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D26/37383

20 January 2026

Heads of all agencies appearing at Senate Estimates

Dear Agency Head

**2025-26 Additional Estimates 9–12 February 2026  
Requirements of Departments and Agencies**

I am writing to outline procedural matters connected to the 2025-26 Additional Estimates hearings occurring on 9–12 February 2026.

Please note that arrangements for witnesses to appear in person, or by video or teleconference, will be advised by each legislation committee secretariat. I have attached a document which sets out some practical measures to assist you with preparation for the upcoming hearings.

**Senate resolutions**

I am required by order of the Senate to draw your attention to several resolutions regarding estimates hearings.

On 25 June 2014, the Senate agreed to resolutions about estimates hearings, confirming:

- previous resolutions that there are no areas in connection with the expenditure of public funds where a person has the discretion to withhold details or explanations from the Parliament or its committees unless the Parliament has expressly provided otherwise;
- that an officer shall not be asked to give opinions on matters of policy and shall be given reasonable opportunity to refer questions to a superior officer or the minister;
- that any claim to withhold information must be on an established ground (noting the Senate [Order of 13 May 2009](#), which sets out the proper process for raising public interest immunity claims);
- the statutory values that Australian Public Service agency heads and employees are required to uphold which include a requirement to be open and accountable; and
- the constitutional framework of checks and balances that places the Parliament in prime position as the agent of accountability.

The resolutions are published on the APH website:

[https://www.aph.gov.au/Parliamentary\\_Business/Senate\\_Estimates/Information\\_for\\_departments\\_and\\_agencies](https://www.aph.gov.au/Parliamentary_Business/Senate_Estimates/Information_for_departments_and_agencies)

Please bring the resolutions to the attention of officials in your agency who will be appearing at the hearings.

### Questions on notice

An order for the production of documents agreed by the Senate on 25 June 2014 requires ministers, on behalf of each agency or department, to table not later than 10 days before the estimates hearings (in this case, by Friday 30 January 2026) a statement showing:

1. the number of questions taken on notice at the previous round of estimates hearings;
2. the number of answers provided to the committee by the date set by the committee for answers; and
3. of those answers not provided to the committee by the due date, the dates on which answers were provided to the approving minister's office.

Staff in the secretariats who support the various legislation committees are always available to answer any questions that you may have about Senate estimates. The Clerk Assistant (Committees) s22(1) s22(1) ) and the Senior Clerk of Committees s22(1) can also provide further advice if needed.

Yours sincerely,

s22(1)

Clerk

## Additional Estimates 2025-26 hearing arrangements

This document provides guidance about arrangements to support the Additional Estimates 2025-26 hearings (9–12 February 2026).

### General principles

- The building will be open to the public and proceedings can also be viewed [online](#).
- Predominantly in-person attendance by senators and ministers.
- Witnesses will primarily attend in-person, subject to the committee's agreement for some witnesses to attend by video or teleconference.
- Stay home if unwell, including if you have COVID or other respiratory [symptoms](#).
- Committees may vary these arrangements.

### Entry to Parliament House, committee rooms and waiting rooms

Officials attending hearings as witnesses or observers are encouraged to enter via the Main Front Entrance; however, passholders are also able to access APH using other entrances.

Commonwealth officials who are not APH passholders will be issued with an estimates pass from the Pass Issue Desk located in the Marble Foyer via the Main Front Entrance. This pass will allow them to access certain private areas of the building such as waiting rooms.

For an estimates pass to be issued:

- the Commonwealth official's name must be on the list of witnesses and attendees provided by the relevant secretariat to DPS Security and Concierge prior to the hearing; and
- the Commonwealth official must produce government issued photographic ID which includes their full name (for example, a current Driver's Licence or a Commonwealth departmental pass).

### Videoconferencing and teleconferencing

**Webex videoconferencing and teleconferencing facilities** will be available for departments and agencies, subject to committee agreement. A [Webex committee hearing explainer document and video](#) is available to assist with participation via videoconference.

DPS Broadcasting will issue Outlook Calendar invitations for each day of a committee's estimates hearings. Each invitation will have a Webex join button and a conference link and password. The invitations will be received in advance of the hearings and secretariats will circulate to senators, departments and agencies as needed.

A **hotline** to support videoconferencing and respond to any problems experienced by witnesses will be available through the Senior Clerk's Office. Witnesses experiencing difficulty connecting to the hearing can contact the hotline via phone or email (details below). Witnesses may need to participate via teleconference if issues cannot be resolved. Staff on the hotline will liaise with the secretariat if required.

**Hotline contact details** – telephone [s22\(1\)](#); email [s22\(1\)](#)

Queries related to the **hearing program** are to be directed to the relevant secretariat.

## Hearing rooms

**Tabling practice** – The electronic tabling of documents is preferred. To table a document electronically, witnesses should advise the committee of their intention to seek to table the document and arrange for it to be emailed to the committee email address. It is preferable that documents intended for tabling be provided to the secretariat in advance. Hard copies can be received and circulated by the secretariat if required.

**Changeover of departments** – It would be appreciated if departing officers are permitted to leave the room before incoming officers enter. Please liaise with the secretariat if you have questions about the time of your appearance. [Estimates Live](#) should be monitored for up-to-date information about the hearing program and progress.

## Waiting rooms and photocopying

Waiting rooms are equipped with water and a television broadcasting the relevant hearing. Access to a photocopy room will also be available.

## Media access

In accordance with usual practice, each committee will determine whether to permit the attendance of media.

**Mr John Fernon SC**

(Chair & Public administration & governance)

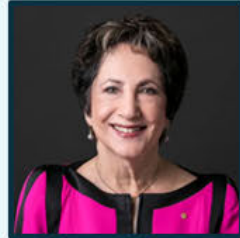
Appointment 03/10/25 to 02/10/30



**The Hon Annabelle Bennett AC SC**

(Former Judge)

Appointment 13/03/25 to 12/03/30



**The Hon Gary Gray AO**

(Former Member of Parliament)

Reappointed 01/07/22 to 30/06/27



**Dr Julianne Jaques KC**

(Audit)

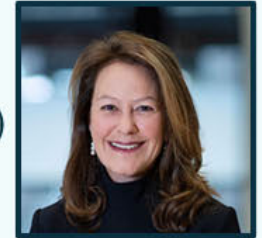
Appointment 01/07/22 to 30/06/2026



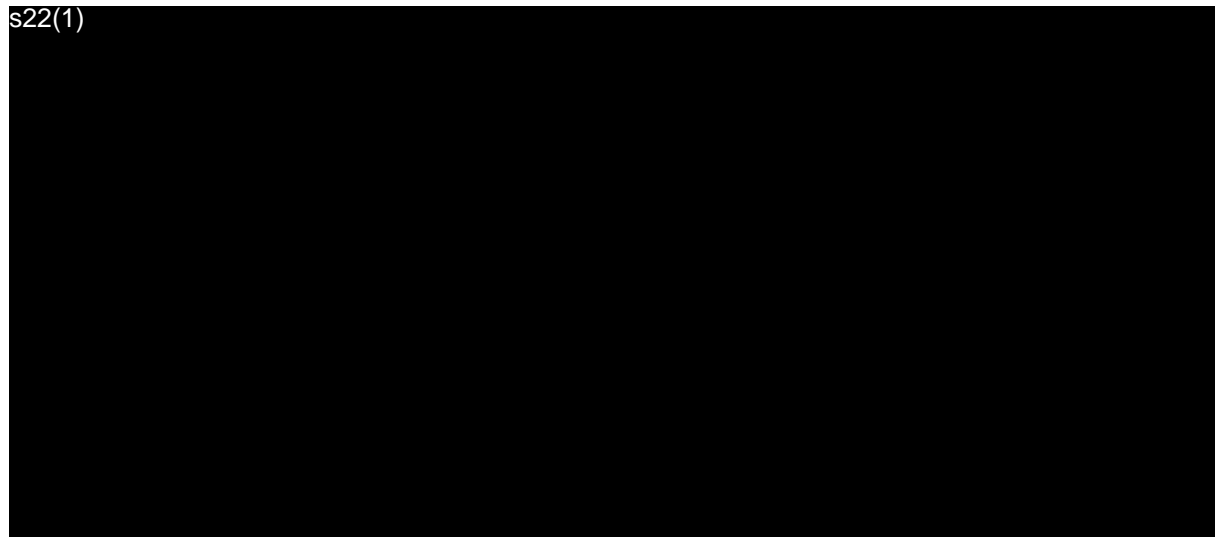
**Ms Holly Kramer**

(President of the Remuneration Tribunal)

Commenced 17/05/24



s22(1)



**Independent Parliamentary Expenses Authority (IPEA) hot issues update**

**Subject/Issue**

IPEA is providing an update on its key issues and priorities.

**Key facts and figures**

1. To date CTM UK financial issues have not impacted the travel services provided to parliamentary travellers:
  - IPEA has conducted additional data checking of CTM transactions and found no material issues.
  - IPEA will continue to monitor CTM transactions for discrepancies.
  - The Department of Finance (Finance) has commissioned and commenced an independent audit of the Australian Government Travel Arrangements provided by CTM.
2. Procurement of travel management services for Australian parliamentary travellers is underway and expected to be completed by 30 June 2026.
3. IPEA is awaiting details for the transfer of the office expenses function from Finance which is scheduled to take place on 1 July 2026.
4. IPEA's next expenditure report will be released the week of 2 March 2026.



## Background

### 1. Corporate Travel Management (CTM)

CTM is the current travel services provider for parliamentary travellers. Recent media has reported issues with CTM UK and financial billing of clients, specifically the UK government.

CTM has provided assurances to IPEA that the arrangements in place for Australian parliamentary travellers are not impacted in any way by these issues.

Finance has commenced an independent, risk-based audit to determine whether the Australian Government's Travel Arrangements have been impacted by any similar accounting issues to those identified in CTM's UK operations. Finance is consulting IPEA regularly on the audit.

IPEA has conducted additional data checking to check transactions sent to IPEA align to travel undertaken. This data checking included more than 1000 transactions for the period 1 July 2024 to 30 June 2025. No material irregularities were identified.

### 2. Contract - Travel Management Services for parliamentary travellers

Corporate Travel Management (CTM) Pty Ltd is the contracted travel management services provider for parliamentarians and their staff. CTM were engaged through an open tender process.

The CTM contract commenced 1 January 2022, with a duration of 3 years (to 31 December 2025). The contract includes 3 one-year extension options and IPEA has exercised 2 of those options. The current extension is due to expire on 31 December 2026.

The contract provides essential travel management services to support domestic and international travel arrangements for parliamentarians and their staff.

On 20 August 2025, IPEA published a planned procurement notice on AusTender indicating that the Request for Tender (RFT) for Travel Management Services (TMS) for parliamentary travellers would be released in Q2 2025–26.

On 10 September 2025, IPEA issued on AusTender an industry consultation paper informing of its RFT. Industry consultation closed 1 October 2025.

On 14 November 2025, IPEA issued its RFT as an open tender which closed 12 December 2025. This process is being conducted in accordance with the Commonwealth Procurement Rules with the intention for the outcome be finalised the outcome by 30 June 2026.

On 10 December 2025, IPEA issued on AusTender a Request for Quote (RFQ) for financial assessment services to support the procurement. The RFQ closed on 14 January 2026.

### 3. Machinery of Government (MOG) changes (office expenses and office advice)

The Government passed Parliamentary Business Resources Legislation Amendment (Machinery of Government Change) Bill 2025, enabling a machinery of government change that will allow functions currently undertaken in the Ministerial and Parliamentary Services Division of Finance to transfer to IPEA on 1 July 2026.

On 1 July 2026, the office expenses functions will transfer from the Department of Finance to IPEA. At the same time, IPEA will commence provision of personal advice for office expenses administered under the Parliamentary Business Resources framework.

IPEA is working with Finance to support the transfer of functions / staff.

### 4. IPEA expenditure reporting

The Independent Parliamentary Expenses Authority Act 2017 provides IPEA with the authority to prepare and publish reports: under paragraph 12(1)(e)(f)(g)(h), IPEA can prepare and publish reports about matters relating to MP work resources and MoPS travel resources.

Following the Department of Finance's completion of the PEMS expenditure reporting module, IPEA's public expenditure reporting on parliamentarians' use of work resources and MoPS travel resources recommenced on 20 December 2023 with the publication of the 1 July to 30 September 2022 period.

Expenses, certifications, adjustments, repayments and office costs are published on IPEA's website and data.gov.au

In advance of publication, parliamentarians are asked to certify their expenses were used for the dominant purpose of conducting their parliamentary business.

Expenditure reports are published for 3-month periods at a time.

The most recent expenditure reports, covering the period 1 July 2025 to 30 September 2025, were published on IPEA's website on 5 November 2025.

Reporting continues in accordance with the schedule on IPEA's website. The next expenditure reports, covering the period 1 October to 31 December 2025 are scheduled for release in the week commencing 2 March 2026.

## Supporting information

### Questions on Notice

- Nil

### Freedom of Information (FOI) Requests

- Nil

### Recent Ministerial Comments

- Nil

### Relevant Media Reporting

- [Politicians' travel perks out for consultation](#), Julian Bajkowski, The Mandarin, 02 October 2025

**Date sent to MO:** 19/01/2026  
**Cleared by CEO:** 06/02/2026  
**Telephone No:** s22(1)  
**Group/Division:** Independent Parliamentary Expenses Authority  
**Contact Officer:** Marco Spaccavento  
**Telephone No:** s22(1)  
**Consultation:** Nil  
**PDR Number:** SB26-000050

## FAMILY REUNION TRAVEL

### Subject/Issue

The Parliamentary Business Resources Regulations 2017 (PBR Regulations) allows for nominated family members of parliamentarians to access Commonwealth resources to travel for family reunion purposes.

### Key points

- Family reunion travel can be accessed where all of the following conditions are met:
  - the parliamentarian is travelling for the dominant purpose of conducting their parliamentary business, and
  - the family member/s travels to accompany or join the parliamentarian, and
  - travel is for the dominant purpose of facilitating the family life of the parliamentarian.
- IPEA provides advice to parliamentarians and their authorised staff on the use of family reunion travel.
- IPEA undertakes regular assurance activities on parliamentarians' use of family reunion travel.
- On 20 January 2026, the Remuneration Tribunal released a statement that announced changes to the family reunion travel provisions for all parliamentarians, including:
  - changes to the way that the family reunion travel budget will be calculated, reducing the calculation from the value of business class flights to economy class,
  - a limit of 1 Australia-wide trip per year,
  - all family reunion travel to be undertaken at economy class, and
  - removing the unlimited family reunion travel for spouses of senior office holders.

### **[If asked] When will the new family reunion travel provisions take effect**

- Questions regarding future policy changes are best referred to the Department of Finance.

### **[If asked] For the personal advice provided to the Prime Minister**

- It is a long-standing convention, that is supported by the relevant *Freedom of Information Act 1982*, exemption for personal advice that IPEA does not publicly comment on, or share, personal advice or the details of individual travel arrangements.

**[If asked] What other changes were announced by the Remuneration Tribunal regarding family travel**

- Questions about regulatory changes are best referred to the Department of Finance.

**[If asked] What are the current family reunion travel provisions**

- Parliamentarians have 2 family reunion travel budgets, calculated on a financial year basis.
- These budgets are:
  - Canberra and within local area budget – this is a dollar limited budget based on the value of 9 business class return airfares to Canberra for the parliamentarian’s spouse or nominee plus 3 economy class return airfares to Canberra for each dependent child.
  - Australia-wide travel – this is a trip count limited to 3 (total) return airfares. Travel can be up to business class.
- The spouse of a Senior Office Holder (as defined under the PBR Regulations) may access travel for family reunion purposes, this travel is not subject to a budgetary or trip limit.

**[If asked] How much family reunion travel is used by parliamentarians?**

- During the 24/25 financial year (to 31 December 2025) there were a total of 1,426 family reunion tickets processed to a value of \$805,580.47.

**Background**

- The Prime Minister requested IPEA provide him with advice on the family reunion travel provisions under the PBR framework in December 2025.
- Subsequently the Remuneration Tribunal, the independent body that sets remuneration for parliamentarians, was formally requested to review the family reunion provisions and report back. The Remuneration Tribunal published its statement on 20 January 2026.
- Until the changes take effect, the existing framework continues to apply. Under the current provisions, family reunion travel is intended to support parliamentarians in maintaining family connections while fulfilling their parliamentary duties, provided legislative criteria is met.

- Parliamentarians may receive up to two separate family reunion travel budgets, with the amount available determined by the family members they formally nominate. Nominations influence both the size and structure of the budgets, which are calculated annually at the start of each financial year.
- Under the PBR Regulations, the spouse of a Senior Office Holder can access family reunion travel that is not subject to any budgetary or trip limit, reflecting the heightened demands placed on Senior Office Holders and the need to support family stability in those roles.
- The Independent Parliamentary Expenses Authority (IPEA) plays a central role in supporting compliance with these provisions.
- IPEA provides ongoing verbal and written advice to parliamentarians and their authorised staff on the appropriate use of family reunion travel. In addition, IPEA conducts regular assurance activities to monitor the use of these resources and ensures they align with the legislative requirements.

Date: 23/01/2026  
Branch: TIL and CSB  
Cleared by Chief: s22(1) [redacted] and Nicole Pearson  
Contact Officer: s22(1) [redacted]  
Telephone No: s22(1) [redacted]

## CTM FINANCIAL ISSUES AND IPEA CONTRACT

### Subject/Issue

On 28 November 2025, media outlets reported that Corporate Travel Management (CTM), the current travel management services provider contracted by IPEA for parliamentary travellers, had self-reported irregularities in their financial statements dating back to 2023 for their UK based operations.

