30 June 2024.
17. Travel data was examined for Canberra-based ground travel, specifically taxis and ride-share services undertaken by the staff member for the period in scope. The Preliminary Assessment found that travel resources were used by the staff member for regular travel from their accommodation to Parliament House and return, during the period 1 January 2023 to 30 June 2024.
18. On 30 October 2024, IPEA commenced an Assurance Review into the staff member's use of ride-share services and taxis in Canberra.

Scope of Assurance Review

19. The scope of this Assurance Review is use of car transport, specifically taxis and ride-share services to and from Parliament House, Canberra by a staff member previously employed by Ms Burney's office. The period under review is 1 January 2023 to 30 June 2024.

Assessment of staff travel resources

Summary of findings

Analysis

20. IPEA considered the legislative framework and applied the following questions:
 - a. Was the staff member travelling as directed on official business?
 - b. Did the staff member's use of car transport in Canberra meet the requirements in items 2 and 16 of the Determination?
21. IPEA conducted the Assurance Review by examining and assessing:
 - a. information held by IPEA, including in the Parliamentary Expenses Management System
 - b. the legislative framework and supporting guidelines
 - c. information provided by the office of Ms Burney and the staff member
 - d. the parliamentary sitting timetables from the APH website (www.aph.gov.au).

22. On 30 October 2024, IPEA identified that a staff member formerly in Ms Burney's office used taxi and ride-share services between 1 January 2023 and 30 June 2024 for regular travel to and from Parliament House. This travel appeared to contravene the legislative requirement for staff to transport themselves to and from their place of work for their normal hours of duty.
23. A staff member's eligibility to use car transport is set out in the Determination which provides that MOP(S) Act employees may only use car transport (Cabcharge, taxis, regulated ridesharing services, hire cars, or short-term self-drive hire cars) when directed to do so by the parliamentarian or an authorised person for official business. It remains the staff member's responsibility *"to transport him or herself to and from work for his or her normal hours of duty"*.
24. On 30 October 2024, IPEA wrote to Ms Burney detailing the legislative requirements and identifying the travel resources used by the staff member (**Attachment 1**). Ms Burney was asked to examine the 40 trips identified and indicate how they comply with the Determination, including whether the travel was directed by her or an authorised person in her office. A response was requested by 24 November 2024.
25. On 27 November 2024, IPEA wrote to Ms Burney's office as no response had been received. IPEA reminded Ms Burney that her response to the matter was overdue (**Attachment 2**).
26. On 28 November 2024, a response was received from the office of Ms Burney (**Attachment 3**). Ms Burney's office requested clarification regarding 2 trips undertaken by the staff member. IPEA provided additional information about the 2 trips to Ms Burney's office on 2 December 2024 (**Attachment 4**). Ms Burney's office responded on 16 December 2024, to clarify the circumstances regarding the 2 trips undertaken by the staff member (**Attachment 5**).
27. The responses from Ms Burney's office, contained in Attachments 3 and 5, shows that the staff member was directed to undertake the travel by Ms Burney in 26 of the 40 instances. Of the 26, Ms Burney directed the staff member to undertake the travel on 22 of these instances on the basis that there was a risk to their personal safety as per Item 16(a) of the Determination. Three trips undertaken by the staff member were directed by Ms Burney on the basis that the staff member had to carry luggage as per Item 16(c) of the Determination, with Ms Burney directing travel on 1 occasion to attend a meeting outside ordinary hours. The responses showed that 14 trips undertaken by the staff member were not undertaken at the direction of Ms Burney. No additional information was provided with the response.
28. Having regard to the information provided by Ms Burney, IPEA accepted the travel identified by Ms Burney as directed by her under paragraphs 16(a) and (c) of the Determination, as being consistent with the legislative framework. While Ms Burney noted that 14 trips undertaken by the staff member were not undertaken at her direction, insufficient information was provided to determine whether the remaining transactions were in accordance with the legislative framework. Accordingly, the staff member was afforded the opportunity to confirm how each trip complies with the Determination.
29. On 15 January 2025, IPEA wrote to the staff member asking that they review the travel that had not been directed by Ms Burney and confirm how the trips comply with the Determination (**Attachment 6**).
30. The staff member responded on 29 January 2025 requesting that an invoice be raised for the transactions that were not directed by Ms Burney (**Attachment 7**).
31. On 12 February 2025, IPEA forwarded an invoice to the staff member to recover \$141.54 for travel undertaken which was not in accordance with the legislative framework (**Attachment 8**). The full amount was repaid in February 2025.

Conclusion

32. Having considered the available information, including responses from Ms Burney's office and the staff member, IPEA concluded that:
 - a. the majority of the staff member's travel (26 of 40 transactions) was directed by Ms Burney or an authorised representative in her office. This travel was consistent with the legislative framework.
 - b. the remainder of the staff member's travel (14 transactions) was not in accordance with the legislative framework as the travel:
 - i. was not undertaken at the parliamentarian's direction; and
 - ii. did not meet the requirement for employees to transport themselves to and from their place of work for their normal hours of duty under Item 2 of Schedule A of the Staff Travel and Relief Staff Arrangements Determination.
33. The staff member was invoiced a total of \$141.54 to repay the travel that was not at Ms Burney's direction. The invoices have been paid in full.

From: Assurance
To: [REDACTED]
Cc: Assurance
Subject: Correspondence - Assurance review of travel and travel-related expenses - [REDACTED] [SEC=OFFICIAL]
Date: Thursday, 31 October 2024 3:54:19 PM
Attachments: image002.jpg
Correspondence - Assurance Review of ride-share by [REDACTED].pdf
Attachment A Letter to parliamentarians Staff use of car transport October 2023.pdf
Attachment B Determination 2020-15 staff travel and relief staff arrangements.pdf
Attachment C Determination 2023-10 Staff Travel and Relief Staff Arrangements.pdf
External correspondence Minister Burney Use of Rideshare [REDACTED] Attachment D (002).docx

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Dear Ms Burney

Attached please find correspondence from the Independent Parliamentary Expenses Authority for your consideration.

[REDACTED]
A/g Branch Manager
Transparency, Assurance and Legal Branch
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
[REDACTED]
W: www.ipea.gov.au & www.ipea.gov.au/ed

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[REDACTED]



Australian Government
Independent Parliamentary
Expenses Authority

30 October 2024

The Hon Linda Burney MP
Member for Barton
PO Box 32
KOGARAH NSW 2217

Email: [REDACTED]

Dear Ms Burney

Assurance Review of travel and travel-related expenses

The Independent Parliamentary Expenses Authority (IPEA) has responsibility under the *Independent Parliamentary Expenses Authority Act 2017* to review work expenses accessed by parliamentarians and travel resources accessed by staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

IPEA undertakes Assurance Reviews for a variety of reasons, including educative purposes. As you may be aware, in 2023, IPEA conducted an extensive and systematic Assurance Review of staff use of car transport, including Cabcharge, regulated ride-sharing services and taxis, for the 2021-2022 financial year. The purpose of the Assurance Review was to identify trends in use of work expenses by staff for car transport including travel on weekends, travel outside of normal work hours and travel to or from home or accommodation to work. I have attached a copy of IPEAs correspondence to all parliamentarians about this matter for your reference at **Attachment A**. As noted in IPEAs prior correspondence, IPEA may conduct further reviews of appropriate use of car transport by staff.

IPEA is currently undertaking an Assurance Review of [REDACTED] use of car transport, specifically ride-share services, during the period 1 January 2023 to 30 June 2024, with respect to the requirement for staff to transport themselves to and from work. Please note IPEA publishes completed Assurance Reviews on the website at [Published assurance reviews, audits and rulings](#).

The circumstances in which car transport may be used by MOP(S) Act staff are set out in Staff Travel and Relief Staff Arrangements, Determination 2020/15 (in force from 29 June 2020 to 30 June 2023) and Staff Travel and Relief Staff Arrangements, Determination 2023/10 (in force from 30 June 2023).

Items 2 and 16 of Schedule A of the Staff Travel Determination 2020/15 and 2023/10 are replicated. Items 2 and 16 provide:

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.*
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.*

Parliamentarians are personally responsible and accountable for their use of public resources for conducting parliamentary business. This responsibility extends to the use of public resources by staff employed by parliamentarians.

Employees may only use car transport when directed to do so by their employing parliamentarian or an authorised person for the purposes of the official business of the parliamentarian. Employees must not use car transport for private use. Private use includes travel to and from the place of work for normal hours of duty, including a temporary place of work such as Parliament House for electorate-based employees. Parliamentarians and authorised persons may direct an employee to use car transport to travel to or from work only in the limited circumstances set out in item 16 of the Staff Travel Determination. Copies of the relevant Staff Travel Determinations are at **Attachment B** and **Attachment C** for your reference.

An employee's normal hours are broadly defined as hours agreed to by the employee and parliamentarian and worked between the ordinary hours of 8:00 am and 6:00 pm Monday to Friday. Hours worked by employees may be partially or wholly worked outside of these hours. In accordance with clauses 32.4 and 33.1 of the MOPS Enterprise Agreement, allowances are payable to employees in recognition of, and compensation for, additional hours worked and in lieu of overtime. On this basis, a staff member arriving at, or departing from Parliament House early morning or late in the evening is considered normal, in particular during parliamentary sitting periods.