### Key points

- In August 2025, CTM voluntarily suspended its shares from trading on the Australian Stock Exchange (ASX) and delayed the publication of its FY25 accounts after discovering the discrepancies across its European operations.
- CTM confirmed to IPEA in writing that their Australian business remains operational and that the business can deliver against all aspects of the IPEA contract.
- Since last estimates, IPEA has conducted additional data checks of more than 1000 CTM transactions for the period 1 July 2024 and 30 June 2025. No material issues were identified through these checks.
- The Department of Finance has commissioned and commenced an audit of the Australian Government Travel Arrangements. IPEA will continue to liaise with Finance as that audit progresses.

### If asked “Is IPEA involved in the Department of Finance audit announced at the last Estimates Hearing?”

- IPEA is aware that Finance has commissioned and commenced an audit of the whole of Australian Government Travel Arrangements. Finance is consulting with IPEA on their audit and IPEA supports the audit fully.
- Further questions about that audit are best referred to the Department of Finance.

### If asked “Will the resignation of the CTM CEO impact IPEA or the services provided to parliamentarians and their staff?”

- IPEA does not anticipate any impact as CTM operations are ongoing with an acting CEO in place.
- The contractual conditions and requirements on CTM have not changed, they remain the same even if the CEO changes.

- The IPEA CEO has requested a meeting with the acting CTM CEO in the coming weeks.

**If asked “What is IPEA doing to ensure that this is not happening in Australia under IPEA’s contract?”**

- IPEA is continuing to apply existing contract requirements including tracking and checking tickets/transactions.
- Liaison with the Department of Finance about their audit of CTM.
- Questions about that audit are best referred to the Department of Finance.

**If asked “What assurances has IPEA received from CTM about their Australian Business?”**

- On 28 November, IPEA received assurance from CTM Australia that the issues affecting CTM UK do not impact the Australian business or services provided to parliamentary travellers under the IPEA contract.
- On 4 December 2025, Jo Sully, CTM Chief Executive Officer for Australia and New Zealand, wrote to Christina Grant, CEO of IPEA, providing assurance that the issues affecting CTM UK do not impact the Australian business or the travel services provided under the IPEA contract.

**If asked “Is CTM an applicant for the current travel tender process announced on AusTender?”**

- As the RFT process is still on-going, IPEA cannot comment on possible applicants.
- The current Request for Tender (RFT) for travel management services for IPEA, providing travel related services for parliamentary travellers, which closed on AusTender on 12 December 2025, is not directly affected by these issues.

**Background**

- CTM, a global travel services provider headquartered in Australia, has publicly acknowledged its financial statements are yet to be signed off. This relates to audit issues in its UK operations.
- As part of a disclosure statement, CTM confirmed it (their UK based operations) is working with KPMG to complete their work and determine the quantum of any further restatements and adjustments.
- At this stage IPEA has not identified any impacts to the travel services provided by CTM to our clients.

- CTM have provided an assurance to IPEA, in writing, that these matters do not impact its operations in Australia, including the service and arrangements provided to parliamentary travellers as part of their contract with IPEA.
- IPEA is continuing to liaise with the Department of Finance about their audit of CTM.
- Questions about that audit are best referred to the Department of Finance.

## Attachments

**CTM ASX Announcement** – 23 December 2025

**Corporate Travel defends governance as accounting scandal deepens** – Australian Financial Review, 28 November 2025

**Corporate Travel ripped off customers. It's now fighting for its life** – Australian Financial Review, 28 November 2025

**Corporate Travel embroiled in overcharging scandal potentially worth more than \$100 million** – Australian Broadcasting Corporation, 28 November 2025

Date:	23/01/2026
Branch:	TEC
Cleared by Chief:	Michael Frost
Contact Officer:	Michael Frost
Telephone No:	§22(1)

## **TRAVEL EXPENSES AND CONTRACTS**

### **Subject/Issue**

This brief covers the following travel expense and contract matters:

- Travel Services Provider and new Qantas system
- Cabcharge
- Special Purpose Aircraft, and
- International Travel

### **Travel Services Provider**

Corporate Travel Management (CTM) Pty Ltd is the contracted travel services provider for parliamentarians and their staff.

### **Key points**

- The CTM contract commenced 1 January 2022, with a duration of 3 years (to 31 December 2024). The contract has 3 one-year extension options. IPEA has exercised 2 options to extend the contract. The contract is now due to expire on 31 December 2026.
- IPEA commenced a Request for Tender (RFT) process for Travel Management Services in late 2025. The RFT closed on 12 December 2025. The process will be finalised by the end of June 2026.
- IPEA does not book travel for parliamentarians and their staff. Each office books their own travel directly through CTM.
- The choice of airline and associated costs are a decision at the time of booking and take into consideration several factors including value for money (see **Attachment A** – previous QoN response).

### Transaction timing and reversals in expenditure reports

- Transactions (tickets, Cabcharge and expenses) will appear in the expenditure reporting period in which they were paid, which may be different to the actual date travel was undertaken.
- Reversals to transactions may appear in expenditure reports to account for credits or adjustments to transactions, to amend travel information, or to address administrative errors.
- Any credits or adjustments made to transactions will be reported in the date period in which they were made.

## Qantas – New Distribution Capability (NDC)

- On 1 July 2025, Qantas introduced a new global distribution system, the NDC.
- IPEA is unable to transition the current travel service arrangements for Qantas bookings to the new platform as it is not compatible with key requirements including inability to suppress frequent flyer points or allow multiple changes to a booking.
- IPEA is working with Whole of Australian Government (WoAG) travel team at the Department of Finance, Qantas and CTM to address these limitations.
- Questions about the NDC are best directed to the Department of Finance.

## **Cabcharge**

IPEA's Cabcharge arrangements and annual spend.

### **Key points**

- Cabcharge does not offer dedicated contracts, instead IPEA's arrangements with Cabcharge are in accordance with the Terms and Conditions (T&C's) on Cabcharge's website.
- Under the Cabcharge T&Cs, IPEA is restricted to querying transactions within 2 months from the date of travel.
- Cabcharge invoice IPEA monthly by email for payment. IPEA's total Cabcharge spend over the past 4 financial years is \$5,363,133.90 (GST exclusive).

### Cabcharge expenditure by financial year (as at 31 December 2025)

Year	Amount	Transaction number
2025-26 (6 months)	\$827,283.87	14,938
2024–25	\$1,740,396.05	30,998
2023–24	\$1,651,279.50	36,236
2022–23	\$1,305,177.55	31,092
2021–22	\$666,280.80	14,412 (during COVID)

- In November 2025, Cabcharge renewed 1,091 cards. IPEA advised impacted cardholders of the process on 28 October 2025 and commenced the renewal on 10 November 2025, resulting in a smooth transition for clients.
- As at 31 December 2025, there are 1,073 digital cards and 687 physical cards.

## Regulated Rideshare including UBER

Regulated rideshare including Uber may be accessed instead of a taxi. Where a parliamentarian or staff member accesses Uber for parliamentary or official business they may be able to claim the expense from IPEA.

### Key points

- Currently, parliamentarians and staff must claim back rideshare expenses at the conclusion of their trip.
- IPEA is actively seeking rideshare options that are like the Cabcharge service to provide our clients with greater choices when travelling.

## Special Purpose Aircraft

While use of the Special Purpose Aircraft (SPA) is provided under the *Parliamentary Business Resources (Commonwealth Transport) Determination 2017*, IPEA does not arrange SPA travel. The Department of Defence (Defence) is responsible for SPA.

### Key points

- Defence administers SPA and manages its use. IPEA does not have a role in approving the use of SPA by parliamentarians.
- Defence invoices IPEA under a cost recovery arrangement for passengers IPEA identifies as being subject to a travel-related budget (such as some spouses of parliamentarians or accompanying family members and electorate staff).
- The information received for the 2025–26 Financial Year has data discrepancies that IPEA is working through with Defence.

### SPA flights expenditure by financial year (as at 31 December 2025)

Financial Year	Value of invoices paid
2025-26	\$0.00
2024–25	\$22,343.13
2023–24	\$11,068.39
2022–23	\$30,877.52
2021–22	\$34,609.48
2020–21	\$20,940.54

\*Table current as at 31 December 2025. Note: IPEA has not received manifests for 2025-26 financial year.

## International travel expenses

IPEA administers international travel expenses in accordance with the *Parliamentary Business Resources Act 2017* (PBR Act) and *Parliamentary Business Resources Regulations 2017* (PBR Regs).

### Key points

- IPEA publishes international travel expenses of parliamentarians and staff in the quarterly public expenditure reports. These may include airfares, allowances, accommodation, meals and ground transport.
- The Prime Minister must approve official international travel for Ministers or parliamentarians representing the Government or Australia in accordance with the PBR Regs.
- The relevant Minister's Office is responsible for seeking approval from the Prime Minister's Office and advising it of any changes. This process is managed by the Department of the Prime Minister and Cabinet.
- The Leader of the Opposition, Leader of a Minority Party and Presiding Officers may also approve travel using their budgets and in accordance with the PBR Regs.
- Parliamentary Delegations must be approved by both Presiding Officers.
- The Presiding Officers are provided an annual budget for international travel. They may approve international travel for another parliamentarian to represent them under this budget. This budget is \$250,000 for each presiding officer for a financial year. The limit applies to the office of presiding officer, not to the individual holding the office (Subdivision B).
- The Leader of the Opposition has their own annual budget for international travel. The Leader may travel under this budget or approve another member of their party to travel under this budget. The budget for the 2025–26 financial year is \$107,076.00 and is calculated as the total value of four (4) first class around-the-world airfares (Subdivision D).
- The Leader of a Minority party has their own annual budget for international travel. The Leader may approve another member of their party to travel under this budget. The budget for the 2025–26 financial year is \$26,769.00 and is calculated as the value of one (1) first class around-the-world airfare (Subdivision E).
- Both Presiding Officers must approve delegation travel IPEA administers. A program is approved at the beginning of the calendar year. Additional delegations may be added to the program during the year (Subdivision F).

*If asked about the delay in finalising acquittals*

- IPEA was unable to raise invoices for international travel expenses until relevant PEMS functionality was built and implemented. That functionality was released on 11 September 2024.
- IPEA is now able to raise invoices and acquit trips in accordance with the PBR Act and PBR Regs.
- IPEA has written to all travellers that were impacted by the delay, and the acquittal process for international travel is working as required.

Date:	4/02/2026
Branch:	TEC
Cleared by Branch Manager:	Michael Frost
Contact Officer:	§22(1)
Telephone No:	§22(1)
Mobile No:	N/A

SPECIAL MINISTER OF STATE

SENATE

QUESTION NO 3572

**Senator Jacqui Lambie** asked the Special Minister of State, upon notice, 09 September 2024 —

1. How many domestic and international flights has the Independent Parliamentary Expenses Authority booked for parliamentarians and staff over the past 10 financial years; please tabulate this information for each financial year.
2. How many domestic flights has the Independent Parliamentary Expenses Authority booked for each of the following airlines over the past 10 financial years: Qantas, Virgin, Jetstar, Rex Airlines and Bonza; please table this information and include the costs of each airline.
3. What percentage of total domestic flights booked by the Independent Parliamentary Expenses Authority have been with Qantas.
4. How many domestic flights has the Independent Parliamentary Expenses Authority booked between Sydney, Melbourne and Brisbane over the past 10 financial years: please tabulate this information and include the number of flights booked for Qantas, Virgin, Jetstar, Rex Airlines and Bonza and costs for each airline.
5. Does the Independent Parliamentary Expenses Authority have a default or preferred airline for parliamentarians and staff; if so, what criteria or guidelines are used to determine this preference.
6. What process does the Independent Parliamentary Expenses Authority follow to ensure that flights represent the best value for money and are an appropriate use of public resources.
7. Does the Independent Parliamentary Expenses Authority undertake cost comparisons between different airlines before booking flights for parliamentarians and staff; if not, why.

**Senator Farrell:** The answer to the honourable Senator's question is as follows:

The Independent Parliamentary Expenses Authority (IPEA) does not book travel for parliamentarians and their staff. Each office is responsible for making their own airline bookings through the contracted services provider, Corporate Travel Management. The choice of airline and associated costs are a decision at the time of booking and take into consideration several factors including location, availability, duration, schedule, and value for money.

On its website IPEA publishes quarterly expenditure reports that outline details of parliamentarians' expenditure on travel. Note: The following data includes travel and associated fees (such as cancellation fees or refunded costs).

**1.**

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
No. of flights	56,989	55,924	58,408	57,420	54,010	40,210	25,725	20,812	48,339	51,065
Amount (\$)	27,829,526	29,111,530	30,748,797	31,515,524	27,457,068	17,065,390	11,027,606	9,620,524	28,610,634	32,745,109

**2.**

Amount (\$ million)	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Virgin	5,277,743	5,570,281	5,796,875	6,270,276	5,758,384	3,626,717	1,014,985	846,697	2,521,434	2,692,660
Qantas	17,983,205	18,839,120	19,648,276	19,806,111	18,022,288	10,897,916	9,605,302	7,998,770	22,063,155	25,627,127
Jetstar	109,408	103,068	86,625	86,806	81,337	46,510	73,077	68,554	125,438	130,794
Rex Airlines	222,513	322,286	269,553	227,932	318,597	236,129	113,023	115,368	159,125	151,276
Bonza	-	-	-	-	-	-	-	-	-	103

No. of flights	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Virgin	15,140	15,291	16,444	16,650	16,003	12,380	3,318	3,115	8,403	7,664
Qantas	38,590	36,787	38,204	36,929	34,786	25,644	21,213	16,637	37,096	40,453
Jetstar	477	490	392	351	361	217	309	201	296	322
Rex Airlines	662	939	777	673	921	713	356	423	502	415
Bonza	-	-	-	-	-	-	-	-	-	1

**3.**

(%)	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Total
Qantas	70	68	68	67	66	65	82	80	79	81	72

Note: Virgin Australia entered voluntary administration on the 21<sup>st</sup> of April 2020 which affected the availability of Virgin domestic flights and services provided.

**4.** The data in this answer reflects each instance of travel involving trips to and from either Sydney, Melbourne or Brisbane. This includes a total of 6 combinations of travel - Sydney to Melbourne, Sydney to Brisbane, Melbourne to Sydney, Melbourne to Brisbane, Brisbane to Sydney and Brisbane to Melbourne.

Note: The total values in these tables in the years up to and including part of 2021-2022 may not represent the full cost of all trips that have multiple legs of travel. Where the trip cost was assigned to the first leg and that leg is to a destination that falls outside the scope of this question, the system is unable to report this value.

Amount (\$)	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Virgin	697,066	856,413	813,226	1,043,320	931,308	374,746	59,821	105,032	208,940	246,115
Qantas	1,870,776	2,424,557	2,081,928	2,144,238	2,250,950	898,203	445,113	985,360	1,244,595	1,575,951
Jetstar	3,171	4,941	2,339	2,712	2,203	523	1,507	2,108	6,960	5,539
Rex Airlines	-	-	-	-	-	-	93	0*	5,261	4,754
Bonza	-	-	-	-	-	-	-	-	-	-

No. of flights	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Virgin	1,464	1,761	1,655	2,005	2,146	1,123	195	419	631	698
Qantas	3,357	4,034	3,392	3,427	4,206	2,167	1,176	2,316	2,235	2,952
Jetstar	16	22	10	9	11	4	9	4	21	17
Rex Airlines	-	-	-	-	-	-	2	1	19	14
Bonza	-	-	-	-	-	-	-	-	-	-

\*Refer to note above.

## 5. No.

6. IPEA has a contract with a travel services provider, Corporate Travel Management (CTM). The contract provides that the supplier is to use existing Commonwealth Government arrangements including Whole of Australian Government (WoAG) airfares. Parliamentarians are personally responsible and accountable for their use of public resources and should be prepared to publicly explain and support their decisions to use public resources, including airfares. Staff of parliamentarians travel as directed by their employing parliamentarian and must travel in accordance with the conditions as outlined in their employment framework. IPEA conducts its functions as outlined in Section 12 of the *Independent Parliamentary Expenses Authority Act 2017*.

7. No. Parliamentarians and their staff book travel through the contracted travel services provider. The choice of airline and associated costs are a decision at the time of booking and take into consideration several factors including location, availability, duration, schedule, and value for money.

On its website IPEA publishes quarterly expenditure reports that outline details of parliamentarian's expenditure on travel.

## TABLING – IPEA ANNUAL REPORT 2024–25

### Subject/Issue

IPEA's Annual Report 2024–25 was tabled on Thursday 5 February 2026.

### Key points

- IPEA provided its annual report to the SMOS on 14 October 2025, meeting its statutory obligations on timing.
- The SMOS approved the report on 10 November 2025.
- IPEA identified a date error in the report on 10 November 2025.
  - The CEO's start date was recorded incorrectly as 12 February 2025 (media release announcement date) instead of 10 February 2025.
- IPEA advised the DLO and SMOS of the error on 11 November 2025.
- The error page was replaced at a cost of \$324.50 for 50 annual reports.
- IPEA provided its updated annual report for tabling on 27 November 2025 along with a Transmittal Letter to the Senate so the report could be tabled out of session.
- Since providing IPEA's annual report to the tabling office, IPEA was advised on 4 occasions that it could potentially be tabled on:
  - 27 November 2025
  - 4 December 2025
  - 11 December 2025
  - 15 January 2025.
- The date of tabling was outside of IPEA's control. IPEA followed up with the Tabling Office on each occasion its annual report was not tabled.
- The Tabling Office advised that the delay was due to prioritisation of the tabling of other documents, and that the report still required tabling approval.
- IPEA published its annual report on its website and transparency.gov.au as soon as practical after it was advised its annual report was tabled.

## Background

- IPEA met its legislated obligation to provide its annual report to the SMOS by 15 October.
- IPEA kept the SMOSO informed of its tabling status.
- IPEA pro-actively followed up with the Tabling Office and SMOSO to table IPEA's annual report and was informed that there was no further action required from IPEA.

Date:	22/01/2026
Branch:	Corporate Branch
Cleared by Chief:	Marco Spaccavento
Contact Officer:	s22(1)
Telephone No:	s22(1)

## FUNDRAISING EVENTS TRAVEL

### Subject/Issue

Under the Parliamentary Business Resources Framework, parliamentarians are restricted from accessing Commonwealth resources to travel to and from fundraising events.

### Key points

- Parliamentarians' travel under the *Parliamentarian Business Resources Act 2017* (PBR Act) must satisfy the PBR Act obligations.
- Importantly, a parliamentarian may only travel at Commonwealth expense when they are travelling for the dominant purpose of conducting their parliamentary business.
- 'Parliamentary business' is defined in the *Parliamentary Business Resources (Parliamentary Business) Determination 2017* and the PBR Act. The definition specifically prescribes that parliamentary business does not include any activity with the dominant purpose of:
  - Providing a personal benefit to the parliamentarian or another person (such as a candidate or political party), or
  - Pursuing commercial purposes of the parliamentarian or another person (such as a local business or political party).
- Under the PBR Act, a 'commercial purpose' is defined as a purpose related to the derivation of financial gain or reward.
- For travel, this means that a parliamentarian cannot use Commonwealth resources where they are travelling for the purpose of undertaking fundraising (for themselves or a political party or candidate), soliciting donations or attending fundraising events and activities unless it relates to a registered charity, not-for-profit or public fund established for emergency relief or similar assistance.

### Background

- The *Parliamentary Business Resources Act 2017* (PBR Act) establishes the framework under which parliamentarians may access Commonwealth resources.
- The PBR Act obligations require parliamentarians' use of public resources:
  - is for the dominant purpose of their own parliamentary business ('dominant purpose test')

- provides value for money ('value for money test')
  - meets the specific conditions that apply to that expense or resource
  - is publicly justifiable (reasonableness given community expectations), and
  - is used ethically and in good faith.
- Travel falling outside the definition of parliamentary business (as set out in the *Parliamentary Business Resources (Parliamentary Business) Determination 2017*) cannot be claimed at Commonwealth expense.

Date:	23/1/2026
Branch:	CEB
Cleared by Chief:	§22(1) [REDACTED]
Contact Officer:	§22(1) [REDACTED]
Telephone No:	§22(1) [REDACTED]
Mobile No:	§22(1) [REDACTED]

**PEMS - RETURNED TRAVEL EXPENSE AND TRAVEL ALLOWANCE CLAIMS**

**Subject/Issue**

A Senator asked, at Estimates, about IPEA’s rationale and process for returning travel claims.

**Key points**

- In the 2024-2025 Financial Year, less than 3% of travel expense and travel allowance claims were returned to claimants by IPEA administrators (breakdown in table below).
- IPEA only returns claims and notifies the client when a claim cannot be processed due to an error that IPEA cannot rectify or where there is missing information.

**Number of claims returned in the previous financial year**

- **2024/25 Financial Year**

	1 July 2024 to 30 June 2025		
Claim type	Total claims	Returned	%
Travel expense	8,998	892	9.91
Travel allowance	30,551	248	0.81
<b>Total</b>	39,549	1,140	2.88

### **If asked about returned claim numbers for current financial year:**

- Development work needs to be undertaken to update the logic in the report IPEA uses to identify returned claims.
- Once this has been complete, IPEA will be able to provide returned claim numbers for the current financial year.
- IPEA reviewed its standard operating procedures in October 2025 identifying and implementing improvements to reduce the number of claims returned, including:
  - In circumstances where IPEA can rectify the issue by reviewing information provided with the claim, IPEA will advise the client and update the claim on the client's behalf instead of returning the claim.
- When returning a claim, IPEA provides an explanation in the notes field in the PEMS system, and by either email or phone call as required. If the claim is being returned because it does not meet either a legislative, policy or system requirement, IPEA will also explain this to the client.

### **Reasons for returns**

There are several reasons why a claim may be returned for amendment.

- Travel expenses:
  - The receipt is missing required information such as dates.
  - The date varies between the claim and the receipt.
  - The locations do not match the claim and the receipt.
- Travel allowances:
  - The amount of Motor Vehicle Allowance (MVA) claimed exceeds the listed travel leg/s.
  - The arrival destination does not match the overnight location claimed (for example: the client flew to Melbourne but is claiming travel allowance in Sydney).
  - The receipt supplied does not match the overnight location claimed in PEMS.
  - Staff do not start travel from or return to their work base (as stipulated as a requirement under the framework).
  - for manually certified claims, the parliamentarian (or authorised approver) has not signed the claim and provided it to IPEA in PEMS.

## Background

- Parliamentarians and their staff may claim travel allowances (including Travel Allowance (TA) or Motor Vehicle Allowance (MVA)) when they are required to stay overnight away from their home or work base.
- In addition, when travelling for parliamentary business for (parliamentarians) or undertaking official duties (for staff), they may incur minor travel related costs that can be reimbursed as travel expenses.
- Travel resources for staff are provided for in the *Commonwealth Members of Parliament Staff Enterprise Agreement 2024–27*. Clause 2 of the Domestic Travel Guideline also outlines the Commonwealth's responsibility for covering travel costs, including:
  - Travel from an employee's work base to a location where they have official business:
    - a. an employee's work base to a place where they have official business (noting that in practice, travel on official business often begins or ends at the employee's home or accommodation)
    - b. any further travel to another place where the employee has official business, and
    - c. the return travel to the employee's work base.
- In October 2025, IPEA reviewed its travel allowance processing standard operating procedures. The review focused on identifying opportunities to reduce the number of claims returned to clients and improving the overall efficiency and clarity of the claims process.
- As part of these improvements, IPEA now updates a claim on the client's behalf where the issue can be resolved using the information already provided. In these circumstances, IPEA advises the client of the correction rather than returning the claim, reducing administrative burden and avoiding unnecessary claim processing delays.
- Claims will be returned only when IPEA cannot process them due to errors that cannot be rectified internally or where essential information is missing. In these cases, IPEA will provide a clear explanation in the notes field of the PEMS system and follow up by email or phone as required. Where a claim is returned because it does not meet a legislative, policy, or system requirement, IPEA will explain the relevant requirement to ensure the client understands the basis for the decision.
- These changes aim to streamline the claims process, improve client experience, and ensure that returns occur only when strictly necessary.

Date: 23/01/2026  
Branch: TEC & CSB  
Cleared by Branch Manager: s22(1) & Michael Frost  
Contact Officer: Michael Frost  
Mobile No: Michael s22(1)  
s22(1)

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2025-26**

Finance Portfolio  
7-8 October 2025

**Department/Agency:** Independent Parliamentary Expenses Authority  
**Outcome/Program:** Outcome 1 - Independent Parliamentary Expenses Authority  
**Topic:** Travel Claims

**Senator:** James McGrath

**Question reference number:** F201

**Type of question:** Written

**Date set by the committee for the return of answer:** 28 November 2025

**Number of pages:** 2

**Question:**

1. How many travel expense, travel allowance or office expense claims are returned to staff (what percentage of claims are returned)?
2. What percentage of above claims were returned each quarter for the last three years?
3. For claims that have been returned, what is the most common reason for the return?

**Answer:**

**Independent Parliamentary Expenses Authority (IPEA)**

IPEA is responsible for administering travel expenses and travel allowances and will provide a response for these. IPEA is not responsible for office expenses.

1. Less than 5% of travel expense and travel allowance claims are returned to claimants by IPEA administrators.

	1 July to 30 September 2025		%	1 July 2024 to 30 June 2025		%	1 July 2023 to 30 June 2024		%
	Total	Returned		Total	Returned		Total	Returned	
<b>Travel Allowance</b>	7,349	71	0.97	30,551	248	0.81	28,930	341	1.18
<b>Travel Expense</b>	2,188	356	16.27	8,998	892	9.91	7974	783	9.82
<b>Total</b>	9,537	427	<b>4.48</b>	39,549	1,140	<b>2.88</b>	36,904	1,124	<b>3.05</b>

2.

<b>% of Returned Claims</b>	<b>1 July to 30 September 2025</b>	<b>1 July 2024 to 30 June 2025</b>	<b>1 July 2023 to 30 June 2024</b>
<b>Travel Allowance</b>			
Q1 - 1 July to 30 September	0.97%	0.66%	1.10%
Q2 - 1 October to 31 December		0.96%	1.29%
Q3 - 1 January to 31 March		0.69%	1.25%
Q4 - 1 April to 30 June		0.95%	1.08%
<b>% of Returned Claims</b>	<b>1 July to 30 September 2025</b>	<b>1 July 2024 to 30 June 2025</b>	<b>1 July 2023 to 30 June 2024</b>
<b>Travel Expense</b>			
Q1 - 1 July to 30 September	16.27%	8.64%	11.14%
Q2 - 1 October to 31 December		9.50%	9.40%
Q3 - 1 January to 31 March		11.03%	8.49%
Q4 - 1 April to 30 June		10.85%	10.04%

3. There are a number of reasons why a travel claim may be returned for amendment or correction. The most common reasons include:
- a. the attached receipt is missing required information for example dates and evidence of payment
  - b. the dates on the claim and the attached receipt do not match
  - c. the locations on the claim and the attached receipt do not match.

### **Department of Finance (Ministerial and Parliamentary Services)**

The Department of Finance is responsible for office expenses and provided the following response.

Since 1 July 2022, the Department of Finance has finalised 124,688 office expense payments in the Parliamentary Expense Management System (PEMS). In 2025, between 1 January and 30 September 2025, Finance has finalised 27,296 office expense payments in PEMS.

Given the volume of office expense payments processed, it would require an unreasonable allocation of resources to provide a further breakdown of the number of office expenses claims returned to staff, the percentage each quarter for the last three years, or to undertake a qualitative analysis to advise the most common reason for the office expenses claim that were returned.

<b>Date sent to MO</b>	3 November 2025
<b>Tabling Due Date</b>	28 November 2025
<b><u>IPEA content</u> cleared by (Deputy Secretary or agency equivalent):</b>	Christina Grant, CEO
<b>Group/Agency:</b>	IPEA
<b>Contact Officer and Branch (FAS/AS or agency equivalent):</b>	§22(1) [REDACTED] Chief Client Services Branch
<b>Telephone No:</b>	§22(1) [REDACTED]
<b>Consultation:</b>	Department of Finance (Ministerial and Parliamentary Services)
<b>QoN Reference Number:</b>	F201
<b>PDR Number:</b>	SQ25-000277

Agreed / Please Resubmit

Date        /        /

## **BUDGETS INCLUDING ELECTORATE SUPPORT BUDGET**

### **Subject/Issue**

The Electorate Support Budget (ESB) consists of a staff travel component calculated by IPEA and a relief staff salary component calculated by Ministerial and Parliamentary Services (M&PS).

### **Key points**

- Parliamentarians are provided with an ESB to enable the travel of electorate employees and employment of relief staff.
- IPEA advises parliamentarians by email of the total travel component for their ESB at the beginning of each financial year.
- In PEMS, an office may check the status of their budget, and review transactions administered against their budget.
- Each parliamentarian is responsible for managing their ESB. Invoices are raised for overspends of the budget.

### **Budget Management**

- Where an ESB has expended 80% (and above) of its available funds, IPEA emails the parliamentarian to advise them of their budget status.
- Travel and contract expenses must be within the limitations of the ESB:
  - Where IPEA receives a claim for travel that exceeds the ESB, this will be discussed with the office.
  - Where IPEA receives a travel-provider cost that exceeds the budget, the travel-provider cost must be paid in accordance with contractual obligations. In these cases, the responsible parliamentarian receives an invoice for amounts that exceed the available budget.
- Travel costs are attributed to the ESB according to the financial year in which the cost occurs. If IPEA receives travel costs from a previous financial year, the costs will be attributed to the previous financial year budget. If this results in an overspend, an invoice must be raised against the parliamentarian.

## If asked about increases to ESB:

- A parliamentarian may write to the Special Minister of State to request an increase to their ESB. This may be to cover unexpected increases in travel costs or other exceptional circumstances (for example, natural disasters in the electorate).
- Ministerial and Parliamentary Services in the Department of Finance is responsible for providing briefings requesting an increase to an ESB.
  - 2 ESB increases were administered last financial year.

## Background

- Schedule C of *Determination 2023/10: Staff travel and relief staff arrangements* provides the formulas to calculate both the electorate staff travel and relief staff components of the ESB. Relevant provisions of the Determination are included at **Attachment A**.
- ESBs are calculated on a pro rata basis for the financial year in which a Senator or Member commences his or her term.
- Where an ESB is exhausted, a parliamentarian cannot draw from their ESB for the following year – instead, any costs that are incurred beyond the ESB become a debt to the Commonwealth which must be repaid.
- Unused ESB funds cannot be carried over to the following year.

Date:	4/02/2026
Branch:	TEC
Cleared by Branch Manager:	Michael Frost
Contact Officer:	s22(1)
Telephone No:	N/A
Mobile No:	s22(1)

**SCHEDULE C**

**Calculation of the Electorate Support Budget**

34. 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:

<b>Senator/Member</b>	<b>Electorate Size</b>	<b>\$</b>
Member	0-199 km <sup>2</sup>	300
Member	200-999 km <sup>2</sup>	500
Member	1,000-9,999 km <sup>2</sup>	700
Member	10,000-99,999 km <sup>2</sup>	1000
Member	100,000-199,999 km <sup>2</sup>	8132
Member	200,000-499,999 km <sup>2</sup>	10 132
Member	500,000 km <sup>2</sup> or greater	12 132
Senators for the NT	-	9000
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:

<b>Senator/Member</b>	<b>\$</b>
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.

## **PEMS SYSTEMS UPDATES**

### **Subject/Issue**

The Parliamentary Expenses Management System (PEMS) is utilised by parliamentarians and their staff, IPEA and the Department of Finance to lodge, administer and report on claims, expenses and budgets.

### **Key points**

- Finance is the PEMS lead agency (system owner), including for resolution of all technical issues.

### **If asked about the current enhancements project to 30 June 2026**

- Further changes to PEMS will be delivered by the Department of Finance, as the system owner using a business-led approach involving IPEA and relevant business areas.

### **If asked about current funding**

- Please refer to the Department of Finance for further details.

### **If asked about the future of the PEMS system**

- Future changes to PEMS will be delivered by the Department of Finance, as the system owner. IPEA is being consulted on those changes as they are developed.
- Further questions should be directed to the Department of Finance.

### **If asked about past financial contributions**

- In 2017, the Budget measure to fund the PEMS build included \$1.3m in budget savings for IPEA and a reduction of 13 ASL, assuming efficiencies from the automation of manual activities from 2020–2021 onwards.
  - Questions about the status of the 2024 PEMS benefits realisation report, produced by the Department Finance, should be directed to the Department of Finance.

- In 2019–2020 IPEA contributed \$5 million to the project to assist in the development of IPEA-specific functions within PEMS.
- In 2021–22 and 2022–2023 IPEA received one-off supplementation (\$1.3m) to its Departmental budget to reflect the delay in the full implementation of PEMS functionality.
- Funding was not restored for 2023–24 and IPEA incurred an operating loss of \$0.7m.
- One-off supplementation (\$1.5m) was provided in the 2024–25 Budget pending finalisation of the PEMS benefits realisation review.
- Ongoing restoration of funding (\$1.5m pa) was provided at 2025–26 MYEFO, returning the PEMS savings previously deducted.

Date: 23/01/2026

Branch: TIL and CSB

Cleared by Branch Manager: s22(1)

Contact Officer: s22(1)

Telephone No: s22(1)

## **AUDIT AND ASSURANCE UPDATE**

### **Subject/Issue**

IPEA audit and assurance activities monitor and examine the use of parliamentarians' work expenses and the travel-related expenses of their staff to assure their consistency with the relevant frameworks.

### **Key points**

#### **Wells Audit**

- IPEA does not comment publicly on individual cases, including confirming or denying whether IPEA is conducting audit or assurance activities.

#### **If asked: But hasn't Minister Wells stated publicly that she has referred herself to IPEA for an audit of her travel?**

- Minister Wells may have made that statement however it is IPEA policy not to comment on individual cases.
- Including confirming or denying whether IPEA is conducting audit or assurance activities.

#### **If Asked: Documents recently released under FOI indicate that CTM emailed IPEA about the expensive flights that Minister Wells was taking to the US in September 2025. Why didn't IPEA stop her from taking such an expensive flight?**

- IPEA contracts a dedicated travel service provider that books travel for all Parliamentarians, however IPEA does not have a role in booking travel.
- Parliamentarians are responsible for booking their own travel and ensuring that travel is for the dominant purpose of parliamentary business, suits their relevant commitments and represent value for money.
- Under the parliamentary business resources framework, it is a matter for individual parliamentarians to publicly defend their use of resources.