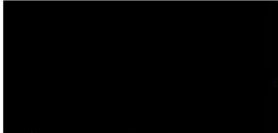
Paragraph 16(c) of Schedule A of the Determination relates specifically to the personal effects of the staff member associated with their travel to and from their work base at the commencement and completion of their travel. This is not intended to include laptops, devices, folders and/or any other documents or items related to work which would most likely be carried by the employee to and from their standard work base and residence as part of their usual practice and day to day employment.

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The Commonwealth-funded car transport used by [REDACTED] which is relevant to this Assurance Review is detailed at **Attachment D**. To assist with this Assurance Review, please examine each trip undertaken by [REDACTED] and confirm how it complies with items 2 and 16 of the Staff Travel Determination, including that the travel was directed by you or an authorised person in your office.

Please provide your response via email to Assurance@ipea.gov.au by close of business on **24 November 2024**. If you require additional time to provide a response or if you would like to discuss this matter, please contact [REDACTED] on [REDACTED].

Yours sincerely



A/g Branch Manager, Transparency, Assurance & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

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Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/12 IDOC/228497

19 October 2023

Senator Nick McKim
Senator for Tasmania
GPO Box 896
HOBART TAS 7001

Email: [REDACTED]

Dear Senator

Assurance Review – Staff use of car transport 2021-2022 financial year

The Independent Parliamentary Expenses Authority (IPEA) has responsibility under the *Independent Parliamentary Expenses Authority Act 2017* to review work resources accessed by parliamentarians and travel resources accessed by MOPS staff members.

IPEA undertakes Assurance Reviews for a variety of reasons, including educative purposes. Recently IPEA conducted an extensive and systematic Assurance Review of staff use of car transport, which includes Cabcharge, regulated ride-sharing services and taxis, for the 2021-2022 financial year. The purpose of the Assurance Review was to identify trends in use of work expenses by staff for car transport including travel on weekends, travel outside of normal work hours and travel to or from home or accommodation to work. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

The Assurance Review found there was confusion amongst some individuals about the appropriate use of car transport. Potentially, there were some instances of use of work expenses for car transport by staff during the 2021-2022 financial year which may have been inconsistent with the legislative framework. This included using work expenses for normal travel from home to work in the morning and return in the afternoon, for travel on weekends and travel outside of normal working hours. The Assurance Review also found there was a significant increase in staff use of work expenses for car transport during the election period for travel to and from home or accommodation to work location, including Campaign Headquarters.

Due to the extensive number of transactions overall (3,100), the passage of time since the period covered by the Assurance Review and the movement of staff since that time, including staff changes following the 2022 election, IPEA considers that seeking certification or explanation of individual transactions that may not have been consistent with the legislative framework would not be practical or an efficient use of resources.

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IPEA has instead decided to take this opportunity to raise awareness and educate users. As such, IPEA is writing to all Parliamentarians explaining the outcome of the Assurance Review, highlighting the relevant legislation, and providing a reminder in relation to their obligations to supervise and certify staff travel and ensure it is consistent with the legislative framework.

Parliamentarian's work expense obligations

Members are personally responsible and accountable for their use of public resources for conducting parliamentary business. This responsibility extends to the use of public resources by **staff employed by members**. IPEA conducts ongoing systemic checks of the use of expenses through regular sampling of transactions. Through the year you may be asked to certify the use of car transport complies with the legislative framework. It is also important to note that there is no difference in the rules applying to staff use of car transport during election periods, or a referendum.

As a reminder, the circumstances under which car transport may be used by persons employed under the *Members of Parliament (Staff) Act 1984* are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements (now Determination 2023/10). Items 2 and 16 of the Determination provide:

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.

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.

Employees may only use car transport **when directed** to do so by their employing parliamentarian or an authorised person, **for the purposes of the official business of the parliamentarian**. Car transport includes taxis, regulated ride-sharing services, hire cars and short-term self-drive cars.

Employees must not use car transport for private use. Private use includes travel to and from the place of work for normal hours of duty, including a temporary place of work such as Parliament House for electorate-based employees. Parliamentarians and authorised persons may direct an employee to use car transport to travel to or from work only in the limited circumstances set out at paragraphs 16(a), (b) and (c) of The Determination. A copy of the Determination is at **Attachment A** for your reference.

Future engagement with Parliamentarians

Please note that IPEA intends to conduct further reviews of appropriate use by staff of car transport. These reviews may consider that further action is required regarding inappropriate use of resources, including recovery of expenses that are not consistent with the Determination. IPEA is available to undertake tailored education if requested by your office.

The completed Assurance Review 2022/015 which will be published on the Published audits, assurance reviews and rulings page of the IPEA website www.ipea.gov.au is at **Attachment B** for your information.

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Should you wish to discuss this matter, please do not hesitate to contact [REDACTED] on [REDACTED]

Yours sincerely



A/g Branch Manager, Transparency, Assurance and Legal
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Members of Parliament (Staff) Act 1984

STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS

I, MATHIAS CORMANN, Minister for Finance, 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 2018/30 made on 12 December 2018 is revoked;
- 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;
- 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 ^{29th} day of ^{June} 2020


MATHIAS CORMANN
Minister for Finance

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 2016-2019* or successor agreements (Enterprise Agreement) 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, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-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 the Independent Parliamentary Expenses Authority (IPEA) in writing¹. 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, subject to item 6.

¹ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary², 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.
 - (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 IPEA in writing³. 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 work expense for 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 business⁴ or a break in travel at a usual point en route to the final travel destination⁵.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense 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.

² A Parliamentary Secretary may nominate an electorate employee whose travel will not be debited from the ESB under item 5 and, concurrently, nominate a personal employee whose travel will be debited from the ESB in place of a nominated different electorate employee whose travel will not be debited under item 6.

³ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

⁴ 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.

⁵ For example, travel from Hobart to Canberra may have a usual stop in Melbourne en route.

12. Employees are required to take all reasonable steps to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

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 limited 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 limited 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, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) 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 use⁶:
 - (a) taxis;
 - (b) regulated ridesharing services;
 - (c) hire cars; and

⁶ Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (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 (other than to collect and/or return the vehicle);
 - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), 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 may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

Tolls and Parking Costs

- 19. 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 reimbursement⁷.
- 20. 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.
- 21. Employees will not 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

- 22. 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

⁷ For example, it is generally expected that long-stay parking will be used at an airport.

Professional Development Program or approved ad hoc training and professional development opportunities, IT training or training for Work Health and Safety roles.

- (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.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

Travel for ECG Representatives and WHS Committee Members

24. Associated travel costs⁸ of employees who are Employee Consultative Group⁹ (ECG) representatives and Work Health and Safety (WHS) Committee¹⁰ 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.
25. 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

26. 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.
27. 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 Minister¹¹, 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.
28. 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.

⁸ 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

⁹ As described at clause 5 of the Enterprise Agreement.

¹⁰ A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

¹¹ For example, from Canberra to Merimbula.

SCHEDULE B

Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
 - (b) an Opposition Office Holder;
 - (c) a Leader of a Minority Party; or
 - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
 - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
 - (c) absences of one week¹² or more on personal leave¹³;
 - (d) all absences on the following types of leave:
 - (i) unpaid carer's leave;
 - (ii) compassionate leave;
 - (iii) community service leave;
 - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
 - (v) long service leave;
 - (vi) maternity leave¹⁴;
 - (vii) adoption leave;

¹² The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

¹³ Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

¹⁴ Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

- (viii) supporting partner leave;
 - (ix) unpaid parental leave; and
 - (x) leave without pay.
32. Where an electorate employee is partially incapacitated (i.e. working fewer than their usual weekly hours on the basis of medical advice), working up to but not exceeding 20 hours per week, that employee will be treated as totally incapacitated and full-time relief arrangements will apply (to the maximum of the usual weekly hours of the employee) for a maximum period of six months without debit against the Electorate Support Budget. After six months, or when the affected employee's work hours exceed 20 hours per week (but are less than their usual weekly hours), relief staff may be engaged part-time in order to fully staff the position without debit against the Electorate Support Budget.
33. Senators and Members who hold a 'relevant office', as defined under section 3 of the Act, engage relief staff as electorate employees against the Electorate Support Budget under Part III of the Act. Senators and Members who do not hold a 'relevant office' engage relief staff as electorate employees against the Electorate Support Budget under Part IV of the Act.

SCHEDULE C

Calculation of the Electorate Support Budget

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
- (a) the electorate staff travel component; and
 - (b) the relief staff component.
35. The Electorate Support Budget is calculated pro rata, on the basis of the number of calendar days remaining, for the financial year in which a Senator or Member commences his or her term.
36. The relief staff component will be adjusted in line with changes to the base salary point of the Electorate Officer B classification.
37. The relief staff component will be adjusted pro rata where a Member is allocated, or ceases to be allocated, an additional position for a second and/or third official electorate office.
38. The Special Minister of State may approve changes to the Electorate Support Budget for any Senator or Member.
39. If the Electorate Support Budget for a year is exhausted, a Senator or Member may not draw from the Electorate Support Budget for the following year. The costs beyond the Electorate Support Budget are a debt owed to the Commonwealth and must be repaid by the Senator or Member. Unused funds may not be carried over to the following year.