### **General**

- IPEA’s powers to audit and report are contained in section 12 of the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act).
- ‘Audit’ carries its ordinary meaning of ‘an official examination and verification of accounts and records’.
- IPEA’s audit function is limited to matters, as defined in the IPEA Act, relating to:
  - ‘MP work resources’, and
  - ‘MOPS travel resources’.
- Day-to-day assurance activities include preliminary assessments, assurance reviews, post payment checks and audits.
- IPEA publishes its assurance reviews on its website at [Published assurance reviews | Independent Parliamentary Expenses Authority](#)
  - 95 assurance reviews are publicly available on the website as of 31 December 2025.
- IPEA also has powers to gather information and recover payments.

### Audit and assurance activities

- For the 2025–2026 financial year to 31 December 2025, the status of Audit and Assurance activities was:

Post payment checks	Preliminary assessments	Assurance reviews	Audits
5,119 covering 739 Parliamentarians and staff	5 covering 5 Parliamentarians and staff	20 covering 20 Parliamentarians and staff	1 Audit completed 1 commenced
Note: 5,145 assurance operations in total, with all parliamentarians’ offices subject to at least one assurance operation in the financial year and most offices and Parliamentarians checked several times per year, covering different instances of use of travel expenses.			

- For the 2024–2025 financial year to 30 June 2025, the status of Audit and Assurance activities was:

Post payment checks	Preliminary assessments	Assurance reviews	Audits
5,813 covering 2,207 Parliamentarians and staff	13 covering 82 Parliamentarians and staff	13 covering 84 Parliamentarians and staff	2 Audits completed 1 Audit in progress

Note: 5,842 assurance operations in total, with all parliamentarians' offices subject to at least one assurance operation in the financial year and most offices and Parliamentarians checked several times per year, covering different instances of use of travel expenses.

### **If asked: Commenting Publicly**

- IPEA operates at arms-length to Government and does not report or comment on allegations that may be under consideration.
- To comment publicly on individual cases, including confirming or denying whether IPEA is considering them, could compromise procedural fairness and in some cases, compromise IPEA's conduct of a review.
- Completed IPEA audits and other IPEA assurance reports are publicly available on the IPEA website.

### **If asked: How does IPEA deal with allegations of misuse?**

- IPEA deals with possible misuse of parliamentary business resources independently from Government, and in accordance with its protocol 'Dealing with Allegations of Misuse of Parliamentary Work Expenses'.
- The protocol, at **Attachment A**, has been established by the Members of the Authority and is available on IPEA's website [[www.ipea.gov.au](http://www.ipea.gov.au)].
- IPEA adopts a triage approach – the first tier involves a preliminary assessment to establish if a parliamentary business resource has been used. The second tier, an assurance review, is a more rigorous and intensive examination of the use of parliamentary business resources. The final tier involves undertaking an audit.
- IPEA's approach is summarised in the Statutory Audit Function factsheet, at **Attachment B**.
- Members of the Authority decide whether to publish an audit.
- Where relevant, IPEA Members may also issue Rulings, determining that conduct engaged in by a parliamentarian or another person in relation to travel expenses or allowances of a parliamentarian was or was not in accordance with the *Parliamentary Business Resources Act 2017*.
  - On 21 October 2025, IPEA issued Ruling 01/2025 – relating to travel expenses used by a former parliamentarian, Dr Sam McMahon.

### **If asked: Does IPEA have information-gathering powers?**

- IPEA has information gathering powers contained in section 53 (Part 5) of the IPEA Act.

- IPEA can issue a **notice** requiring a person to produce particular information or documents, in circumstances where it has reason to believe that the information or documents are **relevant to its auditing and reporting functions**.
- However, consistent with s 58 of the IPEA Act, the recipient of the notice is *not* required to produce information or documents that are protected by parliamentary privilege.
- IPEA has used its statutory information-gathering powers in eleven (11) instances. Five (5) times in 2018, once in 2019 and five (5) times in 2021.

## Background

- **Attachment A** – details IPEA’s *‘Dealing with Allegations of Misuse of Parliamentary Work Expenses’*.
- **Attachment B** – provides further information about IPEA’s Statutory Audit Function and processes.

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Contact Officer:	s22(1)
Telephone No:	s22(1)



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

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## **Protocol—Dealing with Allegations of Misuse of Parliamentary Work Expenses**

The Independent Parliamentary Expenses Authority (IPEA) was established to provide greater accountability and transparency of the Parliamentary Work Expenses Framework (the Framework). IPEA provides assurance that parliamentarians' work resources and *Members of Parliament (Staff) Act 1984* (MOP(S) Act) employees' travel resources are spent in compliance with the Framework.

IPEA deals with possible misuse of work or travel resources at arm's length from Government. The *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act) provides legislative powers for the auditing and reporting of parliamentarians' work and travel resources and MOP(S) Act travel resources.

When IPEA becomes aware of information that indicates possible non-compliance with the Framework, IPEA may conduct a preliminary assessment. The assessment scrutinises the use of the work or travel resource and determines if a parliamentary business resource has been used.

### **Possible misuse**

In the event of possible misuse, IPEA decides whether to undertake an assurance review or audit of the matter. IPEA does not undertake assurance reviews or audits at the request of parliamentarians or MOP(S) Act employees.

- Under the IPEA Act, IPEA may audit any parliamentarian's work or travel resource or MOP(S) Act travel resource as it considers appropriate.
- IPEA may conduct an assurance review where a preliminary assessment indicates that a Commonwealth resource was used for a parliamentarian's work expense or MOP(S) Act employee's travel expense.
- IPEA may conduct an audit where there are allegations of systemic or substantial misuse of work expenses or where there is an educative benefit.
- An audit may also be a systematic and comprehensive examination of the use by all parliamentarians and/or MOP(S) Act employees of a specific category of work expense.
- The Members of the Authority or the Chief Executive Officer may issue a notice requiring a person to provide information that is relevant to an audit by IPEA, as provided for under Part 5 of the IPEA Act. Criminal penalties apply for failure to comply with a notice, or for providing false or misleading information.
- In the event of an audit, the parliamentarian or MOP(S) Act employee is accorded procedural fairness to provide comment on any findings.

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

- The Minister responsible for the AFP and the Minister responsible for the Framework are notified of a referral to the AFP.

### **Publication of audits**

- Members of the Authority decide whether, or not, to publish their decision(s).

*As approved by the Members of the Authority: October 2020*

# FACT SHEET – STATUTORY AUDIT FUNCTION

October 2020

IPEA audits parliamentarians' work expenses and the travel expenses of their staff under section 12 of the [Independent Parliamentary Expenses Authority Act 2017](#) (IPEA Act). IPEA may make a ruling in relation to travel expenses and allowances under section 37 of the [Parliamentary Business Resources Act 2017](#) (PBR Act).

## Preliminary Assessment

A Preliminary Assessment is generally confidential and establishes if further review is necessary.

A Preliminary Assessment is conducted where use of work expense(s) (for example, identified through direct contact, third party reporting or media) indicates a matter requires review.

Preliminary Assessments review information held or accessible by IPEA to determine the threshold question of:

- Has a parliamentary business resource been used?

If the answer is YES, an Assurance Review follows.

### Potential pathways:

1. No further action
2. Referral to more appropriate agency
3. Assurance Review

## Assurance Review

An Assurance Review determines if there has been a misuse of a parliamentary business resource.

IPEA assesses the use of the parliamentary business resource against the legislative framework to determine:

- Was there misuse?

If the answer is YES, IPEA considers if an Audit, referral or administrative action is appropriate.

An Audit is considered when:

- There is evidence for, or allegations of, systemic or substantial misuse
- IPEA's statutory information-gathering powers may be required to obtain all the required information
- There may be an educative benefit in publishing IPEA's findings.

Referral to the AFP is considered when there is evidence of serious fraud or other criminal conduct.

### Potential pathways:

1. No further action
2. Administrative remedial action, including penalty
3. An IPEA initiated Ruling or Audit
4. Referral to the AFP

## Audit

An Audit may commence for two main reasons:

1. As the outcome of an Assurance Review
2. As a systematic and comprehensive examination of the use of a specific category of a parliamentary business resource against the legislative framework, potentially by all parliamentarians and/or MOP(S) Act employees.

Where an Audit results from an Assurance Review, the Macquarie Dictionary definitions of these terms are considered:

- Substantial: "of ample or considerable amount, quantity, size etc."
- Systemic: "affecting an organisation, network ... etc as a whole"

Where an educational purpose or benefit is identified, part or all of the Audit may be published. The decision to publish is made on a case-by-case basis.

### Potential pathways:

1. No further action
2. Administrative remedial action, including penalty
3. An IPEA initiated Ruling or Audit
4. Referral to the AFP

## Post-Payment Checks

Post-Payment Checks are ongoing systematic testing of expense use through regular sampling of transactions. This covers a range of expenses such as:

- business class travel
- short term self-drive hire cars
- accommodation receipts
- desirable destinations
- accompanying family
- travel adjacent to public/school holidays.

### Referring to the Australian Federal Police

IPEA may refer a matter to the AFP at any point during the Assessment, Review or Audit process, where compelling prima facie evidence of fraud or other criminal conduct is identified.

### Making a Ruling

Rulings are made and finalised by the Members, including where they are, requested by a parliamentarian, recommended by an Assurance Review or Audit.



## DATA, REPORTING, CERTIFICATION AND WEBSITE

### Subject/Issue

Expenditure reporting continues in accordance with the schedule published on the IPEA website.

### Key points

- Parliamentarians certify their expenses were used for the dominant purpose of conducting their parliamentary business.
- Parliamentarians are not asked to certify the specific amount of listed expenses as they may have limited knowledge of certain expenses such as office facilities (e.g. alarm monitoring or cleaning).

### Certification information

- As at 31 December 2025:
  - 5 current parliamentarians are yet to certify their 1 July to 30 September 2025 expenditure report, see **Attachment A**.
  - 5 current parliamentarians are yet to certify their 1 April to 30 June 2025 expenditure report, see **Attachment A**. Expenses, certifications, adjustments, repayments and office costs are published on IPEA's website and data.gov.au

### Expenditure Reporting

- Since expenditure reports delivered by PEMS went live in November 2023, 13 periods have been published on IPEA's website:

	Reporting Period	Published date
1	July to September 2022	20 December 2023
2	October to December 2022	7 March 2024
3	January to March 2023	4 April 2024
4	April to June 2023	8 May 2024
5	July to September 2023	5 June 2024
6	October to December 2023	3 July 2024
7	January to March 2024	31 July 2024
8	April to June 2024	28 August 2024
9	July to September 2024	12 November 2024

	Reporting Period	Published date
10	October to December 2024	26 February 2025
11	January to March 2025	7 May 2025
12	April to June 2025	30 July 2025
13	July to September 2025	5 November 2025

### Schedule for the next reporting period

- The reporting period 1 October to 31 December 2025 was opened on 6 November 2025, allowing for the review of data to commence.
- Finalised data for this period will be available from 2 February 2026 for review and certification. These expenditure reports are expected to be published on IPEA's website and data.gov.au the week commencing 2 March 2026.

### Background

- The *Independent Parliamentary Expenses Authority Act 2017* provides IPEA with the authority to prepare and publish reports:
  - paragraph 12(1)(e)(f)(g)(h): IPEA can prepare and publish reports about matters relating to MP work resources and MOPS travel resources.
- Public expenditure reporting recommenced on 20 December 2023 with the publication of the 1 July to 30 September 2022 period following the Department of Finance's completion of the PEMS expenditure reporting module.
- Public expenditure reporting returned to its quarterly schedule from 28 August 2024 with publication of the 1 April to 30 June 2024 period.

### If asked about move to more frequent reporting

- To augment transparency, IPEA is currently considering the frequency of the expenditure reporting cycle.
- Relevant stakeholders will be consulted on this matter.

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**Current parliamentarians yet to certify the past 2 reports  
(as at 7 November 2025)**

**1 July to 30 September 2025**

No.	Office	Party
1	The Hon Andrew GEE MP	Independent
2	The Hon Ged KEARNEY MP	Australian Labor Party (ALP)
3	Senator the Hon Jenny MCALLISTER	Australian Labor Party (ALP)
4	Ms Zoe MCKENZIE MP	Liberal Party of Australia
5	Senator Fatima PAYMAN	Independent
6	Senator David POCOCK	Independent
7	The Hon Melissa PRICE MP	Liberal Party of Australia
8	Senator Jordon STEELE-JOHN	Australian Greens
9	Mr Phillip THOMPSON OAM MP	Liberal Party of Australia
10	Ms Elizabeth WATSON-BROWN MP	Australian Greens

**1 April to 30 June 2025**

No.	Office	Party
1	Ms Zoe MCKENZIE MP	Liberal Party of Australia
2	Senator Fatima PAYMAN	Independent
3	Senator David POCOCK	Independent
4	Senator Louise PRATT	Australian Labor Party (ALP)
5	Mr Phillip THOMPSON OAM MP	Liberal Party of Australia
6	Senator David VAN	Independent

## EDUCATION

### Subject/Issue

IPEA conducts a range of education activities to inform and support parliamentarians and their staff in accessing IPEA administered services.

### Key facts and figures

Types of education sessions held:	1 July 2024 to 30 June 2025	1 July 2025 to 31 December 2025
Expenditure reporting	2	5
General education	20	20
Electorate office visits	32	42
APH office visits	0	8
Online sessions (in lieu of Electorate Office visit)	0	3
PEMS	6	7
New parliamentarian introduction	42	2
<b>TOTAL EDUCATION SESSIONS</b>	<b>102</b>	<b>87</b>
<b>Number of clients educated</b>	<b>399</b>	<b>445</b>

### Key points

#### July to December 2025

- IPEA held several online education sessions in July 2025 which were targeted at new MOP(S) Act employees following the federal election.
- IPEA also facilitated drop-in sessions at Australian Parliament House (APH) in the first 2 sitting weeks of the 48<sup>th</sup> Parliament. These sessions were held in conjunction with MaPS and were well received. Further drop-in sessions are scheduled during sitting weeks from January to June 2026.
- IPEA held PEMS online education sessions in July, September and November 2025 for new PEMS users. These sessions are gaining popularity with over 260 registrations for these sessions alone.
- IPEA successfully concluded its 2025 education program, delivering education sessions across all Australian capital cities through in-person and online formats.
- Parliamentarians and their staff continue to report high levels of satisfaction with the education sessions they attended between 1 July and 31 December

2025. 96.6% of survey respondents reported being satisfied with their education session with an average rating of 4.79 out of 5.

- Education sessions for February to June 2026 have been published on the IPEA website. These sessions have been promoted by email to all parliamentarians and staff, and will also be published on the PWSS Academy.

## **Background**

### General education

- IPEA offers regular education sessions in all Australian capital cities and virtually throughout the calendar year.
- IPEA's general education sessions provide important information about travel related expenses for parliamentarians and their staff. This includes:
  - Parliamentarian and nominated family travel under the PBR framework
  - MOPS Act staff travel under their legislative framework
  - Budgets, expenditure reporting and assurance activities.

### Authorised person/s (new)

IPEA's authorised person/s sessions support MoPS Act Employees who have been authorised by their parliamentarian to approval travel, receive personal advice, view budgets and/or view expenditure reports. These sessions will be held online bi-monthly and ensure employees understand their responsibilities when acting on behalf of their parliamentarian.

### PEMS

IPEA's PEMS sessions provide a demonstration on how to claim and approve travel expenses, view budgets and review expenditure reporting in PEMS. These sessions are held online bi-monthly.

### Expenditure reporting

IPEA's expenditure reporting sessions support parliamentarians and their staff to understand expenditure reporting of work expenses. They provide an overview of what an expenditure report is, and a demonstration of the PEMS functionality, including how to access, navigate, review, and certify an expenditure report. These sessions are held online by request.

### Electorate Office and APH visits

IPEA provide the opportunity for parliamentarians and their staff to request an education session at their electorate or APH office. These sessions are tailored to suit the needs of the office.

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## TRAVEL ADVICE AND ADMINISTRATION

### Subject/Issue

This brief provides details and statistics on the following functions:

- Travel Administration and Allowances
- Family Reunion Travel
- Travel Advice, and
- IPEA Performance against Service Level Standards.

### Key points

#### Travel Administration

IPEA administers a range of travel related allowances and expenses in accordance with relevant legislation:

- IPEA processed 79,186 transactions, with a value of \$35,816,324.77, from 1 July 2025 to 31 December 2025 (breakdown in table below).
- In the 2024–2025 Financial Year, IPEA processed 160,838 transactions, with a value of \$65,854,406.46 (breakdown in table below).
- From 7 September 2025, the Travel Allowance rate (TA) rate for Canberra rose to \$322 per overnight stay for Parliamentarians and MOP(S) Act employees.
  - Previously, the TA rate for Canberra was \$318.00.
- On 1 July 2025, IPEA aligned MOP(S) employees TA and MVA rates with the rates set by the ATO (excluding Canberra).

Resource type	2024-2025 FY *		2025-2026 FYTD 1 July to 31 December 2025 *	
	No. of Transactions	Value	No. of Transactions	Value
Parliamentarian Travel Allowance	8,319	\$6,618,636.95	4,306	\$3,816,270.15
Staff Travel Allowance	39,907	\$20,185,800.61	18,401	\$10,109,548.24
International travel expenses	3,718	\$4,686,022.69	2,800	\$3,581,821.53
Fares	54,908	\$30,335,077.60	27,638	\$16,611,583.40
Staff Ground Transport	50,724	\$2,527,533.00	24,462	\$1,155,214.27
Unscheduled Commercial Transport^	3,262	\$1,501,335.61	1,579	\$541,887.18
<b>Total</b>	<b>160,838</b>	<b>\$65,854,406.46</b>	<b>79,186</b>	<b>\$35,816,324.77</b>

\* Expenses have been attributed to the financial year in which they were paid based on the claim status as of the date the data was extracted from PEMS.

^ Unscheduled Commercial Transport includes all transport expenses, other than scheduled commercial transport, for parliamentarians and their family; such as chartered transport, hired cars (and fuel), taxis and regulated ride sharing.

## Travel Advice

IPEA's personal advice is confidential and exempt from disclosure under the *Freedom of Information Act 1982* (FOI Act). It is our policy to not disclose publicly the details of any personal advice we have provided, and only provide general statistics:

- 6,137 client contacts were logged between 1 July 2025 and 31 December 2025.
- Of these, 3,000 contacts were received by the Advice desk and consisted of:
  - Staff travel (63.6%)
  - Parliamentarian travel (27.0%)
  - Reporting (0.5%)

- PEMS (1.7%)
- Budget (2.1%)
- Audit (0.5%)
- Other (4.5%).

### Performance against planned performance results and Service Level Standards (SLS)

IPEA met its published planned performance results and SLS for travel advice, education and claims processing, from 1 July to 31 December 2025:

SLS	2024-2025 FY	1 July to 31 December 2025
<b>Advice</b>		
All calls are acknowledged, with 90% of calls acknowledged within one day.	99.5%	99.8%
All requests for advice are resolved, with 90% of requests for advice resolved within 2 days.	98.1%	97.6%
Quality and accuracy levels for advice are achieved, with 90% of advice provided being accurate and of a high quality	97.9%	96.1%
70% of client survey respondents are satisfied with IPEA's advice as measured in the IPEA client satisfaction survey	91%	93% (80% new target)
<b>Travel Education</b>		
90% of education session requests will be responded to within 7 working days.	100%	100%
Education sessions are offered in all capital cities and virtually, twice per financial year.	100%	100%
100% of new parliamentarians are offered and introductory session	100%	100%

SLS	2024-2025 FY	1 July to 31 December 2025
within 2 months of declaration of polls.		
80% of participants are satisfied with the education session they attended.	100%	97%
<b>Travel Claims Processing</b>		
80% of travel claims are processed within 7 working days.	98.9%	99.9%
Travel claims are processed with a 90% degree of accuracy.	96.9%	99.1%
Requests for additional travel claim information (where claim is incomplete) are sent within an average of 4 working days of receiving the initial claim.	1.50 days	1.29 days
70% of client survey respondents are satisfied with IPEA's travel claim processing as measured in the IPEA client satisfaction survey.	85%	81% (80% new target)
<b>Travel Budgets</b>		
90% of travel-related budgets are disseminated by the third week of June and new parliamentarians commencing after 1 July receive their budget/s within 10 working days of official commencement.	100%	94% of budgets disseminated by 3 <sup>rd</sup> week of June 2025.

## Background

### Administration

- Administering the travel claims of current and former parliamentarians and MoP(S) Act staff is one of IPEA's core functions. IPEA administers both domestic and international travel claims where the travel is undertaken

consistent with the Parliamentary Business Resources (PBR) framework and the MoP(S) Act.

- Under the PBR Framework, parliamentarians may undertake travel for the dominant purpose of conducting their parliamentary business.

### **Travel allowance rates**

- Parliamentarians and their staff may claim Travel Allowance (TA) for each overnight stay in accommodation in Australia that is not their home base or work base respectively. TA covers accommodation, meals and incidentals.
- The Remuneration Tribunal sets all TA rates for Parliamentarians.
- MOP(S) employees receive the same TA rate as Parliamentarians when claiming in Canberra (in accordance with clause 62.6 *Commonwealth Members of Parliament Staff Enterprise Agreement 2024–27* (MOP(S) Enterprise Agreement)).

### **Travel and motor vehicle allowance rates for MOP(S) Act employees**

- On 1 July 2025, IPEA aligned MOP(S) employees' TA and Motor Vehicle Allowance (MVA) rates with the rates set by the ATO (excluding Canberra).
- IPEA noted an increasing disparity between the rates provided from the previous provider and those set by the ATO. Client feedback highlighted that the TA rates were not meeting the cost of accommodation in some locations.
- Due to the ATO rates being based on salary (rather than classification level, as per the previous provider), IPEA has applied the first (lowest) salary tier to non-senior employees and the second tier to senior employees (as defined in the MOP(S) EA).
  - IPEA is working towards a long-term solution in PEMS that applies the relevant TA rate according to an employee's salary.

### **Advice**

- IPEA provides personal advice to parliamentarians and their authorised *Members of Parliament Staff Act 1984* (MoP(S) Act) staff on accessing travel resources. IPEA's personal advice is confidential and tailored to each travel circumstance and provides a clear answer on whether specific travel meets or does not meet the relevant legislative framework.

- IPEA does not approve travel or set the legislative conditions for travel. Our advice relates only to whether a proposed travel scenario falls within the provisions of the relevant framework.
- IPEA responds to phone and email enquiries within published SLS and during standard business hours – Monday to Friday, 9am to 5pm, Canberra time.
- Since IPEA’s inception on 3 April 2017, and to 31 December 2025, IPEA has received 92,861 unique client contacts, consisting of:
  - Staff travel – 46,286
  - Parliamentarian travel – 20,709
  - Reporting – 9,555
  - PEMS – 5,249
  - Elections – 449
  - Budgets – 2,659
  - Audits – 5,953
  - Other issues – 2,001.

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**TABLE 1 - APRIL 2017 TO 31 DECEMBER 2025**

Claim Administration	Transactions	Total value	Transactions per month (average)	Value per month (average)	
All transactions	1,136,167	\$460,906,438.58	10,821	\$4,389,585.13	
Car Transport - Parliamentarians	2,733	\$163,369.06	27	\$1,555.90	
Car Parking - Parliamentarians	4,710	\$339,579.79	45	\$3,234.09	
UCT Cabcharge	11,889	\$411,700.16	113	\$3,920.95	
UCT Flight and Hire Car	10,285	\$11,366,942.91	98	\$108,256.60	
Car Transport - Staff	401,200	\$17,852,330.98	3,821	\$170,022.20	
Fares - Parliamentarians	109,738	\$75,825,373.15	1,045	\$722,146.41	
Fares - Family	14,382	\$7,333,532.85	137	\$69,843.17	
Fares - Staff	262,424	\$115,538,388.78	2,499	\$1,100,365.61	
Allowances - Parliamentarians	67,979	\$57,298,259.27	647	\$545,697.71	
Allowances - Staff	224,122	\$137,002,914.51	2,135	\$1,304,789.66	
Overseas Travel	26,705	\$37,774,047.13	254	\$359,752.83	
IPEA Contact	Client contact	% of total	Contact per month (average)	Contacts per day (average)	Closure rate
All advice	92,861		884.4	40.7	99.67%
Staff travel	46,286	49.8%	440.8	20.3	
Parl. travel	20,709	22.3%	197.2	9.1	
Reporting	9,555	10.3%	91.0	4.2	
PEMS	5,249	5.7%	50.0	2.3	
Election	449	0.5%	4.3	0.2	
Budget	2,659	2.9%	25.3	1.2	
Audit	5,953	6.4%	56.7	2.6	
Other*	2,001	2.2%	19.1	0.9	

\*Other contact includes enquiries relating to education, non-IPEA responsibilities, and former parliamentary travel.

## ARTIFICIAL INTELLIGENCE (AI) POLICY

### Subject/Issue

The Independent Parliamentary Expenses Authority's (IPEA) use of generative artificial intelligence (AI) tools (such as Copilot).

### Key points

- IPEA is using the Department of Finance's (Finance) ICT network under an MOU arrangement. IPEA adheres to Finance's ICT policies and procedures.
- IPEA provides its staff with guidance on the use of AI and requires all staff to complete the APSC's "AI in government fundamentals" course.
- IPEA staff may use Internet based AI tools and Microsoft CoPilot in accordance with IPEA's AI Guidelines. These types of tools are accessible via the Finance ICT network except DeepSeek, which is blocked.
- If staff wish to use publicly available AI, they must do so in an informed manner, consistent with IPEA's Generative AI Guidelines, Finance's Acceptable Use Policy, the APS Values and DTA guidance on use of AI.
- IPEA has established an internal Community of Practice to share experiences and provide guidance, and will appoint a Chief AI Officer to drive adoption and champion strategic change in line with Government guidance to agencies.

### If asked whether IPEA has its own guidelines for AI use:

- IPEA has guidelines in place for the responsible and ethical use of AI.
- This has been developed based on the guidance from Finance and the Digital Transformation Agency guidance titled *Using public generative AI tools safely and responsibly*.
- IPEA published its AI Transparency Statement on its website.

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## ANNUAL FINANCIAL AND PERFORMANCE STATEMENTS

### Subject/Issue

- IPEA – departmental and administered annual actuals and performance measures outcomes 2024–25.
- IPEA’s annual report contains IPEA’s performance statements which provide the measures to assess IPEA’s operational performance.

### Key points

#### Annual Financial Statements 2024–25

- \$0.473 million **departmental** operating surplus compared to the 2024–25 PBS budget position of a balanced operating position.
- \$17.139 million or 20% underspend of **administered** expenses budget. Travel for parliamentarians and their staff stayed relatively consistent with the 2023–24 financial year.

#### Performance Statements 2024–25

- IPEA’s 2024–25 Annual Report, in which IPEA’s performance measures are reported, was tabled on Thursday 5 February 2026.
- IPEA reported that it met all its planned performance results in the 2024–25 period.
- IPEA has 2 key activities:
  - **Travel resources administration:** Deliver services relating to the administration of travel resources. This includes providing advice and claims processing in respect of travel expenses and allowances.
  - **Reporting and assurance:** Provide independent reporting and assurance in respect of parliamentarians’ work resources and the travel resources of their staff.

## Background

- IPEA's outcomes and budgets are provided in its Portfolio Budget Statements 2025–26.
- IPEA's performance measures (planned performance results and service level standards) are set out in its corporate plan 2025–2026.

Date:	23/01/2026
Branch:	Corporate Branch
Cleared by Branch Manager:	Marco Spaccavento
Contact Officer:	s22(1)
Telephone No:	s22(1)
Mobile No:	s22(1)

## **2025–26 PAES, CORPORATE PLAN & PERFORMANCE**

### **Subject/Issue**

Departmental and administered budget funding and performance measures update from 2025–26 Corporate Plan.

### **Key points**

#### **Additional estimates 2025–26**

- IPEA received \$6.0m over four years (\$1.5 million per annum, ongoing) in departmental funding in a measure announced in the 2025-26 MYEFO statement. This returns the previous PEMS benefits realisation savings originally removed in 2017–18.
- \$10.706 million total **departmental appropriation revenue** and **65 departmental budgeted ASL** in the 2025–26 Portfolio Additional Estimates Statements (PAES).
- \$83.667 million total **administered appropriation** in the 2025–26 PAES.

#### **Corporate Plan**

- IPEA’s 2025–26 Corporate Plan (the Plan) was published on 29 August 2025 and covers the 2025–26 to 2028–29 period.
- The corporate plan sets out the purpose, environment, performance, capability and risk management of the agency.
- A key focus for this year will be to prepare for the Machinery of Government changes scheduled to come into effect 1 July 2026.
- The Plan also includes revised performance measures to better measure IPEA performance in the current operating environment.
- Key changes to the planned performance results and service level standards are:
  - the expansion of planned performance results for effectiveness to include all of IPEA’s functions, based on results from the annual IPEA Client Satisfaction Survey, alongside existing measures of quality of advice and education services

- rationalising the number of output focused reporting targets by moving some items to service level standards
- upgrading the accuracy of travel claims processing from a service level standard to a planned performance result
- increasing the target for client satisfaction with advice, and with travel claims processing from 70% to 80%
- expanding the service level standard for claims processing to include all travel transactions processed by IPEA.

### **IPEA Q2 (Oct–Dec) 2025–26 performance results**

- IPEA **exceeded** its overarching performance measure, achieving 95% of the performance metrics that could be measured.
- IPEA has 23 performance metrics, of which only 22 could be measured. IPEA achieved 21 out of the 22 measures that could be measured.
- 1 measure was unable to be measured:
  - Assurance measure – percentage of parliamentary offices covered by at least one assurance activity—is an annual measure.
- IPEA did not meet its satisfaction with IPEA’s expenditure reporting measure by 0.8 points (79.2% versus 80%). This is a new measure.
- IPEA paid 41,941 transactions to the value of \$19.2m over the quarter.
- IPEA processed, on average, 13,980 transactions (value of \$6.4m) per month.
- Provided 18 education sessions made up of:
  - 3 general education session
  - 6 electorate office visit, and
  - 1 PEMS education sessions
 representing a total of 84 parliamentarians and their staff attendees.
- Assurance and audit completed:
  - 2,269 post payment checks covering 326 parliamentarians and staff
  - 1 preliminary assessment covering 1 parliamentarian and staff
  - 11 assurance reviews covering 11 parliamentarians and staff
  - 2 audits underway.

## Background

**Departmental Appropriation** over the forward estimates is:

	Actual 2024-25 \$m	Revised Budget 2025-26 \$m	FE1 2026-27 \$m	FE2 2027-28 \$m	FE3 2028-29 \$m
Departmental Appropriation	10.759	10.706	10.754	10.785	10.794

- Previous PEMS benefits realisation savings (\$1.5m and 13 ASL per annum) have been returned on an ongoing basis and departmental funding is steady across the forward estimates.
- The recent MYEFO update also included reductions for the election commitment savings as shown below:

	Revised Budget 2025-26 \$k	FE1 2026-27 \$k	FE2 2027-28 \$k	FE3 2028-29 \$k
Election Commitment - further savings to reduce external labour and non-wage expenses	(101)	(186)	(192)	(190)

- Further spending cuts reported in the media are not included in these updates. Any queries about the upcoming budget process are for the Government and questions should be referred to PM&C or Finance.

**Administered Appropriation** and **Special Appropriations** over the forward estimates is:

	Actual 2024-25 \$m	Revised Budget 2025-26 \$m	FE1 2026-27 \$m	FE2 2027-28 \$m	FE3 2028-29 \$m
Administered Appropriation Bill 1	46.562	47.253	48.248	49.196	51.434
Special Appropriation – <i>Parliamentary Business Resources Act 2017</i>	35.234	35.765	36.512	37.317	39.015
Special Appropriation – <i>Parliamentary Retirement Travel Act 2002</i>	0.641	0.649	0.666	0.680	0.712
<b>Total Administered Appropriation</b>	<b>82.437</b>	<b>83.667</b>	<b>85.426</b>	<b>87.193</b>	<b>91.161</b>

- The Special Appropriation – *Parliamentary Business Resources Act 2017* came into effect on 1 January 2018 to support the *Parliamentary Business Resources Regulations 2017* (PBR Regulations).

- From 1 January 2018, management of travel expenditure relating to the *Parliamentary Retirement Travel Act 2002* transferred to IPEA.
- IPEA’s annual performance measures are displayed in its PBS and Corporate Plan 2025–26.
- Every quarter, IPEA measures its performance against the performance metrics—planned performance results and service level standards—contained in its PBS and Corporate Plan 2025–26.
- IPEA reports quarterly on IPEA’s performance to the Members of the Authority and the Audit and Risk Committee.
- In addition to regular quarterly reporting, IPEA monitors its performance as part of its business-as-usual activities.

**Attachment A** – [MYEFO 2025-26 funding measure](#)

**Attachment B** – [IPEA 2025-26 Corporate Plan](#)

Date:	23/01/2026
Branch:	Corporate Branch
Cleared by Branch Manager:	Marco Spaccavento
Contact Officer:	§22(1)
Telephone No:	§22(1)

## Finance

### Finance Portfolio – additional resourcing

Payments (\$m)

	2024-25	2025-26	2026-27	2027-28	2028-29
Department of Finance	-	6.8	5.7	-	-
Independent Parliamentary Expenses Authority	-	1.5	1.5	1.5	1.5
<b>Total – Payments</b>	<b>-</b>	<b>8.3</b>	<b>7.2</b>	<b>1.5</b>	<b>1.5</b>

The Government will provide \$18.5 million over four years from 2025–26 (and \$1.5 million per year ongoing) to support the delivery of Government priorities in the Finance portfolio. Funding includes:

- \$7.5 million over two years from 2025–26 for the Department of Finance to support a review of the parliamentary ecosystem and for specialist expertise to advise on improved security arrangements at electorate, ministerial, and Commonwealth Parliament Offices
- \$6.0 million over four years from 2025–26 (and \$1.5 million per year ongoing) for the Independent Parliamentary Expenses Authority to meet its service delivery functions, ensuring parliamentary work expenses represent an ethical, effective and justifiable use of public sector resources
- \$5.0 million in 2025–26 for the Department of Finance to continue supporting entities with acting on climate change in government operations.

This measure extends the 2024–25 Budget measure titled *Finance Portfolio – additional resourcing* and the 2023–24 MYEFO measure titled *Climate Action in Government Operations*.