Electorate staff travel component

40. Except as provided at items 41, 42 and 43, the electorate staff travel component is calculated on the basis of:
- (a) 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
 - (b) 110 nights of travelling allowance at the rate applicable to Canberra;
 - (c) taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
 - (d) an amount for other travel as follows:

| Senator/Member | Electorate Size | \$ |
|---------------------|------------------------------------|----------|
| Member | 0-199 km ² | \$300 |
| Member | 200-999 km ² | \$500 |
| Member | 1,000-9,999 km ² | \$700 |
| Member | 10,000-99,999 km ² | \$1,000 |
| Member | 100,000-199,999 km ² | \$8,132 |
| Member | 200,000-499,999 km ² | \$10,132 |
| Member | 500,000 km ² or greater | \$12,132 |
| Senators for the NT | — | \$9,000 |
| All other Senators | — | \$500 |

41. Where a Senator or Member's primary electorate office is located within 150km of Canberra by road, the electorate staff travel component is calculated at the commencement of each financial year on the basis of:
- (a) the value of motor vehicle allowance payable for 20 return motor vehicle trips between the primary electorate office and Canberra;
 - (b) 110 nights of travelling allowance at the rate applicable to Canberra; and
 - (c) an amount for other travel as set out at item 40(d).
42. The electorate staff travel component for each financial year for the Member for Bean and Senators for the ACT is calculated on the basis of:
- (a) three return economy airfares (fully flexible) between Canberra and Norfolk Island;
 - (b) eight nights of travelling allowance at the commercial rate applicable to Norfolk Island; and
 - (c) an amount of \$2,000 for other travel.
43. The electorate staff travel component for each financial year for the following Senators and Members is calculated as follows:

| Senator/Member | \$ |
|--|---------|
| Member for Canberra | \$2,000 |
| Member for Fenner | \$2,000 |
| Member for Eden-Monaro | \$5,000 |
| Senator whose electorate office is in Queanbeyan | \$5,000 |

Relief staff component

44. The relief staff component is calculated on the basis of:
- (a) 150 days' salary at the base salary point of the Electorate Officer B classification; and
 - (b) an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a second official electorate office; and
 - (c) an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a third official electorate office.

Terms and Definitions

45. In this determination, terms have the meaning set out in the Enterprise Agreement. In addition, the terms below have the following meanings:

Opposition Office Holder means:

- (a) the Leader or Deputy Leader of the Opposition in the House of Representatives; or
- (b) the Leader or Deputy Leader of the Opposition in the Senate.

Leader or Deputy Leader of a Minority Party means the Leader or Deputy Leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder.

Professional Development Program means a scheduled program of training courses for MOP(S) Act employees, administered by the Department of Finance.

Regulated ridesharing services means a ridesharing service operating under regulation in the State or Territory in which the travel occurs.

Members of Parliament (Staff) Act 1984

STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS

I, DON FARRELL, 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 MOP(S) Act) that, with effect on and from 1 July 2023:

- Determination 2020/15 made on 29 June 2020 is revoked with effect from 30 June 2023;
- 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;
- 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 21 ^{June} day of May 2023


DON FARRELL
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 2020-2023* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a parliamentarian 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 determined, where practical, at the commencement of the financial year with effect from 1 July .
 - (b) The expectation is that the nomination would not change more than three times within a financial year period. These three changes accommodate for any unforeseen circumstances or staffing arrangement changes that arise throughout the financial year.
 - (c) The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing¹ where possible, at the commencement of the financial year. 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.
 - (d) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
 - (e) All travel undertaken by electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.
6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary², 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.

¹ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

².

- (a) The nomination for a swap of the travel entitlements of a personal employee with an electorate employee is to be determined, where practical, at the commencement of the financial year with effect from 1 July
 - (b) The nomination of a personal and electorate employee would not change more than three times within a financial year period. These three changes accommodate for any unforeseen circumstances or staffing arrangement changes that arise throughout the financial year.
 - (c) The names of the nominated personal and electorate employees must be notified to IPEA in writing³. All 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 work expense for 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. Travel 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 business⁴ or a break in travel at a usual point en route to the final travel destination⁵.
 11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense 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.

³ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

⁴ 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.

⁵ For example, travel from Hobart to Canberra may have a usual stop in Melbourne en route.

12. Employees are required to take all reasonable steps to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

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 limited 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 shall travel at economy class 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, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) 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 use⁶:
 - (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:

⁶ Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (i) the hire is of no more than 10 days duration;
 - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
 - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), 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 may not use taxis, regulated ridesharing services, hire cars or shortterm self- drive-hire cars at Commonwealth expense for private use, other than as set out at item 16.

Tolls and Parking Costs

- 19. 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 reimbursement⁷.
- 20. 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.
- 21. Employees will not 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

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), as defined by the Australian Electoral Commission, 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

⁷ For example, it is generally expected that long-stay parking will be used at an airport.

training for Work Health and Safety roles (including travel for Health and Safety Representatives (HSR) to attend accredited HSR training).

- (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.

23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

Travel for ECG Representatives and WHS Committee Members

24. Associated travel costs⁸ of employees who are Employee Consultative Group⁹ (ECG) representatives and Work Health and Safety (WHS) Committee¹⁰ 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.
25. 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

26. 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.
27. 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 Minister¹¹, 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.
28. 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.

⁸ 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

⁹ As described at clause 5 of the Enterprise Agreement.

¹⁰ A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

¹¹ For example, from Canberra to Merimbula.

SCHEDULE B

Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
 - (b) an Opposition Office Holder;
 - (c) a Leader of a Minority Party; or
 - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
 - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
 - (c) absences of one week¹² or more on personal leave¹³;
 - (d) all absences on the following types of leave:
 - (i) unpaid carer's leave;
 - (ii) compassionate leave;
 - (iii) community service leave;
 - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
 - (v) long service leave;
 - (vi) maternity leave¹⁴;
 - (vii) adoption leave;

¹² The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

¹³ Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

¹⁴ Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

- (viii) supporting partner leave;
 - (ix) unpaid parental leave; and
 - (x) leave without pay.
32. Where an electorate employee is partially incapacitated (i.e. working fewer than their usual weekly hours on the basis of medical advice), working up to but not exceeding 20 hours per week, that employee will be treated as totally incapacitated and full-time relief arrangements will apply (to the maximum of the usual weekly hours of the employee) for a maximum period of six months without debit against the Electorate Support Budget. After six months, or when the affected employee's work hours exceed 20 hours per week (but are less than their usual weekly hours), relief staff may be engaged part-time in order to fully staff the position without debit against the Electorate Support Budget.
33. Senators and Members who hold a 'relevant office', as defined under section 3 of the Act, engage relief staff as electorate employees against the Electorate Support Budget under Part III of the Act. Senators and Members who do not hold a 'relevant office' engage relief staff as electorate employees against the Electorate Support Budget under Part IV of the Act.

SCHEDULE C

Calculation of the Electorate Support Budget

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
- (a) the electorate staff travel component; and
 - (b) the relief staff component.
35. The Electorate Support Budget is calculated pro rata, on the basis of the number of calendar days remaining, for the financial year in which a Senator or Member commences his or her term.
36. The relief staff component will be adjusted in line with changes to the base salary point of the Electorate Officer B classification.
37. The relief staff component will be adjusted pro rata where a Member is allocated, or ceases to be allocated, an additional position for a second and/or third official electorate office.
38. The Special Minister of State may approve changes to the Electorate Support Budget for any Senator or Member.
39. If the Electorate Support Budget for a year is exhausted, a Senator or Member may not draw from the Electorate Support Budget for the following year. All costs beyond the Electorate Support Budget are a debt owed to the Commonwealth and must be repaid by the Senator or Member. Unused funds may not be carried over to the following year.

Electorate staff travel component

40. Except as provided at items 41, 42 and 43, the electorate staff travel component is calculated on the basis of:
- (a) 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
 - (b) 110 nights of travelling allowance at the rate applicable to Canberra;
 - (c) taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
 - (d) an amount for other travel as follows:

| Senator/Member | Electorate Size | \$ |
|---------------------|------------------------------------|----------|
| Member | 0-199 km ² | \$300 |
| Member | 200-999 km ² | \$500 |
| Member | 1,000-9,999 km ² | \$700 |
| Member | 10,000-99,999 km ² | \$1,000 |
| Member | 100,000-199,999 km ² | \$8,132 |
| Member | 200,000-499,999 km ² | \$10,132 |
| Member | 500,000 km ² or greater | \$12,132 |
| Senators for the NT | — | \$9,000 |
| All other Senators | — | \$500 |

41. Where a Senator or Member's primary electorate office is located within 150km of Canberra by road, the electorate staff travel component is calculated at the commencement of each financial year on the basis of:
- (a) the value of motor vehicle allowance payable for 20 return motor vehicle trips between the primary electorate office and Canberra;
 - (b) 110 nights of travelling allowance at the rate applicable to Canberra; and
 - (c) an amount for other travel as set out at item 40(d).
42. The electorate staff travel component for each financial year for the Member for Bean and Senators for the ACT is calculated on the basis of:
- (a) three return economy airfares (fully flexible) between Canberra and Norfolk Island;
 - (b) eight nights of travelling allowance at the commercial rate applicable to Norfolk Island; and
 - (c) an amount of \$2,000 for other travel.
43. The electorate staff travel component for each financial year for the following Senators and Members is calculated as follows:

| Senator/Member | \$ |
|--|---------|
| Member for Canberra | \$2,000 |
| Member for Fenner | \$2,000 |
| Member for Eden-Monaro | \$5,000 |
| Senator whose electorate office is in Queanbeyan | \$5,000 |

Relief staff component

44. The relief staff component is calculated on the basis of:
- (a) 150 days' salary at the base salary point of the Electorate Officer B classification; and
 - (b) an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a second official electorate office; and
 - (c) an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a third official electorate office.