Australian Government  
Independent Parliamentary  
Expenses Authority

**2025–26**

# Corporate Plan

Independent Parliamentary  
Expenses Authority

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The Independent Parliamentary Expenses Authority acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to Land, Waters and Community.

We pay our respects to the people, the cultures and the Elders past, present and emerging.



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# CEO Introduction



The Independent Parliamentary Expenses Authority (IPEA) delivers supporting services to parliamentarians and their staff and assurance to the Australian public on parliamentarians' expenditure.

We do this by:

- providing tailored advice and education
- administering travel
- contracting travel service providers
- reporting on the expenses and allowances accessed and
- conducting risk-based assurance and audit activities.

Our focus is on being a leader in the delivery of trusted, high-quality services to our clients while also increasing transparency through public reporting. We aim to increase public trust in the use of expenses through our targeted assurance and auditing activities.

Our priorities in 2025–26 include:

- building client and stakeholder trust and confidence in IPEA's functions and service offering
- reviewing and maturing agency governance so it remains contemporary and fit for purpose
- ensuring business processes and advice capabilities are ready to support planned Machinery of Government changes and legislative amendments and
- identifying options to increase the frequency of expenditure reporting to strengthen transparency.

We are working internally to improve our data governance by implementing the actions in our 2025–27 Data Strategy. This will improve our data stewardship, enhance analytical capability and support the delivery of our functions.

Our success is enabled by the expertise and professionalism of our staff and the priority we place in working together to provide excellent service.

I am pleased to present the 2025–26 Corporate Plan, which covers the period 2025–26 to 2028–29.

## Statement of preparation

As the accountable authority of the Independent Parliamentary Expenses Authority, I present the 2025–26 Corporate Plan, which covers the period of 2025–26 to 2028–29, as required under paragraph 35(1)(b) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

This plan has been prepared in accordance with section 16E of the *Public Governance, Performance and Accountability Rule 2014* (PGPA Rule).

**Christina Grant**  
Chief Executive Officer

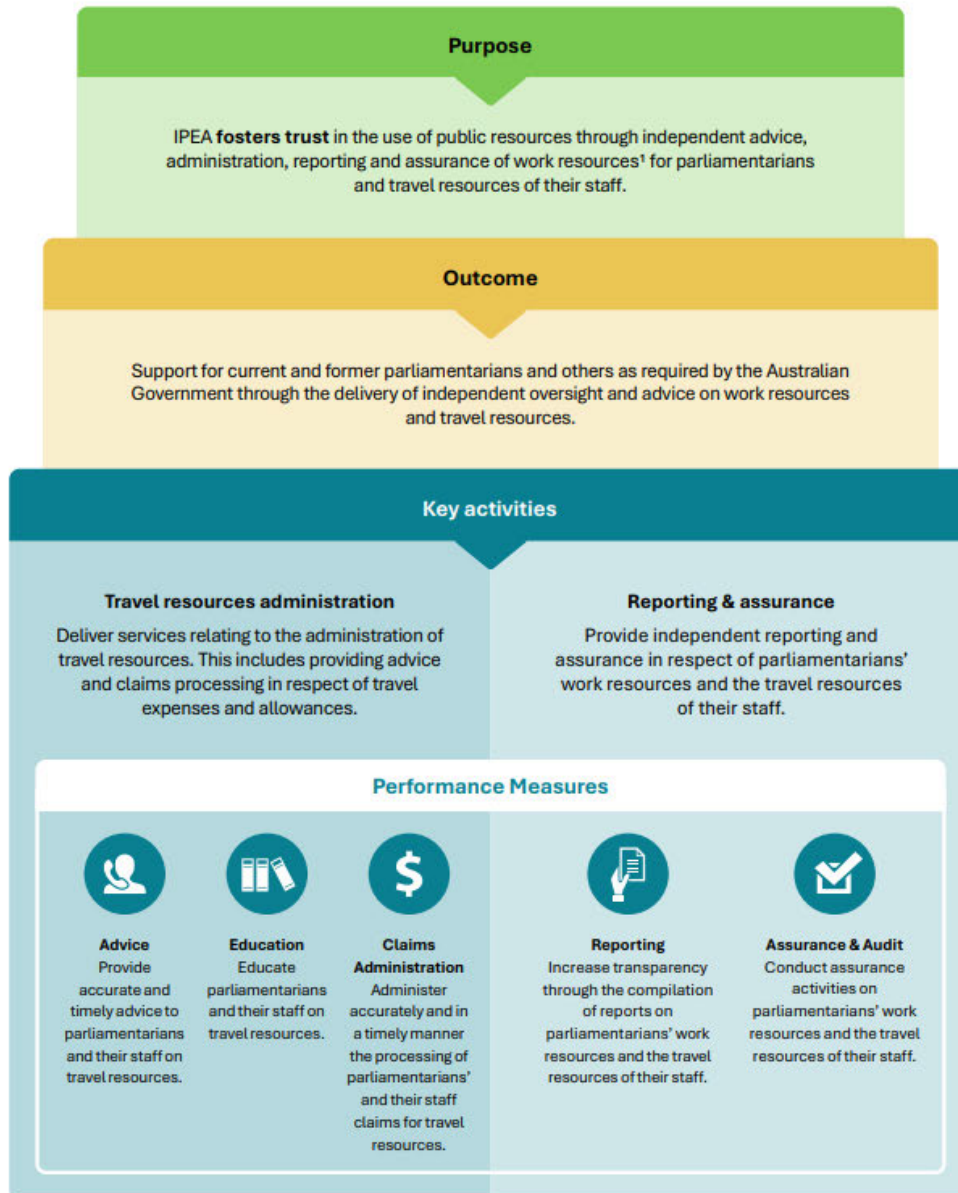
# About IPEA

The Independent Parliamentary Expenses Authority (IPEA) is an independent statutory authority in the Finance portfolio, established on 1 July 2017 under the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act). IPEA provides support for current and former parliamentarians and others as required by the Australian Government through the delivery of independent oversight and advice on work resources and travel resources.

IPEA is a non-corporate Commonwealth entity performing its functions under various legislative instruments including:

- [\*Independent Parliamentary Expenses Authority Act 2017 \(IPEA Act\)\*](#)
- [\*Parliamentary Business Resources Act 2017 \(PBR Act\)\*](#)
- [\*Parliamentary Business Resources Regulations 2017\*](#)
- [\*Remuneration Tribunal \(Members of Parliament\) Determination 2024\*](#)
- [\*Members of Parliament \(Staff\) Act 1984 \(MoPS Act\)\*](#)
- [\*Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27\*](#)
- [\*Staff travel and relief staff arrangements determination 2023/10\*](#)

# Purpose and function



# Key activities



Deliver services relating to the administration of travel resources. This includes providing advice and claims processing for travel expenses and allowances.

## Advice & education

IPEA advises and educates parliamentarians and their staff on accessing travel resources in accordance with legislative requirements. By listening to parliamentarians and their staff, IPEA seeks to understand their varied travel requirements and provide tailored advice. IPEA offers education sessions around the country in Commonwealth Parliamentary Offices and electorate offices. These sessions focus on building trust and explain our services while building knowledge of the legislated requirements for staff and parliamentary travel.

## Claims administration

Administering the travel claims of current and former parliamentarians and their staff is one of IPEA's core functions. IPEA forges strong relationships with travel providers and other Australian Government departments to support effective and efficient administration of parliamentary and staff travel.



Provide independent reporting and assurance in respect of parliamentarians' work resources and the travel resources of their staff.

## Reporting, assurance & audit

IPEA's reporting and assurance functions seek to promote an environment of accountability and transparency in parliamentarians use of public resources and help to discourage their misuse. IPEA delivers transparency through regular quarterly reporting of work expenses for parliamentarians and former parliamentarians and the travel expenses of MoP(S) Act staff. Our assurance functions deliver a regular rolling program of post payment checking and targeted assurance reviews. During the 2025–26 financial year, in consultation with the Members of the Authority, we will undertake audits where appropriate on the use of resources by parliamentarians and their staff.

# Operating context

IPEA's role focuses on helping clients to access parliamentary business resources appropriately and foster trust in their use. To achieve this, IPEA will plan for and respond to its operating environment, support its people, develop its capabilities, manage risks and continue to build relationships by cultivating cooperation and shared understanding.

## Environment

2025–26 is our eighth year of operation. Our operating environment will be characterised by:

- increased levels of engagement and education of new parliamentarians and staff to support their onboarding and appropriate use of parliamentary business resources
- ongoing preparation for planned machinery of government (MoG) changes.

### New parliamentarians

The post-election period is a busy time for IPEA. Over the past 8 years, IPEA has led with early and regular engagement, education and advice to new parliamentarians and their staff. We have focused on helping our clients to understand and appropriately use their travel and business resources. IPEA is continuing to enhance its education first approach to better support new parliamentarians and their staff.

### Machinery of Government (MoG)

On 1 July 2026, IPEA expects to receive from the Department of Finance (Finance) the following office expense functions:

- giving advice to parliamentarians about office expenses
- providing pre-claim assessments on communication and print materials
- administering claims for office expenses
- administering Canberra based self-drive vehicles.

In the lead up to the MoG change, IPEA will work with Finance to prepare for the transfer of functions and to integrate them into IPEA's operations.

## People and capability

IPEA's Chief Executive Officer (CEO), Christina Grant, was appointed by the Special Minister of State in February 2025 for a 5-year term. The CEO is IPEA's accountable authority under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and is responsible for IPEA's performance and compliance with regulatory requirements.

IPEA's motivated, highly capable and service-oriented people are essential to its ability to deliver successfully its key activities and purpose. IPEA consistently receives positive feedback from clients that IPEA's staff are highly capable and customer focused. IPEA will strive to challenge, engage and reward its staff for their continued dedication to achieving IPEA's purpose.

In April 2025, IPEA updated its operational structure to help position it to meet its current and future functions and operations, creating a new 4 branch structure – each supporting one of IPEA's key activity areas.

### Members of the Authority

The IPEA Act gives to the authority (that is, the body of members) governance responsibility for the performance of the functions vested in the authority by Part 2 of the IPEA Act. The authority (constituted by the members) is not subject to any limitation in the performance and exercise of the functions and powers vested in it by ss 12 and 13 of the IPEA Act.

IPEA's members are appointed by the Governor-General. Under the IPEA Act, the authority consists of a Chair, the President of the Remuneration Tribunal and at least 2, but not more than 3 other members.

IPEA's current members are:

- Member, Dr Annabelle Bennett AC SC
- Member, the Hon Gary Gray AO
- Member, Dr Julianne Jaques KC
- President of the Remuneration Tribunal, Ms Holly Kramer (ex-officio).

At the time of publication, the Chair of the Authority's position was vacant.

The collective expertise of the members ensures that high standards of governance are maintained when performing our functions. Their biographies are available in the [About us/Leadership](#) section of IPEA's web site.

## IPEA culture statement

In May 2025, IPEA introduced its culture statement to reinforce IPEA's values and service approach. The new statement articulates our goal to be a leader in the delivery of trusted, high-quality services, and our aim to create a work environment where collaboration, accountability and continuous improvement thrive.

Our culture is founded upon a shared commitment to IPEA's purpose and functions, which is to deliver advice, administration, reporting and auditing for the work expenses of parliamentarians, and the travel expenses of the staff they employ.

Our goal is for IPEA to be a leader in the delivery of trusted, high-quality services externally for parliamentarians and their staff, and internally to our own agency. We give clear, accurate and useful advice that empowers appropriate decisions. Our success is enabled by the expertise, passion and purpose of our staff and the priority we place in working together to provide excellent service – we deliver more together.

We aim to create an environment where collaboration, accountability and continuous improvement thrive. In doing so, we acknowledge that exceptional team delivery relies upon the efforts of each and every staff member. Treating each other with respect and 'showing up' for our colleagues during peak work periods is essential to our success.

We prioritise capability, professional development and the well-being of our people to ensure we are resilient and ready to deliver. We strive to foster a safe and respectful working environment that is both positive and productive and where individual efforts are valued. By fostering respect and trust, we strengthen our culture and capitalise upon our diversity.

We engage with our clients, within the agency and across the APS with purpose, integrity and respect. We value key partnerships knowing they are essential to our success. When issues do arise, we take responsibility and resolve them early. Our consistent demonstration of these qualities underpins our reputation as a trusted agency.

Every IPEA staff member has a role to play in supporting our culture. IPEA leadership is committed to fostering the qualities and attributes outlined in this culture statement.

## IPEA's leadership

### Ms Jaan-Clare Witcombe – Chief of Client Services

Ms Witcombe is responsible for IPEA's personal advice and education functions, and the administration and payment of parliamentarians' and their staff travel allowance claims for domestic travel.

### Mr Michael Frost – Chief of Travel Expenses and Contracts

Mr Frost is responsible for the administration of parliamentarians' and their staff domestic and international travel expenses, including airfares, car transport, charter transport, international travel costs and travel expense budgets.

Mr Frost is also responsible for the management of IPEA's travel services provider contract.

### Ms Nicole Pearson – Chief of Transparency, Integrity and Legal

Ms Pearson is responsible for delivering IPEA's risk-based audit and assurance function, IPEA's reporting and transparency function as well as providing legal services across IPEA generally.

### Mr Marco Spaccavento – Chief Operating Officer

Mr Spaccavento is responsible for IPEA's corporate functions including finance, risk, human resources, ICT, communications, governance, and the secretariat.

### IPEA organisational chart (as at July 2025)



## IPEA's branches

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### Client Services Branch

- Developing and implementing education programs and products.
- Advising and supporting parliamentarians and MoP(S) Act staff on travel related matters.
- Processing parliamentarians' and MoP(S) Act staff travel allowance claims.

### Travel Expenses and Contracts Branch

- Administering parliamentarians' and their MoP(S) Act staff domestic and international travel expenses and reimbursements.
- Managing the travel service provider contract, currently Corporate Travel Management (CTM) to meet parliamentarians' and MoP(S) Act staff official travel needs.
- Managing third party arrangements for transport providers and working with other Australian Government agencies to identify opportunities to achieve outcomes.
- Administering parliamentarians' yearly (financial year) travel expenses budgets.

### Transparency, Integrity and Legal Branch

- Conducting audits and assurance activities relating to travel and work resources claimed by parliamentarians and travel resources claimed by MoP(S) Act staff, and publishing these audits and assurance reports.
- Preparing reports on travel and work resources claimed by parliamentarians and the travel resources claimed by MoP(S) Act staff.
- Supporting parliamentarians and MoP(S) Act staff through provision of custom reports.
- Providing legal advice to IPEA.
- Responding to freedom of information requests and privacy matters.

### Corporate Branch

- Providing communication and media services including the IPEA website, intranet and media engagement.
- Delivering financial management services and managing procurement policy and providing procurement advice.
- Providing human resource and workforce planning services.
- Providing ICT support including ICT security, project management and coordination.
- Supporting the Members of the Authority and IPEA's Audit and Risk Committee through the Secretariat function.
- Coordinating parliamentary responses and requirements.
- Advising on IPEA's risk management and supporting governance arrangements.

To achieve IPEA's performance targets and purpose, the 4 branches work together to deliver IPEA's key activities and to provide connected high-quality client services.

## Capability

IPEA builds its organisational capability across 3 broad areas: people, processes and resources – with integrity at the core of everything we do.

### People capability

IPEA prioritises capability, professional development, and the well-being of our people to ensure we are resilient and ready to deliver.

IPEA will progress its successful approach to developing staff capability and further strengthen the abilities of its leaders in 2025–26. Specifically, IPEA's tailored leadership development program will focus on enhancing skills to develop high performing teams, implement successful change management and create a psychologically safe environment.

IPEA will continue to encourage a diverse and inclusive environment, where all employees are valued, respected and safe. IPEA's Diversity and Inclusion Strategy 2024–2027 provides the framework to continue to build IPEA's culture and diversity and inclusion practices. This strategy is supported by IPEA's Culturally and Linguistically Diverse Employee Action Plan and Gender Equality Plan.

As a small organisation, IPEA's staff can diversify their skills through IPEA's cross skilling work opportunities. Short-term work opportunities expose staff to different aspects of IPEA's operations, offering them internal mobility, greater skillset diversification, further relationship development and additional prospects to contribute to decision-making.

As an Australian Public Service employer, IPEA promotes APS behaviours and values: impartial, committed to service, accountable, respectful, ethical and stewardship.

### APS Strategic Commissioning Framework

In 2025–26, IPEA will continue to minimise outsourcing of core work in line with the APS Strategic Commissioning Framework. IPEA will focus on reducing outsourcing of information and knowledge management, with an expected expenditure reduction of \$50,000 in outsourcing.

### Resources

IPEA receives departmental and administered funding through the Budget process. Departmental funding supports IPEA's internal operations, while administered funding supports the travel expenses of parliamentarians and their staff. Further information regarding IPEA's budget estimates (departmental and administered) and Average Staffing Level (ASL) is set out in Finance's Portfolio Budget Statements, available on Finance's website.

### Process

IPEA has well established and effective processes used to implement its core activities in pursuit of its performance targets and purpose. IPEA's processes are developed by its functional and knowledge experts, who are also engaged in training and their continual improvement.

IPEA reviews regularly its processes to make sure they are contemporary, fit for purpose and deliver IPEA's services efficiently and effectively, and in line with government requirements and clients' expectations. While this approach has produced excellent results, IPEA is realistic about and responsive to new process opportunities created by environmental and operational challenges.

## Integrity

Working with integrity is an important driver to build and maintain public trust and confidence. IPEA operates within an integrity framework designed to foster trust in the use of parliamentary work resources through independent advice, education, administration, reporting, assurance and audit.

IPEA's positive integrity culture is vital to prevent and detect misconduct, fraud and corruption. It also fosters psychological safety, improves staff wellbeing and engagement, and enhances workforce productivity and performance.

To support a high-integrity culture, IPEA has developed an agency level integrity framework and action plan, bringing together key policies and procedures, as well as learning and development opportunities. The framework sets out IPEA's key elements and expectations relating to integrity and associated behaviours. The action plan focusses on key improvement areas with actions and controls to promote integrity and help prevent misconduct and corruption.

In 2025–26, IPEA will continue to invest in its staff, systems, policies and procedures to further improve the maturity and effectiveness of its integrity framework. IPEA will also build on its integrity training to reinforce the importance of professionalism, ethical leadership and behaviours.

## Risk

IPEA's risk management framework aligns with the requirements of the Commonwealth Risk Management Policy and provides staff with a systematic approach to engage with risk and opportunities in line with IPEA's risk appetite and tolerance levels.

IPEA's approach to risk and its communication help staff to understand how to identify and effectively manage risks. IPEA's leadership team and the Members determine IPEA's risk appetite and tolerance to provide guidance to staff on the level of acceptable risk for the nature of our business. IPEA encourages staff to appropriately balance positive risk engagement, which promotes innovation and efficiency, with risk control and mitigation to maintain public trust and confidence.

The table outlines IPEA's strategies to manage the major risks IPEA faces.

Major strategic risks	Source	Mitigating strategies
IPEA fails to meet its service level standards and does not meet the expectations of stakeholders.	<ul style="list-style-type: none"> <li>IPEA does not have the resources, skills or systems to meet expected standards.</li> <li>Service level standards are not communicated clearly to clients.</li> <li>Service level standards are difficult to measure or cannot be measured due to systems limitations.</li> <li>Errors in the advice, administration, reporting or auditing of expenses or allowances.</li> <li>Failure of systems (PEMS).</li> <li>A failure of shared risks being managed effectively.</li> <li>Insufficient people capability and capacity to meet stakeholder expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Robust governance framework overseeing the risk context and to detect, prevent and respond to risk.</li> <li>Regular education sessions to parliamentarians and staff on travel and related expenses.</li> <li>Regular review of policies and procedures for staff to provide accurate and timely advice on travel and related expenses.</li> <li>IPEA's people and learning and development strategies are designed to ensure the authority can attract, develop and retain a talented, agile and professional workforce.</li> <li>Publishing information on IPEA website regarding audit, assurance and reporting functions.</li> <li>Governance arrangements for managing shared risks and systems improvements.</li> <li>Robust multi-stage review of data prior to publishing.</li> </ul>
IPEA's independent assurance and reporting functions are not trusted by stakeholders.	<ul style="list-style-type: none"> <li>A breakdown in trust of IPEA's impartiality, neutrality, transparency and management of data integrity.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain operational integrity by explaining IPEA's processes, implementing them consistently and communicating regularly to clients.</li> </ul>

IPEA has several enterprise risks, summarised below. These enterprise risks have targeted mitigation strategies in place managed by IPEA's senior leadership.

**Resource management**

Failure to use and manage resources in line with IPEA priorities, consistent with the Commonwealth Resource Management Framework.

**Regulation/legal compliance**

Failure to comply with or enforce legislative and regulatory requirements.

**People**

Insufficient people capability and capacity to meet stakeholder expectations.

**Privacy and information management**

Governance and management of information fails to provide protection of personal information or ongoing availability of data.

**Fraud and corruption**

Misuse or theft of commonwealth resources, release of sensitive information or tampering with records for a benefit.

**Security**

Failure to detect and prevent cyber and physical security threats

**Workplace health and safety**

An avoidable or notifiable incident occurs in the workplace that threatens the health, safety or wellbeing of our staff or visitors

## Cooperation

As Finance portfolio agencies, IPEA and Finance continue to have a close and productive working relationship.

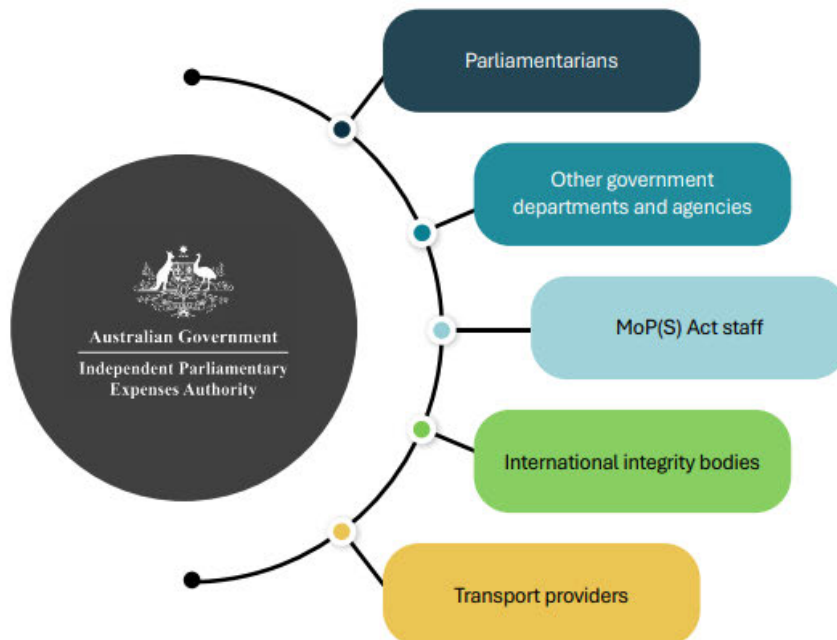
IPEA has a Memorandum of Understanding (MOU) with Finance for the provision of IPEA's work resources including its facilities and services, payroll, ICT resourcing and security. The MOU reflects IPEA's requirements, enabling it to deliver its legislated mandate and to achieve its purpose. As a protocol, IPEA reviews regularly with Finance the MOU to confirm it meets IPEA's needs and legislated requirements.

IPEA relies on PEMS (provided by Finance) to deliver its claims administration, reporting and assurance responsibilities.

IPEA operates in an environment with many interdependencies and collaborates closely with major stakeholders including the Parliamentary Workplace Support Service, Department of Parliamentary Services and the Department of Defence as part of the delivery of its activities.

IPEA relies on its strong and productive relationships with the Special Minister of State, parliamentarians and their staff, other government entities, integrity bodies and private transport providers to meet clients' needs and achieve its purpose.

In 2025–26, IPEA will further nurture its relationships and seek to build new ones to support its clients and stakeholders, and to continue shaping its role as a provider of services for parliamentarians and their staff.



# Performance

IPEA's performance measures set out the targets it will use to gauge its performance and operational outcomes. The measures are a critical mechanism for IPEA to display its operational integrity, promote transparency and demonstrate its effectiveness.

The performance measures and results are reported annually in IPEA's annual reports and Portfolio Budget Statements (PBS). The annual reports and PBS provide accountability to the Australian Government and public that IPEA, in its operation, is using resources efficiently and effectively to meet its obligations, performance measures and planned performance results.

IPEA updated its planned performance results to better reflect the current operating environment and expects to make further updates to the measures in the future. In addition, IPEA intends to trial new measures of efficiency and effectiveness internally in 2025–26, with a view to incorporating them into planned performance results once established.

Consistent with IPEA's Portfolio Budget Statements 2025–26, IPEA's planned performance results over the next 4 years are set out in the tables in this performance section.

Overarching measure						
Provision and delivery of independent advice, administration, reporting on, and assurance of, work resources for parliamentarians and travel resources of their staff.						
Planned performance results	2025–26	2026–27	2027–28	2028–29	Source	Methodology
Performance measures achieved.	80%	80%	80%	80%	IPEA's systems and survey data	Sum of the number of measures that achieved their planned performance results divided by IPEA's total number of planned performance measures.

**Key activity 1 – Deliver services relating to the administration of travel resources.**  
**This includes providing advice and claims processing in respect of travel expenses and allowances.**

Measure 1.1 – Travel advice						
Provide accurate and timely advice to parliamentarians and their staff on travel resources.						
Planned performance results	2025–26	2026–27	2027–28	2028–29	Source	Methodology
Clients satisfied with IPEA's advice function.	80%	80%	80%	80%	IPEA client satisfaction data	Use results from IPEA's client satisfaction measurement activities.
Advice provided is accurate and of a high quality.	90%	90%	90%	90%	ASM <sup>1</sup>	Sample of ASM tickets reviewed in line with standard operating procedure.
Service level standards for the provision of travel advice are met.	Achieved	Achieved	Achieved	Achieved	As outlined below in IPEA's service level standards	As below.
<b>Service level standards</b>						
All calls are acknowledged, with 90% of calls acknowledged within 1 day. <sup>2</sup>					Touchpoint <sup>3</sup>	Calls to and from IPEA Enquiries (02) 6215 3000 as captured in Touchpoint.
All requests for advice are resolved, with 90% of requests for advice resolved within 2 days. <sup>2,4</sup>					ASM	Sample of ASM tickets reviewed.

<sup>1</sup> ASM is IPEA's call management and tracking system.

<sup>2</sup> During hours: 9am to 5pm—Monday-Friday AEST/ADST (except for public holidays).

<sup>3</sup> Touchpoint is IPEA's call management software.

<sup>4</sup> Except where IPEA is waiting on essential information from others, for example waiting for information from parliamentarians, their staff, travel providers or government stakeholders.

## Measure 1.2 – Travel education

### Educate parliamentarians and their staff on travel resources.

Planned performance results	2025–26	2026–27	2027–28	2028–29	Source	Methodology
Clients satisfied with the education session they attended.	80%	80%	80%	80%	Post-education session surveys IPEA client satisfaction data	Calculate the average of post-education survey scores and other IPEA client satisfaction data.
Service level standards for the provision of education are met.	Achieved	Achieved	Achieved	Achieved	As outlined below in IPEA's service level standards	As below.
<b>Service level standards</b>						
90% of education session requests are responded to <sup>5</sup> within 7 working days of receipt of requests.					Outlook, Education sessions data, and ASM	Tally of the number of days between receipt of request and IPEA's response.
Education sessions offered in person in all capital cities <sup>6,7</sup> and virtually twice each calendar year.						Review education session locations and count the number of times offered in all capital cities and virtually within the period.
100% of new parliamentarians are offered an introductory session within 2 months of declaration of poll. <sup>8</sup>						Tally of the number of new parliamentarians offered an introductory session within the period divided by number of new parliamentarians, converted to a percentage.

<sup>5</sup> Responses to clients may include email or phone call, but do not include auto response.

<sup>6</sup> Dependent on room availability.

<sup>7</sup> Participants may be offered a virtual session where registration numbers for a capital city are low.

<sup>8</sup> Except where IPEA is waiting on essential contact information for new parliamentarians.

### Measure 1.3 – Travel claims

#### Administer accurately and in a timely manner the processing of parliamentarians and their staff claims for travel resources.

Planned performance results	2025–26	2026–27	2027–28	2028–29	Source	Methodology
Clients are satisfied with IPEA's travel claim processing.	80%	80%	80%	80%	IPEA client satisfaction data	Use results from IPEA's client satisfaction measurement activities.
Travel claims are processed accurately.	90%	90%	90%	90%	PEMS	Assessment of random sample of claims.
Service level standards for the administration of claims are met.	Achieved	Achieved	Achieved	Achieved	As outlined below in IPEA's service level standards	As below.

#### Service level standards

Travel claims are assessed weekly to verify 80% have been processed within an average of 7 working days <sup>10</sup> for travel allowance and reimbursements and within the contract obligations (or agreed arrangements) with providers.	PEMS <sup>9</sup>	Average claims processing time indicated in PEMS.
Requests for additional travel claim information (e.g. where the claim is incomplete) are sent within an average of 4 working days of receiving the initial claim. <sup>11</sup>	ASM and PEMS	Tally the number of days between when the claim was received and when IPEA contacted the client.
90% of Electorate Support Budgets (ESB) are disseminated by the third week of June. New parliamentarians commencing after 1 July receive their budget/s within one week of official commencement.	ASM	Count of Electorate Support Budgets disseminated within the period divided by total Electorate Support Budgets required, converted to a percentage.  Tally of new parliamentarians who received their ESB within the period divided by total number of new parliamentarians, converted to a percentage.

<sup>9</sup> PEMS is the Parliamentary Expenses Management System and used to submit claims to IPEA.

<sup>10</sup> Incorrect/incomplete claims are not included.

<sup>11</sup> Except where IPEA is waiting on essential information from others, for example waiting for information from parliamentarians, their staff, travel providers or government stakeholders.

**Key activity 2 – Provide independent reporting and assurance in respect of parliamentarians’ work resources and the travel resources of their staff.**

**Measure 2.1 – Reporting**

**Increase transparency through the compilation of reports on parliamentarians work and travel resources and the travel resources of their staff.**

Planned performance results	2025–26	2026–27	2027–28	2028–29	Source	Methodology
Expenditure reports provided to parliamentarians and published in accordance with the expenditure reports schedule. <sup>12, 13</sup>	95%	95%	95%	95%	PEMS	Tally of reports provided to parliamentarians within period divided by total reports required.
Clients are satisfied with IPEA's expenditure reporting.	80%	80%	80%	80%	IPEA client satisfaction data	Use results from IPEA's client satisfaction measurement activities.
Service level standards for reporting are met.	Achieved	Achieved	Achieved	Achieved	As outlined below in IPEA's service level standards	
<b>Service level standards</b>						
90% of ad hoc reports provided within 10 working days, or another timeframe as agreed. <sup>12, 14</sup>					ASM	Tally of reports provided within the 10-day timeframe divided by the total number of reports provided.

12 Dependent on ICT and data availability.

13 IPEA website and [data.gov.au](https://data.gov.au) website are available.

14 Does not include time waiting for 3rd party data.

## Measure 2.2 - Assurance & audit

### Conduct assurance activities on parliamentarians work resources and the travel resources of their staff.

Planned performance results	2025–26	2026–27	2027–28	2028–29	Source	Methodology
Clients are satisfied with IPEA's post-payment checks. <sup>15</sup>	70%	70%	70%	70%	IPEA client satisfaction data	Use results from IPEA's client satisfaction measurement activities.
All parliamentarians' offices are the subject of at least one assurance activity <sup>16</sup> in the reporting period.	100%	100%	100%	100%	IPEA data	Records of all assurance activities undertaken over the 12-month period.
Number of assurance reviews undertaken in the reporting period.	10	10	10	10	IPEA data	Tally of assurance reviews undertaken over the 12-month period.
Service level standards for assurance and audit are met.	Achieved	Achieved	Achieved	Achieved	As outlined below in IPEA's service level standards	
<b>Service level standards</b>						
100% of work expense irregularities or anomalies are subject to further assurance activity.					PEMS data IPEA data	Records of all assurance activities undertaken over the 12-month period.
In 100% of cases where IPEA identifies the possible misuse of parliamentary work resources, it acts in accordance with its Statutory Audit Function.					PEMS data Statutory audit function	Records of all assurance activities undertaken over the 12-month period.
In 100% of cases where assurance activities have established misuse of expenses, recovery action is pursued.					PEMS data IPEA data SAP <sup>17</sup> Debtors list and recovery processes	Compare established misuse activity with recovery action activities.

<sup>15</sup> Post-payment check – please see IPEA's Statutory Audit Function fact sheet available on IPEA's website [ipea.gov.au](http://ipea.gov.au)

<sup>16</sup> Assurance activity – please see IPEA's Statutory Audit Function fact sheet available on IPEA's website [ipea.gov.au](http://ipea.gov.au)

<sup>17</sup> SAP is IPEA's accounting management system.



**Australian Government**  

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**Independent Parliamentary  
Expenses Authority**

## HUMAN RESOURCES

### Subject/Issue

IPEA's staffing profile and HR information.

### Key points

- **Impact of AI on workforce:** IPEA does not anticipate any immediate impact of AI on our staffing numbers. All IPEA employees have completed the mandatory AI training.
- **Office MoG change:** Finance is responsible for identifying staff who will be moving to IPEA. IPEA will work with Finance to support their transition to IPEA which is scheduled to come into effect on 1 July 2026.
- **Impact of flexible work on IPEA:** Flexible work is working well for the agency and staff. 34 of our employees have regular working from home arrangements, from 1 to 3 days per week.
- **Staff working remotely:** IPEA does not have any employees who are working permanently remotely. One employee is temporarily working from Perth. All other employees are in Canberra.

### Human Resources Statistics

#### Staffing Information as at 31 December 2025

- 62 head count excluding the CEO
- 65 Budgeted ASL as per PAES 2025/26.

#### Flexible Work Arrangements as at 31 December 2025

- 34 employees have regular WFH arrangements:
  - most arrangements are 1 to 2 days per week
  - 8 employees have 3 days per week
  - 1 employee works 100% of their part time hours from home.
- 3 employees access compressed working arrangements.

#### Worker's Compensation

- 1 workers compensation claim was submitted to Comcare this financial year but was not accepted.

## Commencements and Separations

- Commencements and separations from 1 July to 31 December 2025:
  - Commencements:
    - 1 temporary transfer
    - 2 ongoing movements from other APS agencies
    - 1 ongoing engagement.
  - Separations:
    - 3 movements to another APS agency
    - 4 resignations
    - 2 retirements.

## Staff turnover

- 2024–2025 financial year there was a reduction in staff turnover: 18% compared to 23% in 2023–24.