Terms and Definitions

45. In this determination, terms have the meaning set out in the Enterprise Agreement. In addition, the terms below have the following meanings:

Opposition Office Holder means:

- (a) the Leader or Deputy Leader of the Opposition in the House of Representatives; or
- (b) the Leader or Deputy Leader of the Opposition in the Senate.

Leader or Deputy Leader of a Minority Party means the Leader or Deputy Leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder.

Professional Development Program means a scheduled program of training courses for MOP(S) Act employees, administered by the Department of Finance.

Regulated ridesharing services means a ridesharing service operating under regulation in the State or Territory in which the travel occurs.

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

1 January to 31 December 2023

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|------------------|----------------|-------------------------|------------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | [REDACTED] Residence | 28 February 2023 | 7:19am | Capital Hill | 28 February 2023 | 7:25am | \$9.25 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 6 March 2023 | 6:14am | Capital Hill | 6 March 2023 | 6:19am | \$9.02 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 7 March 2023 | 6:33am | Capital Hill | 7 March 2023 | 6:38am | \$9.20 | | |
| Travel expenses – ride-share services | Capital Hill | 7 March 2023 | 8:17pm | [REDACTED] Residence | 7 March 2023 | 8:22pm | \$9.40 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 8 March 2023 | 6:54am | Capital Hill | 8 March 2023 | 6:59am | \$9.13 | | |
| Travel expenses – ride-share services | Capital Hill | 8 March 2023 | 7:51pm | [REDACTED] Residence | 8 March 2023 | 7:57am | \$9.60 | | |
| Travel expenses – | [REDACTED] Residence | 19 March 2023 | 1:21pm | Capital Hill | 19 March 2023 | 1:28pm | \$9.43 | | |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|----------------|----------------|-------------------------|---------------|--------------|--------------------|------------------------------|--|
| ride-share services | | | | | | | | | |
| Travel expenses – ride-share services | Capital Hill | 22 March 2023 | 8:13pm | [REDACTED] Residence | 22 March 2023 | 8:19pm | \$9.64 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 27 March 2023 | 6:43am | Capital Hill | 27 March 2023 | 6:49am | \$9.16 | | |
| Travel expenses – ride-share services | Capital Hill | 27 March 2023 | 6:18pm | [REDACTED] Residence | 27 March 2023 | 6:24pm | \$9.68 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 28 March 2023 | 6:29am | Capital Hill | 28 March 2023 | 6:35am | \$9.10 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 29 March 2023 | 6:49am | Capital Hill | 29 March 2023 | 6:54am | \$9.06 | | |
| Travel expenses – ride-share services | Capital Hill | 29 March 2023 | 8:03pm | [REDACTED] Residence | 29 March 2023 | 8:08pm | \$9.55 | | |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|----------------|----------------|-------------------------|--------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | Capital Hill | 4 April 2023 | 5:57pm | [REDACTED] Residence | 4 April 2023 | 6:06pm | \$9.99 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 22 May 2023 | 7:08am | Capital Hill | 22 May 2023 | 7:12am | \$10.31 | | |
| Travel expenses – ride-share services | Capital Hill | 22 May 2023 | 5:59pm | [REDACTED] Residence | 22 May 2023 | 6:07pm | \$9.24 | | |
| Travel expenses – ride-share services | Capital Hill | 23 May 2023 | 7:42pm | [REDACTED] Residence | 23 May 2023 | 7:48pm | \$9.86 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 13 June 2023 | 6:44am | Capital Hill | 13 June 2023 | 6:49am | \$9.14 | | |
| Travel expenses – ride-share services | Capital Hill | 13 June 2023 | 8:09pm | [REDACTED] Residence | 13 June 2023 | 8:16pm | \$9.86 | | |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|----------------|----------------|-------------------------|---------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | [REDACTED] Residence | 14 June 2023 | 6:47am | Capital Hill | 14 June 2023 | 6:52am | \$9.03 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 5 July 2023 | 7:02am | Capital Hill | 5 July 2023 | 7:07am | \$9.44 | | |
| Travel expenses – ride-share services | Capital Hill | 19 July 2023 | 5:49pm | [REDACTED] Residence | 19 July 2023 | 5:57pm | \$10.25 | | |
| Travel expenses – ride-share services | Capital Hill | 1 August 2023 | 6:33pm | [REDACTED] Residence | 1 August 2023 | 6:40pm | \$9.41 | | |
| Travel expenses – ride-share services | Capital Hill | 2 August 2023 | 7:15pm | [REDACTED] Residence | 2 August 2023 | 7:23am | \$9.54 | | |
| Travel expenses – ride-share services | Capital Hill | 8 August 2023 | 7:12pm | [REDACTED] Residence | 8 August 2023 | 7:18pm | \$9.85 | | |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|-------------------|----------------|-------------------------|-------------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | [REDACTED] Residence | 9 August 2023 | 6:39am | Capital Hill | 9 August 2023 | 6:43am | \$9.19 | | |
| Travel expenses – ride-share services | Capital Hill | 4 September 2023 | 6:44pm | [REDACTED] Residence | 4 September 2023 | 6:50pm | \$9.85 | | |
| Travel expenses – ride-share services | Capital Hill | 5 September 2023 | 7:35pm | [REDACTED] Residence | 5 September 2023 | 7:40pm | \$9.81 | | |
| Travel expenses – ride-share services | Capital Hill | 6 September 2023 | 7:20pm | [REDACTED] Residence | 6 September 2023 | 7:26pm | \$9.88 | | |
| Travel expenses – ride-share services | Capital Hill | 11 September 2023 | 6:45pm | [REDACTED] Residence | 11 September 2023 | 6:52pm | \$9.96 | | |
| Travel expenses – ride-share services | Capital Hill | 12 September 2023 | 6:56pm | [REDACTED] Residence | 12 September 2023 | 7:01pm | \$10.06 | | |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|------------------|----------------|-------------------------|------------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | Capital Hill | 26 October 2023 | 7:35pm | [REDACTED] Residence | 26 October 2023 | 7:40pm | \$9.86 | | |
| Travel expenses – ride-share services | Capital Hill | 30 October 2023 | 7:31pm | [REDACTED] Residence | 30 October 2023 | 7:37pm | \$9.81 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 14 November 2023 | 7:07am | Capital Hill | 14 November 2023 | 7:13am | \$9.50 | | |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

1 January to 30 June 2024

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel approved/not approved | If approved, reason for approval (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|------------------|----------------|-------------------------|------------------|--------------|--------------------|------------------------------|---|
| Travel expenses – ride-share services | Capital Hill | 28 February 2024 | 7:20pm | [REDACTED] Residence | 28 February 2024 | 7:27pm | \$9.36 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 20 March 2024 | 6:44am | Capital Hill | 20 March 2024 | 6:51am | \$9.35 | | |
| Travel expenses – ride-share services | Capital Hill | 26 March 2024 | 5:49pm | [REDACTED] Residence | 26 March 2024 | 5:58pm | \$10.15 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 17 May 2024 | 7:54am | Capital Hill | 17 May 2024 | 8:00am | \$7.44 | | |
| Travel expenses – ride-share services | [REDACTED] Residence | 6 June 2024 | 6:38am | Capital Hill | 6 June 2024 | 6:46am | \$9.31 | | |
| Travel expenses – ride-share services | Capital Hill | 7 June 2024 | 5:26pm | [REDACTED] Residence | 7 June 2024 | 5:31pm | \$10.24 | | |

OFFICIAL

From: Assurance
To: [REDACTED]
Cc: Assurance
Subject: Reminder - Assurance Review of travel and travel-related expenses - [REDACTED] [SEC=OFFICIAL]
Date: Wednesday, 27 November 2024 3:38:47 PM
Attachments: image001.gif
image002.jpg
Reminder letter - Hon Linda Burney MP.pdf
Correspondence - Assurance review of travel and travel-related expenses - [REDACTED] SEC=OFFICIAL.mso

OFFICIAL

Dear Ms Burney
Attached please find correspondence from the Independent Parliamentary Expenses Authority for your consideration.
Yours sincerely
[REDACTED]

A/g Director | Audit & Assurance
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

E: assurance@ipea.gov.au
W: www.ipea.gov.au & www.ipea.gov.au/ed
Social: [LinkedIn](#) / [X/Twitter](#)

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OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

27 November 2024

The Hon Linda Burney MP
Member for Barton
PO Box 32
KOGARAH NSW 2217

Email: [REDACTED]

Dear Ms Burney

Assurance Review of travel and travel-related expenses

On 30 October 2024, IPEA wrote to you in relation to an Assurance Review of [REDACTED] use of car transport, during the period 1 January 2023 to 30 June 2024.

A response was requested from you by 24 November 2024. There was a provision in the letter for you to request an extension if you required more time to prepare a written response. An extension has not been requested and your response to this matter is now overdue.

Please provide a written response via email to assurance@ipea.gov.au, by close of business on **Wednesday 11 December 2024**. If a response is not received by this date, IPEA may consider other options for progressing this matter.

Should you wish to discuss this matter, please contact [REDACTED] A/g Director, Audit and Assurance on [REDACTED]

Yours sincerely


[REDACTED]

A/g Branch Manager, Transparency, Audit and Legal Branch
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

OFFICIAL

From: [REDACTED]
To: [Assurance](#)
Cc: [Burney, Linda \(MP\)](#)
Subject: Reminder - Assurance Review of travel and travel-related expenses [REDACTED] [SEC=OFFICIAL]
Date: Thursday, 28 November 2024 2:33:02 PM
Attachments: [image001.gif](#)
[image002.jpg](#)
[image003.png](#)
[image004.jpg](#)
[\[REDACTED\] 2024 ridesharing assurance.pdf](#)

Dear [REDACTED]
Apologies for the delay responding.
Please find attached information requested from [REDACTED].
Kind regards,

[REDACTED]

[REDACTED]
Office/Diary Manager
Office of The Hon. Linda Burney MP
Member for Barton
Email: [REDACTED]
Phone: [REDACTED]
Address: Level 2, 24 Montgomery St Kogarah 2217 NSW

 We acknowledge Aboriginal and Torres Strait Islander people as traditional custodians of Country and pay our respects to their Elders past, present and emerging.

From: Assurance <Assurance@ipea.gov.au>
Sent: Wednesday, 27 November 2024 3:38 PM
To: Burney, Linda (MP) [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Reminder - Assurance Review of travel and travel-related expenses - [REDACTED] [SEC=OFFICIAL]
OFFICIAL

Dear Ms Burney
Attached please find correspondence from the Independent Parliamentary Expenses Authority for your consideration.
Yours sincerely
[REDACTED]
A/g Director | Audit & Assurance
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

[REDACTED]
E: assurance@ipea.gov.au
W: www.ipea.gov.au & www.ipea.gov.au/ed
Social: [LinkedIn](#) / [X/Twitter](#)

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

1 January to 31 December 2023

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|------------------|----------------|-------------------------|------------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | [REDACTED] Residence | 28 February 2023 | 7:19am | Capital Hill | 28 February 2023 | 7:25am | \$9.25 | not directed | [REDACTED] 10 refund |
| Travel expenses – ride-share services | [REDACTED] Residence | 6 March 2023 | 6:14am | Capital Hill | 6 March 2023 | 6:19am | \$9.02 | not directed | [REDACTED] 10 refund |
| Travel expenses – ride-share services | [REDACTED] Residence | 7 March 2023 | 6:33am | Capital Hill | 7 March 2023 | 6:38am | \$9.20 | not directed | [REDACTED] 10 refund |
| Travel expenses – ride-share services | Capital Hill | 7 March 2023 | 8:17pm | [REDACTED] Residence | 7 March 2023 | 8:22pm | \$9.40 | directed | s16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 8 March 2023 | 6:54am | Capital Hill | 8 March 2023 | 6:59am | \$9.13 | not directed | [REDACTED] 10 refund |
| Travel expenses – ride-share services | Capital Hill | 8 March 2023 | 7:51pm | [REDACTED] Residence | 8 March 2023 | 7:57am | \$9.60 | please confirm AM OR PM? | |
| Travel expenses – ride-share services | [REDACTED] Residence | 19 March 2023 | 1:21pm | Capital Hill | 19 March 2023 | 1:28pm | \$9.43 | directed | last minute direction to attend meeting @ APM on a Sunday |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|----------------|----------------|-------------------------|---------------|--------------|--------------------|------------------------------|--|
| ride-share services | | | | | | | | | |
| Travel expenses – ride-share services | Capital Hill | 22 March 2023 | 8:13pm | [REDACTED] Residence | 22 March 2023 | 8:19pm | \$9.64 | directed | 16 (a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 27 March 2023 | 6:43am | Capital Hill | 27 March 2023 | 6:49am | \$9.16 | not directed | [REDACTED] b refund |
| Travel expenses – ride-share services | Capital Hill | 27 March 2023 | 6:18pm | [REDACTED] Residence | 27 March 2023 | 6:24pm | \$9.68 | directed | 16 (a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 28 March 2023 | 6:29am | Capital Hill | 28 March 2023 | 6:35am | \$9.10 | not directed | [REDACTED] b refund |
| Travel expenses – ride-share services | [REDACTED] Residence | 29 March 2023 | 6:49am | Capital Hill | 29 March 2023 | 6:54am | \$9.06 | not directed | [REDACTED] b refund |
| Travel expenses – ride-share services | Capital Hill | 29 March 2023 | 8:03pm | [REDACTED] Residence | 29 March 2023 | 8:08pm | \$9.55 | directed | 16 (a) |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|----------------|----------------|-------------------------|--------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | Capital Hill | 4 April 2023 | 5:57pm | [REDACTED] Residence | 4 April 2023 | 6:06pm | \$9.99 | directed | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 22 May 2023 | 7:08am | Capital Hill | 22 May 2023 | 7:12am | \$10.31 | not directed | [REDACTED] 16 |
| Travel expenses – ride-share services | Capital Hill | 22 May 2023 | 5:59pm | [REDACTED] Residence | 22 May 2023 | 6:07pm | \$9.24 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 23 May 2023 | 7:42pm | [REDACTED] Residence | 23 May 2023 | 7:48pm | \$9.86 | directed | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 13 June 2023 | 6:44am | Capital Hill | 13 June 2023 | 6:49am | \$9.14 | not directed | [REDACTED] 16 refund |
| Travel expenses – ride-share services | Capital Hill | 13 June 2023 | 8:09pm | [REDACTED] Residence | 13 June 2023 | 8:16pm | \$9.86 | directed | 16(a) |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|----------------|----------------|-------------------------|---------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | [REDACTED] Residence | 14 June 2023 | 6:47am | Capital Hill | 14 June 2023 | 6:52am | \$9.03 | not directed | [REDACTED] is refund |
| Travel expenses – ride-share services | [REDACTED] Residence | 5 July 2023 | 7:02am | Capital Hill | 5 July 2023 | 7:07am | \$9.44 | directed | 16(c) |
| Travel expenses – ride-share services | Capital Hill | 19 July 2023 | 5:49pm | [REDACTED] Residence | 19 July 2023 | 5:57pm | \$10.25 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 1 August 2023 | 6:33pm | [REDACTED] Residence | 1 August 2023 | 6:40pm | \$9.41 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 2 August 2023 | 7:15pm | [REDACTED] Residence | 2 August 2023 | 7:23am | \$9.54 | please confirm AM or PM? | |
| Travel expenses – ride-share services | Capital Hill | 8 August 2023 | 7:12pm | [REDACTED] Residence | 8 August 2023 | 7:18pm | \$9.85 | directed | 16(a) |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|-------------------|----------------|-------------------------|-------------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | [REDACTED] Residence | 9 August 2023 | 6:39am | Capital Hill | 9 August 2023 | 6:43am | \$9.19 | not directed | [REDACTED] 10 refused |
| Travel expenses – ride-share services | Capital Hill | 4 September 2023 | 6:44pm | [REDACTED] Residence | 4 September 2023 | 6:50pm | \$9.85 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 5 September 2023 | 7:35pm | [REDACTED] Residence | 5 September 2023 | 7:40pm | \$9.81 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 6 September 2023 | 7:20pm | [REDACTED] Residence | 6 September 2023 | 7:26pm | \$9.88 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 11 September 2023 | 6:45pm | [REDACTED] Residence | 11 September 2023 | 6:52pm | \$9.96 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 12 September 2023 | 6:56pm | [REDACTED] Residence | 12 September 2023 | 7:01pm | \$10.06 | directed | 16(a) |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|------------------|----------------|-------------------------|------------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | Capital Hill | 26 October 2023 | 7:35pm | [REDACTED] Residence | 26 October 2023 | 7:40pm | \$9.86 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 30 October 2023 | 7:31pm | [REDACTED] Residence | 30 October 2023 | 7:37pm | \$9.81 | directed | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 14 November 2023 | 7:07am | Capital Hill | 14 November 2023 | 7:13am | \$9.50 | not directed | [REDACTED] b refund |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

1 January to 30 June 2024

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel approved/not approved | If approved, reason for approval (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|------------------|----------------|-------------------------|------------------|--------------|--------------------|------------------------------|---|
| Travel expenses – ride-share services | Capital Hill | 28 February 2024 | 7:20pm | [REDACTED] Residence | 28 February 2024 | 7:27pm | \$9.36 | diverted | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 20 March 2024 | 6:44am | Capital Hill | 20 March 2024 | 6:51am | \$9.35 | not diverted | [REDACTED] to refund |
| Travel expenses – ride-share services | Capital Hill | 26 March 2024 | 5:49pm | [REDACTED] Residence | 26 March 2024 | 5:58pm | \$10.15 | diverted | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 17 May 2024 | 7:54am | Capital Hill | 17 May 2024 | 8:00am | \$7.44 | diverted | 16(c) |
| Travel expenses – ride-share services | [REDACTED] Residence | 6 June 2024 | 6:38am | Capital Hill | 6 June 2024 | 6:46am | \$9.31 | not diverted | [REDACTED] to refund |
| Travel expenses – ride-share services | Capital Hill | 7 June 2024 | 5:26pm | [REDACTED] Residence | 7 June 2024 | 5:31pm | \$10.24 | diverted | 16(c) |

OFFICIAL

From: Assurance
To: Assurance (L. Burney, MP)
Cc: Burney, Linda (MP)
Subject: RE: Reminder - Assurance Review of travel and travel-related expenses - [SEC=OFFICIAL]
Date: Monday, 2 December 2024 8:10:58 AM
Attachments: image001.gif
image002.jpg
image003.png
image004.jpg

OFFICIAL

Sorry
The arrival time for the trip on 2 August 2023 (page 4 of Attachment D) should be 7:23pm.
Kind regards

Assistant Director
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST, ACT 2603
T:
E: @ipea.gov.au
W: www.ipea.gov.au
Social: LinkedIn / X/Twitter
I am in the office Wednesday to Friday

| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
| WFH | WFH | ✓ | ✓ | ✓ |



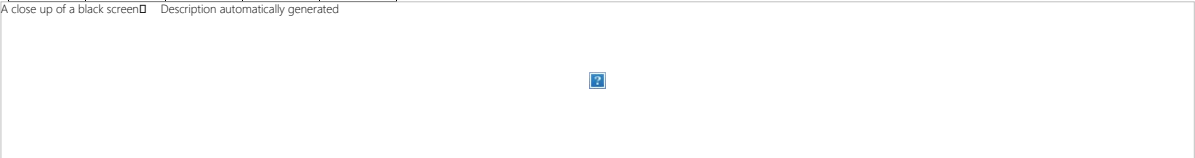
From: Assurance <Assurance@ipea.gov.au>
Sent: Monday, 2 December 2024 8:05 AM
To: Assurance <Assurance@ipea.gov.au>
Cc: Burney, Linda (MP) [SEC=OFFICIAL]
Subject: RE: Reminder - Assurance Review of travel and travel-related expenses - [SEC=OFFICIAL]

OFFICIAL

Good morning
Apologies for the error on Page 1 of Attachment D.
The arrival time for the trip on 8 March 2023 should have been 7:57pm, rather than am.
Kind regards


Assistant Director
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST, ACT 2603
T:
E: @ipea.gov.au
W: www.ipea.gov.au
Social: LinkedIn / X/Twitter
I am in the office Wednesday to Friday

| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
| WFH | WFH | ✓ | ✓ | ✓ |



From:
Sent: Thursday, 28 November 2024 2:32 PM
To: Assurance <Assurance@ipea.gov.au>
Cc: Burney, Linda (MP) [SEC=OFFICIAL]
Subject: Reminder - Assurance Review of travel and travel-related expenses - [SEC=OFFICIAL]

Dear
Apologies for the delay responding.
Please find attached information requested from .
Kind regards,



Office/Diary Manager
Office of The Hon. Linda Burney MP
Member for Barton
Email:
Phone:
Address: Level 2, 24 Montgomery St Kogarah 2217 NSW

We acknowledge Aboriginal and Torres Strait Islander people as traditional custodians of Country and pay our respects to their Elders past, present and emerging.

From: Assurance <Assurance@ipea.gov.au>
Sent: Wednesday, 27 November 2024 3:38 PM
To: Burney, Linda (MP) [SEC=OFFICIAL]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Reminder - Assurance Review of travel and travel-related expenses - [SEC=OFFICIAL]

OFFICIAL

Dear Ms Burney
Attached please find correspondence from the Independent Parliamentary Expenses Authority for your consideration.
Yours sincerely
A/g Director | Audit & Assurance
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

E: assurance@ipea.gov.au
W: www.ipea.gov.au & www.ipea.gov.au/ed
Social: [LinkedIn](#) / [X/Twitter](#)

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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.

From: [REDACTED]
To: Assurance
Subject: RE: Reminder - Assurance Review of travel and travel-related expenses - [REDACTED] [SEC=OFFICIAL]
Date: Monday, 16 December 2024 5:56:16 PM
Attachments: [image003.png](#)
[image004.jpg](#)
[image005.pdf](#)
[image006.jpg](#)

Dear [REDACTED]
Apologies for the delay.
Please be advised [REDACTED] was Directed to travel under 16 (a).
Please note that I am going on leave on Thursday 19 December and will not have access to my emails.
[REDACTED] is currently on leave until the end of January 2025.
Kind regards,
[REDACTED]



Office/Deputy Manager
Office of The Hon. Linda Burney MP
Member for Barton
Email: [REDACTED]
Phone: [REDACTED]
Address: Level 2, 24 Montgomery St Kogarah 2217 NSW



We acknowledge Aboriginal and Torres Strait Islander people as traditional custodians of Country and pay our respects to their Elders past, present and emerging.

From: Assurance <Assurance@ipea.gov.au>
Sent: Friday, 13 December 2024 1:20 PM
To: [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>; Burney, Linda (MP) [REDACTED]
Subject: Reminder - Assurance Review of travel and travel-related expenses - [REDACTED] [SEC=OFFICIAL]

OFFICIAL

Good afternoon [REDACTED]
I was wondering if Ms Burney has had an opportunity to review the two trips undertaken by [REDACTED], with the amended times.
For ease of reference, they are:

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel approved/Not approved | If approved, reason for approval (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|--------------------|----------------|----------------|-------------------------|---------------|--------------|--------------------|------------------------------|---|
| Travel expenses – ride-share services | Capital Hill | 8 March 2023 | 7:51pm | [REDACTED] Residence | 8 March 2023 | 7:57pm | \$9.60 | | |
| Travel expenses – ride-share services | Capital Hill | 2 August 2023 | 7:15pm | [REDACTED] Residence | 2 August 2023 | 7:23pm | \$9.54 | | |

I have also attached Ms Burney's original response to provide context.

Kind regards

[REDACTED]

Assistant Director
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST, ACT 2603

T: [REDACTED]
E: [REDACTED]@ipea.gov.au
W: www.ipea.gov.au

Social: [LinkedIn](#) / [X/Twitter](#)

I am in the office Wednesday to Friday

| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
| WFH | WFH | ✓ | ✓ | ✓ |

A close up of a black screen() Description automatically generated



From: Assurance <Assurance@ipea.gov.au>
Sent: Monday, 2 December 2024 8:05 AM
To: [REDACTED] Assurance <Assurance@ipea.gov.au>
Cc: Burney, Linda (MP) [REDACTED]
Subject: RE: Reminder - Assurance Review of travel and travel-related expenses - [REDACTED] [SEC=OFFICIAL]

OFFICIAL

Good morning [REDACTED]
Apologies for the error on Page 1 of Attachment D.
The arrival time for the trip on 8 March 2023 should have been 7:57pm, rather than am.
Kind regards

[REDACTED]

Assistant Director
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST, ACT 2603

T: [REDACTED]
E: [REDACTED]@ipea.gov.au
W: www.ipea.gov.au

Social: [LinkedIn](#) / [X/Twitter](#)

I am in the office Wednesday to Friday


| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
| WFH | WFH | ✓ | ✓ | ✓ |

A close up of a black screen Description automatically generated


From: [REDACTED]
Sent: Thursday, 28 November 2024 2:32 PM
To: Assurance <Assurance@ipea.gov.au>
Cc: Burney, Linda (MP) [REDACTED]
Subject: Reminder - Assurance Review of travel and travel-related expenses - [REDACTED] [SEC=OFFICIAL]

Dear [REDACTED],
Apologies for the delay responding.
Please find attached information requested from [REDACTED]
Kind regards,

[REDACTED]



Office/Deputy Manager
Office of The Hon. Linda Burney MP
Member for Barton
Email: [REDACTED]
Phone: [REDACTED]
Address: Level 2, 24 Montgomery St Kogarah 2217 NSW

 We acknowledge Aboriginal and Torres Strait Islander people as traditional custodians of Country and pay our respects to their Elders past, present and emerging.

From: Assurance <Assurance@ipea.gov.au>
Sent: Wednesday, 27 November 2024 3:38 PM
To: Burney, Linda (MP) [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Reminder - Assurance Review of travel and travel-related expenses - [REDACTED] [SEC=OFFICIAL]
OFFICIAL

Dear Ms Burney
Attached please find correspondence from the Independent Parliamentary Expenses Authority for your consideration.
Yours sincerely

[REDACTED]
A/g Director | Audit & Assurance
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: [REDACTED]
E: assurance@ipea.gov.au
W: www.ipea.gov.au & www.ipea.gov.au/ed
Social: [LinkedIn](#) / [X/Twitter](#)

A close up of a black screen Description automatically generated



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.

From: Assurance
To: [REDACTED]
Cc: Assurance
Subject: Assurance Review of travel and travel-related expenses [SEC=OFFICIAL]
Date: Thursday, 16 January 2025 7:41:13 AM
Attachments: image002.jpg
Correspondence [REDACTED] Assurance Review of travel and travel-related expenses.pdf
Attachment A Request from the Hon Linda Burney [REDACTED] 2024 ridesharing assurance.pdf
Attachment B Determination 2020-15 staff travel and relief staff arrangements.pdf
Attachment C Determination 2023-10 Staff Travel and Relief Staff Arrangements - Schedule A and B.pdf
image003.aii
Attachment D Table of ride-share transactions [REDACTED].pdf

OFFICIAL
OFFICIAL

Dear [REDACTED]
Attached please find correspondence from the Independent Parliamentary Expenses Authority.
Sincerely

[REDACTED]
A/g Director, Audit and Assurance
Transparency, Assurance and Legal Branch
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: + 61 2 6215 3000
E: assurance@ipea.gov.au
W: www.ipea.gov.au

A close up of a black screen Description automatically generated





Australian Government
Independent Parliamentary
Expenses Authority

15 January 2025



Dear [REDACTED]

Assurance Review of travel and travel-related expenses

The Independent Parliamentary Expenses Authority (IPEA) is currently undertaking an Assurance Review into your use of car transport in Canberra during the period 1 January 2023 to 30 June 2024 (period in scope). Please note, IPEA publishes its assurance reviews at www.ipea.gov.au/assurance-audit/published-assurance-reviews.

As part of the review, IPEA sought advice from your then employing parliamentarian, the Hon Linda Burney MP, in relation to your use of ridesharing services for the period in scope (Attachment A). We sought her assistance to examine each expense for the relevant period and confirm that she, or an authorised person in her office, directed you to undertake the travel, and, if so, whether the travel was consistent with the requirements of the legislative framework.

Ms Burney advised that you were directed to use car transport in Canberra on 26 occasions. However, Ms Burney has asked IPEA to raise an invoice for 14 transactions, as the travel was not consistent with the requirements in items 2 and 16 of:

- Determination 2020/15 – Staff Travel and Relief Staff Arrangements (Attachment B), which was in force until 29 June 2023; and
- Determination 2023/10 – Staff Travel and Relief Staff Arrangements (Attachment C), which is currently in force (hereafter, the Determinations).

The Determinations provide that it is your responsibility and therefore your cost to transport yourself to and from work, including when on parliamentary or electorate business away from your work base. In circumstances where the use of parliamentary business resources is inconsistent with the legislative framework, IPEA is obliged to recover the expenses.

Prior to IPEA raising an invoice to recover these expenses, IPEA is seeking any further information or supporting evidence from you that you wish IPEA to take into account regarding the reason for your travel for the 14 transactions set out at Attachment D. If no relevant information is received by the response date, IPEA must raise an invoice for all of the relevant transactions.

We ask that you provide your response to this correspondence to assurance@ipea.gov.au by **12 February 2025**.

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

Yours sincerely



A/g Branch Manager, Transparency, Assurance & Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

OFFICIAL

Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

1 January to 31 December 2023

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|------------------|----------------|-------------------------|------------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | [REDACTED] Residence | 28 February 2023 | 7:19am | Capital Hill | 28 February 2023 | 7:25am | \$9.25 | not directed | [REDACTED] 10 refund |
| Travel expenses – ride-share services | [REDACTED] Residence | 6 March 2023 | 6:14am | Capital Hill | 6 March 2023 | 6:19am | \$9.02 | not directed | [REDACTED] 10 refund |
| Travel expenses – ride-share services | [REDACTED] Residence | 7 March 2023 | 6:33am | Capital Hill | 7 March 2023 | 6:38am | \$9.20 | not directed | [REDACTED] 10 refund |
| Travel expenses – ride-share services | Capital Hill | 7 March 2023 | 8:17pm | [REDACTED] Residence | 7 March 2023 | 8:22pm | \$9.40 | directed | s16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 8 March 2023 | 6:54am | Capital Hill | 8 March 2023 | 6:59am | \$9.13 | not directed | [REDACTED] 10 refund |
| Travel expenses – ride-share services | Capital Hill | 8 March 2023 | 7:51pm | [REDACTED] Residence | 8 March 2023 | 7:57am | \$9.60 | please confirm AM or PM? | |
| Travel expenses – | [REDACTED] Residence | 19 March 2023 | 1:21pm | Capital Hill | 19 March 2023 | 1:28pm | \$9.43 | directed | last minute direction to attend meeting @ APM on a Sunday |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|----------------------|----------------|----------------|----------------------|---------------|--------------|--------------------|------------------------------|--|
| ride-share services | | | | | | | | | |
| Travel expenses – ride-share services | Capital Hill | 22 March 2023 | 8:13pm | [REDACTED] Residence | 22 March 2023 | 8:19pm | \$9.64 | directed | 16 (a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 27 March 2023 | 6:43am | Capital Hill | 27 March 2023 | 6:49am | \$9.16 | not directed | [REDACTED] b refund |
| Travel expenses – ride-share services | Capital Hill | 27 March 2023 | 6:18pm | [REDACTED] Residence | 27 March 2023 | 6:24pm | \$9.68 | directed | 16 (a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 28 March 2023 | 6:29am | Capital Hill | 28 March 2023 | 6:35am | \$9.10 | not directed | [REDACTED] b refund |
| Travel expenses – ride-share services | [REDACTED] Residence | 29 March 2023 | 6:49am | Capital Hill | 29 March 2023 | 6:54am | \$9.06 | not directed | [REDACTED] b refund |
| Travel expenses – ride-share services | Capital Hill | 29 March 2023 | 8:03pm | [REDACTED] Residence | 29 March 2023 | 8:08pm | \$9.55 | directed | 16 (a) |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|----------------|----------------|-------------------------|--------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | Capital Hill | 4 April 2023 | 5:57pm | [REDACTED] Residence | 4 April 2023 | 6:06pm | \$9.99 | directed | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 22 May 2023 | 7:08am | Capital Hill | 22 May 2023 | 7:12am | \$10.31 | not directed | [REDACTED] 16 |
| Travel expenses – ride-share services | Capital Hill | 22 May 2023 | 5:59pm | [REDACTED] Residence | 22 May 2023 | 6:07pm | \$9.24 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 23 May 2023 | 7:42pm | [REDACTED] Residence | 23 May 2023 | 7:48pm | \$9.86 | directed | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 13 June 2023 | 6:44am | Capital Hill | 13 June 2023 | 6:49am | \$9.14 | not directed | [REDACTED] 16 refund |
| Travel expenses – ride-share services | Capital Hill | 13 June 2023 | 8:09pm | [REDACTED] Residence | 13 June 2023 | 8:16pm | \$9.86 | directed | 16(a) |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|----------------|----------------|-------------------------|---------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | [REDACTED] Residence | 14 June 2023 | 6:47am | Capital Hill | 14 June 2023 | 6:52am | \$9.03 | not directed | [REDACTED] is refund |
| Travel expenses – ride-share services | [REDACTED] Residence | 5 July 2023 | 7:02am | Capital Hill | 5 July 2023 | 7:07am | \$9.44 | directed | 16(c) |
| Travel expenses – ride-share services | Capital Hill | 19 July 2023 | 5:49pm | [REDACTED] Residence | 19 July 2023 | 5:57pm | \$10.25 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 1 August 2023 | 6:33pm | [REDACTED] Residence | 1 August 2023 | 6:40pm | \$9.41 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 2 August 2023 | 7:15pm | [REDACTED] Residence | 2 August 2023 | 7:23am | \$9.54 | please confirm AM or PM? | |
| Travel expenses – ride-share services | Capital Hill | 8 August 2023 | 7:12pm | [REDACTED] Residence | 8 August 2023 | 7:18pm | \$9.85 | directed | 16(a) |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|-------------------|----------------|-------------------------|-------------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | [REDACTED] Residence | 9 August 2023 | 6:39am | Capital Hill | 9 August 2023 | 6:43am | \$9.19 | not directed | [REDACTED] 10 refused |
| Travel expenses – ride-share services | Capital Hill | 4 September 2023 | 6:44pm | [REDACTED] Residence | 4 September 2023 | 6:50pm | \$9.85 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 5 September 2023 | 7:35pm | [REDACTED] Residence | 5 September 2023 | 7:40pm | \$9.81 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 6 September 2023 | 7:20pm | [REDACTED] Residence | 6 September 2023 | 7:26pm | \$9.88 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 11 September 2023 | 6:45pm | [REDACTED] Residence | 11 September 2023 | 6:52pm | \$9.96 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 12 September 2023 | 6:56pm | [REDACTED] Residence | 12 September 2023 | 7:01pm | \$10.06 | directed | 16(a) |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel directed/Not directed | If directed, reason for direction (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|------------------|----------------|-------------------------|------------------|--------------|--------------------|------------------------------|--|
| Travel expenses – ride-share services | Capital Hill | 26 October 2023 | 7:35pm | [REDACTED] Residence | 26 October 2023 | 7:40pm | \$9.86 | directed | 16(a) |
| Travel expenses – ride-share services | Capital Hill | 30 October 2023 | 7:31pm | [REDACTED] Residence | 30 October 2023 | 7:37pm | \$9.81 | directed | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 14 November 2023 | 7:07am | Capital Hill | 14 November 2023 | 7:13am | \$9.50 | not directed | [REDACTED] b refund |

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Attachment D

The Hon Linda Burney MP

Assurance Review of ride-share by [REDACTED]

1 January to 30 June 2024

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Travel approved/not approved | If approved, reason for approval (refer to Determinations – Items 16 (a), (b) or (c) or nil |
|---------------------------------------|-------------------------|------------------|----------------|-------------------------|------------------|--------------|--------------------|------------------------------|---|
| Travel expenses – ride-share services | Capital Hill | 28 February 2024 | 7:20pm | [REDACTED] Residence | 28 February 2024 | 7:27pm | \$9.36 | directed | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 20 March 2024 | 6:44am | Capital Hill | 20 March 2024 | 6:51am | \$9.35 | not directed | [REDACTED] to refund |
| Travel expenses – ride-share services | Capital Hill | 26 March 2024 | 5:49pm | [REDACTED] Residence | 26 March 2024 | 5:58pm | \$10.15 | directed | 16(a) |
| Travel expenses – ride-share services | [REDACTED] Residence | 17 May 2024 | 7:54am | Capital Hill | 17 May 2024 | 8:00am | \$7.44 | directed | 16(c) |
| Travel expenses – ride-share services | [REDACTED] Residence | 6 June 2024 | 6:38am | Capital Hill | 6 June 2024 | 6:46am | \$9.31 | not directed | [REDACTED] to refund |
| Travel expenses – ride-share services | Capital Hill | 7 June 2024 | 5:26pm | [REDACTED] Residence | 7 June 2024 | 5:31pm | \$10.24 | directed | 16(c) |

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Attachment D
Assurance Review of ride-share by [REDACTED]

1 January to 31 December 2023

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Comments |
|---------------------------------------|-------------------------|------------------|----------------|------------------|------------------|--------------|--------------------|----------|
| Travel expenses – ride-share services | [REDACTED] Residence | 28 February 2023 | 7:19am | Capital Hill | 28 February 2023 | 7:25am | \$9.25 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 6 March 2023 | 6:14am | Capital Hill | 6 March 2023 | 6:19am | \$9.02 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 7 March 2023 | 6:33am | Capital Hill | 7 March 2023 | 6:38am | \$9.20 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 8 March 2023 | 6:54am | Capital Hill | 8 March 2023 | 6:59am | \$9.13 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 27 March 2023 | 6:43am | Capital Hill | 27 March 2023 | 6:49am | \$9.16 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 28 March 2023 | 6:29am | Capital Hill | 28 March 2023 | 6:35am | \$9.10 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 29 March 2023 | 6:49am | Capital Hill | 29 March 2023 | 6:54am | \$9.06 | |

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Attachment D

Assurance Review of ride-share by [REDACTED]

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Comments |
|---------------------------------------|-------------------------|------------------|----------------|------------------|------------------|--------------|--------------------|----------|
| Travel expenses – ride-share services | [REDACTED] Residence | 22 May 2023 | 7:08am | Capital Hill | 22 May 2023 | 7:12am | \$10.31 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 13 June 2023 | 6:44am | Capital Hill | 13 June 2023 | 6:49am | \$9.14 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 14 June 2023 | 6:47am | Capital Hill | 14 June 2023 | 6:52am | \$9.03 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 9 August 2023 | 6:39am | Capital Hill | 9 August 2023 | 6:43am | \$9.19 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 14 November 2023 | 7:07am | Capital Hill | 14 November 2023 | 7:13am | \$9.50 | |

OFFICIAL

Attachment D
Assurance Review of ride-share by [REDACTED]

1 January to 30 June 2024

| Work Expense | Departure Location | Departure Date | Departure Time | Arrival Location | Arrival Date | Arrival Time | Amount (GST excl.) | Comments |
|---------------------------------------|-------------------------|----------------|----------------|------------------|---------------|--------------|--------------------|----------|
| Travel expenses – ride-share services | [REDACTED] Residence | 20 March 2024 | 6:44am | Capital Hill | 20 March 2024 | 6:51am | \$9.35 | |
| Travel expenses – ride-share services | [REDACTED] Residence | 6 June 2024 | 6:38am | Capital Hill | 6 June 2024 | 6:46am | \$9.31 | |

From: Assurance
To: [REDACTED] Assurance
Subject: RE: Assurance Review of travel and travel-related expenses [SEC=OFFICIAL]
Date: Thursday, 30 January 2025 7:32:03 AM
Attachments: image003.gif
image004.jpg
image005.gif

OFFICIAL

Good morning [REDACTED]
Thank you for responding.
I will ask my colleagues to raise an invoice. We will be in touch shortly.
Kind regards
[REDACTED]

Assistant Director
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST, ACT 2603
T: +61 6215 3000
E: assurance@ipea.gov.au
W: www.ipea.gov.au
Social: [LinkedIn](#) / [X/Twitter](#)

I am in the office Wednesday to Friday

| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
| WFH | WFH | P | P | P |

A close up of a black screen? Description automatically generated



From: [REDACTED]
Sent: Wednesday, 29 January 2025 8:30 AM
To: Assurance
Subject: RE: Assurance Review of travel and travel-related expenses [SEC=OFFICIAL]

OFFICIAL

Hello [REDACTED]
Thanks for sending through the attachments and information.
I'm comfortable with IPEA raising the invoice so I can resolve this as soon as possible.
I was given incorrect information when I started from a former team mate about what I could claim and I thought that if there was an error the claim would've been declined by the designated Approver or rejected in the PEMS system. I'm not clear why incorrect claims were originally approved and I should have checked the website information. I don't think there is any further information that I can provide you with. I've spoken to the Hon Linda Burney MP.
Please send me the invoice as soon as you can.
Many thanks
[REDACTED]

From: Assurance <Assurance@ipea.gov.au>
Sent: Thursday, 16 January 2025 7:41 AM
To: [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Assurance Review of travel and travel-related expenses [SEC=OFFICIAL]

OFFICIAL
OFFICIAL

Dear [REDACTED]
Attached please find correspondence from the Independent Parliamentary Expenses Authority.
Sincerely
[REDACTED]

A/g Director, Audit and Assurance
Transparency, Assurance and Legal Branch
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: + 61 2 6215 3000
E: assurance@ipea.gov.au
W: www.ipea.gov.au

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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.

From: [Assurance](#)
To: [REDACTED]
Cc: [Assurance](#)
Subject: Assurance Review of travel and travel-related resources [REDACTED] Use of car transport in Canberra_Invoice [SEC=OFFICIAL]
Date: Wednesday, 12 February 2025 11:05:37 AM
Attachments: [Correspondence \[REDACTED\].pdf](#)
[Attachment A Invoice \[REDACTED\].pdf](#)

OFFICIAL

Dear [REDACTED]

Attached please find correspondence from the Independent Parliamentary Expenses Authority.

Sincerely

[REDACTED]
Director, Audit and Assurance
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: +61 2 6215 3000
E: assurance@ipea.gov.au
W: www.ipea.gov.au & www.ipea.gov.au/ed



Australian Government
Independent Parliamentary
Expenses Authority

12 February 2025



Email: [Redacted]

Dear [Redacted]

Assurance Review of travel and travel-related resources

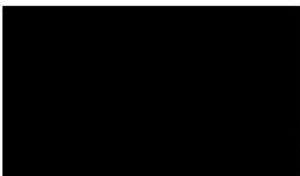
As you are aware, IPEA is currently undertaking an Assurance Review into your use of car transport in Canberra during the period 1 January 2023 to 30 June 2024.

As agreed in your email of 29 January 2025, an invoice has been raised in relation to the travel that was not consistent with the requirements in items 2 and 16 of the Staff Travel and Relief Staff Arrangements Determination 2020/15 and Determination 2023/10. An invoice for \$141.54 can be found at **Attachment A**. I would be grateful if you could arrange payment by the due date on the invoice. Please note that one of the amounts set out in IPEA's letter of 15 January 2025 for travel undertaken by you on 22 May 2023 was incorrect. The correct amount should have been \$9.24.

As noted in IPEA's previous correspondence, IPEA publishes its assurance reviews at www.ipea.gov.au/assurance-audit/published-assurance-reviews. IPEA will provide you with a final copy of the Assurance Review prior to publication.

Should you wish to discuss the above matters, please contact [Redacted] on [Redacted]

Yours sincerely



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



TAX INVOICE

Invoice To:



Invoice Date: 11.02.2025
Phone number: (02) 6215 3000
Invoice Reference: [REDACTED]
Payment Reference: [REDACTED]
Customer No: [REDACTED]
Payment Due Date: 13.03.2025
Email: finance@ipea.gov.au

On any correspondence,
please quote the Invoice Reference.

Please pay within 30 days of the invoice date

| Item Description | Net Amount | GST Amount | Total Amount |
|--------------------------------------|-----------------|----------------|-----------------|
| 001 *Recovery of Cabcharge 28 Mar 23 | \$9.10 | \$0.91 | \$10.01 |
| 002 *Recovery of Cabcharge 14 Jun 23 | \$9.03 | \$0.90 | \$9.93 |
| 003 *Recovery of Cabcharge 7 Mar 23 | \$9.20 | \$0.92 | \$10.12 |
| 004 *Recovery of Cabcharge 8 Mar 23 | \$9.13 | \$0.91 | \$10.04 |
| 005 *Recovery of Cabcharge 22 May 23 | \$9.24 | \$0.92 | \$10.16 |
| 006 *Recovery of Cabcharge 6 Mar 23 | \$9.02 | \$0.90 | \$9.92 |
| 007 *Recovery of Cabcharge 27 Mar 23 | \$9.16 | \$0.92 | \$10.08 |
| 008 *Recovery of Cabcharge 9 Aug 23 | \$9.19 | \$0.92 | \$10.11 |
| 009 *Recovery of Cabcharge 6 Jun 24 | \$9.31 | \$0.93 | \$10.24 |
| 010 *Recovery of Cabcharge 20 Mar 24 | \$9.35 | \$0.94 | \$10.29 |
| 011 *Recovery of Cabcharge 29 Mar 23 | \$9.06 | \$0.91 | \$9.97 |
| 012 *Recovery of Cabcharge 14 Nov 23 | \$9.49 | \$0.95 | \$10.44 |
| 013 *Recovery of Cabcharge 13 Jun 23 | \$9.14 | \$0.91 | \$10.05 |
| 014 *Recovery of Cabcharge 28 Feb 23 | \$9.25 | \$0.93 | \$10.18 |
| Total: | \$128.67 | \$12.87 | \$141.54 |



Page: 1 of 1

1. Payment by Direct Debit

IPEA Administered Receipts A/C

BSB: [REDACTED] Account No: [REDACTED] Payment Ref: 3100003153

2. Mailing your payment

All cheques and money orders should be made payable to the IPEA.

Mail payment together with this stub to:

IPEA
1 Canberra Avenue FORREST, ACT, 2603

3. Payment by Credit Card

Complete the following and return by email to finance@ipea.gov.au or contact the IPEA Help Desk on (02) 6215 3000 with your credit card details.

Card Type: ☐ Mastercard ☐ Visa

Card Number: _____ Expiry Date: _____ CCV _____

Name of Card Holder: _____ Signature: _____

Payment Amount: _____ Date: _____ Payment Ref: [REDACTED]