## **Staff development and training**

### Conflict of Interest

- All current employees completed conflict of interest training provided by Proximity in June and July 2025.
- The conflict-of-interest training aimed to educate all IPEA employees on identifying and managing conflicts of interest in our workplace. The total cost of this training was \$10,120 (inc GST).

### Leadership Development Program

- IPEA engaged Yellow Edge to develop and deliver a leadership development program for our leadership and management cohort. 26 staff participated (CEO, 3 SES, 7 EL2 and 16 EL1).
- The program was delivered in person spread over a 6-month period (June to December 2025) with 'learning circles' scheduled for half a day each. Participants also undertook a lifestyle Inventory (LSI) self-assessment and a 360-degree feedback, coaching session.
- The cost of the contract with Yellow Edge is \$72,192 (inc GST).

## **Strategic Commissioning Framework**

- IPEA's 2025–26 corporate plan commitments under the Strategic Commissioning Framework focus on reducing outsourcing of information and knowledge management, with an expected outsourced expenditure reduction of \$50,000.
- Questions about the framework should be directed to the APSC.

## Background

Table 1: Staffing Profile of IPEA *Public Service Act 1999* employees

Employment type	31 December 2025
Ongoing	61
Non-ongoing	1
Long-term leave (LSL)	0
Full-time	48
Part-time	14

IPEA also has one contractor performing specialised work, who is not a PS Act employee and does not count towards ASL or headcount.

Table 2: Classification structure of IPEA *Public Service Act 1999* employees

Substantive Classification	31 December 2025
SES1	3
EL2	7
EL1	15
APS6	14
APS5	6
APS4	8
APS3	8 (including 1 non-ongoing)
APS2	0
APS1	0

Table 3: Diversity Information – **including** CEO as at 31 December 2025

Gender	Male: 13 (20.6%) Female: 50 (79.4%)
Average age	40 years
Age profile	19 to 30 years: 23 employees (36.5%) 31 to 75 years: 40 employees (63.5%)
Language	9 employees advised they speak a language other than English
Disability	2 employees advised they have a disability
ATSI	No employees identify as an Aboriginal and/or Torres Strait Islander person

Date:	23/01/2026
Branch:	Corporate Branch
Cleared by Branch Manager:	Marco Spaccavento
Contact Officer:	s22(1)
Telephone No:	s22(1)
Mobile No:	s22(1)

## COMMUNICATIONS AND MEDIA

### Subject/Issue

This brief provides details on the IPEA 2026 desk calendar and relevant media articles and enquiries.

### IPEA 2026 desk calendar

#### Key points

- IPEA recalled its 2026 desk calendar due to a design and printing error. February incorrectly included 2 extra days (29 and 30).
- Copies distributed to APH offices were recalled. Copies posted to electorate offices could not be recalled. 550 copies were printed in total.
- The error has **not** been fixed and new calendars have **not** been printed at this time.

#### If asked about the calendar cost:

Item	Cost (GST inclusive)
Design (Department of Finance)	No cost
Print – calendar	\$1,901.90
Print – with compliments card	\$339.90
<b>Total</b>	<b>\$2,241.80</b>

#### Background

- IPEA has provided an annual desk calendar with educational content for parliamentarians' offices since 2020.
- The error likely occurred during the design process and was not picked up.

## Media articles and enquiries

### Key points

**Media articles** from 1 December 2025 to 22 January 2026 mainly focused on:

- **Parliamentarians' family reunion travel** with around 2,000 print and online articles commenting on:
  - Individual parliamentarians' family reunion expenditure with specific mentions of **Minister Don Farrell, Minister Anika Wells, Attorney-General Michelle Rowland and Senator Sarah Hanson-Young**. The common sentiment was that parliamentarians should not receive benefits that aren't available to other sectors of the workforce.
  - **Minister Anika Wells'** international travel expenditure was initially referenced, then her family reunion travel and self-referral to IPEA.
  - **Attorney-General Michelle Rowland** agreeing to repay some claimed expenditure after IPEA found it was outside the official guidelines. Articles questioned her about the reason/s she was asked to repay.
  - The **Special Minister of State's** determination of 12 February 2025 expanding the definition of 'party political duties' was cited, to question the Prime Minister's statement that the government can't change 'the entitlements system'.
  - The **Prime Minister's** referral to IPEA for advice on the use of parliamentarians' travel 'entitlements', and subsequent recommended changes referred to the Remuneration Tribunal.
  - IPEA's published assurance review finding **Senator Sarah Hanson-Young** had followed the guidelines, however commenting IPEA had not reviewed the senator's use of Canberra-based expenditure.
  - The government's planned implementation of the **Remuneration Tribunal's** recommended changes.
- **IPEA's additional resourcing** of \$6m over 4 financial years was, in one syndicated article, initially said to be an outcome of the 'expenses scandal' but later in the same article stated as being allocated prior. Article linked below (refer 17/12/2025).
- **Parliamentarians' Canberra-based travel allowances** (26 articles including syndicates) with commentary focused on:
  - the 'nearly one in 4' parliamentarians who stayed at their own properties
  - that taxpayer money was being accessed to pay parliamentarians' Canberra property mortgages

- parliamentarians who accessed other ways to keep their accommodation costs down while still claiming the full allowance
- observations that this is inappropriate when the public ‘struggles with the cost of living’
- a view that parliamentarians set their own benefits and are ‘loath to clean their own stables’.

**Correction requests** issued between 1 December 2025 and 22 January 2026:

- to The West Australian (Katina Curtis) advising that its article incorrectly implied IPEA failed to properly implement a new IT system (PEMS). Also, that a budget allocation of \$7.5m was allocated to the Department of Finance, not IPEA. Article linked below (refer 17/12/2025).
- between 7 and 15 January, IPEA requested corrections from 7 media outlets who reported that IPEA sets parliamentarians’ travel allowances. IPEA advised outlets that it administers these allowances but that they are set by the Remuneration Tribunal. Two outlets in the Gippsland electorate quoted its member (Hon Darren Chester MP) stating IPEA ‘sets the rate of travel allowance for federal MPS and staff’.

**Media enquiries** for the 1 December 2025 to 22 January 2026 period:

- IPEA received 37 enquiries (in comparison, we received 26 for the period 1 January to 30 November 2025)
- **Assurance activities:** questions regarding Minister Anika Wells (7) and Attorney-General Michelle Rowland (2) family travel expenditure investigations; the Senator Sarah Hanson-Young published family travel assurance review (2); and whether there were any other self-referrals.
- **Legislation:** questions about the Prime Minister’s request for advice from IPEA and IPEA’s response (5); and general questions about where legislative review responsibilities sit.
- **Family reunion travel:** clarification questions about travel allowances and rates; and expenditure reporting, specifically where expenses were charged and then credited.
- **Interview requests** (3): IPEA responded that it does not agree to interviews.
- **Other individual enquiries:** repayment by a parliamentarian’s adviser; details on the CTM contract and payments to CTM; and clarification questions about expenditure reports and parliamentarian travel.
- IPEA provided general guidance, referred individual matters to relevant parliamentarians, and reiterated its policy of not commenting on individual matters including assurance activities.
- IPEA published a media release on [12 December 2025](#), confirming it had received a request from the Prime Minister for preliminary advice and that it would not be providing any comment.

Significant media articles, not including syndications and similar articles. Hard copies can be provided if required.		
08/12/2025	Labor minister Don Farrell claimed \$9,000 for family travel during sports events and theatre showings  The Guardian	<a href="https://content.isentia.io/?url=https://www.theguardian.com/australia-news/2025/dec/08/labor-minister-don-farrell-claimed-9000-for-family-travel-during-sports-events-and-theatre-showings&amp;key=07085b0645cb1796a6d764580c997022&amp;ver=1&amp;mid=1278493789&amp;uid=187898">https://content.isentia.io/?url=https://www.theguardian.com/australia-news/2025/dec/08/labor-minister-don-farrell-claimed-9000-for-family-travel-during-sports-events-and-theatre-showings&amp;key=07085b0645cb1796a6d764580c997022&amp;ver=1&amp;mid=1278493789&amp;uid=187898</a>
08/12/2025	Minister defends trip costs as more details emerge  The New Daily (74 syndicates)	<a href="https://content.isentia.io/?url=https://www.thenewdaily.com.au/news/politics/2025/12/08/travel-expenses-politics-australia&amp;key=579f84a67fee0bae0c5382d8c3eb4056&amp;ver=1&amp;mid=1278190263&amp;uid=187898">https://content.isentia.io/?url=https://www.thenewdaily.com.au/news/politics/2025/12/08/travel-expenses-politics-australia&amp;key=579f84a67fee0bae0c5382d8c3eb4056&amp;ver=1&amp;mid=1278190263&amp;uid=187898</a>
11/12/2025	This 'family reunion' outrage must end  Daily Telegraph	<a href="https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1153169464%26z%3D187898%26i%3D2ddfa%26d%3D20270115%26h%3Db572a5d4c4e04136d8d0a14b0260c2a6&amp;app=mic">https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1153169464%26z%3D187898%26i%3D2ddfa%26d%3D20270115%26h%3Db572a5d4c4e04136d8d0a14b0260c2a6&amp;app=mic</a>
13/12/2025	Government quietly eased politician expense rules weeks before federal election was called  Daily telegraph (multiple syndicates)	<a href="https://content.isentia.io/?url=https://www.dailytelegraph.com.au/news/nsw/government-quietly-eased-politician-expense-rules-weeks-before-federal-election-was-called/news-story/57c133e8cf3e765fc11f15ec6d9bd536&amp;key=cc61ace02f778e1481e0c59fdb3f8f25&amp;ver=1&amp;mid=1280595649&amp;uid=187898">https://content.isentia.io/?url=https://www.dailytelegraph.com.au/news/nsw/government-quietly-eased-politician-expense-rules-weeks-before-federal-election-was-called/news-story/57c133e8cf3e765fc11f15ec6d9bd536&amp;key=cc61ace02f778e1481e0c59fdb3f8f25&amp;ver=1&amp;mid=1280595649&amp;uid=187898</a>
13/12/2025	PM asks watchdog for perks advice as furore builds  New Daily (multiple syndicates)	<a href="https://content.isentia.io/?url=https://www.thenewdaily.com.au/news/politics/2025/12/13/albanese-expenses&amp;key=9472d2378b9b117568c4973f0201eff9&amp;ver=1&amp;mid=1280606157&amp;uid=187898">https://content.isentia.io/?url=https://www.thenewdaily.com.au/news/politics/2025/12/13/albanese-expenses&amp;key=9472d2378b9b117568c4973f0201eff9&amp;ver=1&amp;mid=1280606157&amp;uid=187898</a>
14/12/2025	Transparency only hope on perks  Sunday Canberra Times (69 syndicates)	<a href="https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1154119151%26z%3D187898%26i%3D2ddfa%26d%3D20270115%26h%3D4d4236e17f1bb7d5e1fbbd09bb659882&amp;app=mic">https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1154119151%26z%3D187898%26i%3D2ddfa%26d%3D20270115%26h%3D4d4236e17f1bb7d5e1fbbd09bb659882&amp;app=mic</a>
14/12/2025	Watchdog's bombshell call amid expenses saga  Herald Sun (multiple syndicates)	<a href="https://content.isentia.io/?url=https://www.heraldsun.com.au/news/breaking-news/michelle-rowland-will-repay-taxpayers-after-ipea-found-guidelines-were-breached-during-perth-2023-trip/news-story/254364748645ae143f431ac12327dcf">https://content.isentia.io/?url=https://www.heraldsun.com.au/news/breaking-news/michelle-rowland-will-repay-taxpayers-after-ipea-found-guidelines-were-breached-during-perth-2023-trip/news-story/254364748645ae143f431ac12327dcf</a>

		<a href="https://content.isentia.io/?url=https://www.west.com.au/politics/federal-politics/pollie-travel-scandal-135-million-set-aside-for-entitlement-review-expenses-watchdog-scores-budget-boost-c-21029596&amp;key=237fe7f386bb2c0c03e7a0e807a4ccba&amp;ver=1&amp;mid=1282750289&amp;uid=187898">5&amp;key=f0ea3b4ab21de3b2e0ec41f97756c6b0&amp;ver=1&amp;mid=1280895695</a>
17/12/2025	<p>Pollie travel scandal: \$13.5 million set aside for entitlement review, expenses watchdog scores Budget boost</p> <p>West Australian (one syndicate)</p>	<a href="https://content.isentia.io/?url=https://the-west.com.au/politics/federal-politics/pollie-travel-scandal-135-million-set-aside-for-entitlement-review-expenses-watchdog-scores-budget-boost-c-21029596&amp;key=237fe7f386bb2c0c03e7a0e807a4ccba&amp;ver=1&amp;mid=1282750289&amp;uid=187898">https://content.isentia.io/?url=https://the-west.com.au/politics/federal-politics/pollie-travel-scandal-135-million-set-aside-for-entitlement-review-expenses-watchdog-scores-budget-boost-c-21029596&amp;key=237fe7f386bb2c0c03e7a0e807a4ccba&amp;ver=1&amp;mid=1282750289&amp;uid=187898</a>
17/12/2025	<p>MYEFO update: Government spending grows despite already being at highest level since 1986 outside of COVID</p> <p>The Nightly (multiple syndicates)</p>	<a href="https://content.isentia.io/?url=https://the-nightly.com.au/politics/australia/myefo-update-government-spending-grows-despite-already-being-at-highest-level-since-1986-outside-of-covid-c-21030356&amp;key=25b8013a94f4a14ed39c6d0445d9de4e&amp;ver=1&amp;mid=1282614173&amp;uid=187898">https://content.isentia.io/?url=https://the-nightly.com.au/politics/australia/myefo-update-government-spending-grows-despite-already-being-at-highest-level-since-1986-outside-of-covid-c-21030356&amp;key=25b8013a94f4a14ed39c6d0445d9de4e&amp;ver=1&amp;mid=1282614173&amp;uid=187898</a>
23/12/2025	<p>Family travel perks curbed after MP expenses outrage</p> <p>Perth Now (94 syndicates)</p>	<a href="https://content.isentia.io/?url=https://www.perthnow.com.au/news/politics/family-travel-perks-curbed-after-mp-expenses-outrage-c-21094801&amp;key=0c1ae3e5712cd1eeddb65a881d7e624c&amp;ver=1&amp;mid=1285417219&amp;uid=187898">https://content.isentia.io/?url=https://www.perthnow.com.au/news/politics/family-travel-perks-curbed-after-mp-expenses-outrage-c-21094801&amp;key=0c1ae3e5712cd1eeddb65a881d7e624c&amp;ver=1&amp;mid=1285417219&amp;uid=187898</a>
24/12/2025	<p>Anthony Albanese moves to slash travel perks for MPs after expenses scandal</p> <p>News.com (multiple syndicates)</p>	<a href="https://content.isentia.io/?url=https://www.perthnow.com.au/news/anthony-albanese-moves-to-slash-travel-perks-for-mps-after-expenses-scandal-c-21106421&amp;key=5629807a978dff9556ce072b1dd0aed6&amp;ver=1&amp;mid=1285929668&amp;uid=187898">https://content.isentia.io/?url=https://www.perthnow.com.au/news/anthony-albanese-moves-to-slash-travel-perks-for-mps-after-expenses-scandal-c-21106421&amp;key=5629807a978dff9556ce072b1dd0aed6&amp;ver=1&amp;mid=1285929668&amp;uid=187898</a>
24/12/2025	<p>Most of Wells' family travel allowed under PM's overhaul</p> <p>The Australian</p>	<a href="https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1156851737%26z%3D187898%26i%3D2ddfa%26d%3D20270115%26h%3D1791f013bc2b86802f8f90e079235930&amp;app=mic">https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1156851737%26z%3D187898%26i%3D2ddfa%26d%3D20270115%26h%3D1791f013bc2b86802f8f90e079235930&amp;app=mic</a>
28/12/2025	<p>Peta Credlin: PM changes travel entitlements – so much for not making the rules</p> <p>Herald Sun (multiple syndicates)</p>	<a href="https://content.isentia.io/?url=https://www.heraldsun.com.au/news/peta-credlin-pm-changes-travel-entitlements-so-much-for-not-making-the-rules/news-story/def14f21c863e5da2f33275e9e272869&amp;key=72095cd00430b286cfd0b874c4d7adbc&amp;ver=1&amp;mid=1287113934&amp;uid=187898">https://content.isentia.io/?url=https://www.heraldsun.com.au/news/peta-credlin-pm-changes-travel-entitlements-so-much-for-not-making-the-rules/news-story/def14f21c863e5da2f33275e9e272869&amp;key=72095cd00430b286cfd0b874c4d7adbc&amp;ver=1&amp;mid=1287113934&amp;uid=187898</a>

08/01/2026	Attorney-General Michelle Rowland under pressure to come clean on \$10k expenses breach  Daily telegraph (multiple syndicates)	<a href="https://content.isentia.io/?url=https://www.dailytelegraph.com.au/news/nsw/attorney-general-michelle-rowland-under-pressure-to-come-clean-on-10k-expenses-breach/news-story/8bf7e28a78d1a2224c20081857184b02&amp;key=e163d6392784f08a6d84ea11869c1917&amp;ver=1&amp;mid=1290993996&amp;uid=187898">https://content.isentia.io/?url=https://www.dailytelegraph.com.au/news/nsw/attorney-general-michelle-rowland-under-pressure-to-come-clean-on-10k-expenses-breach/news-story/8bf7e28a78d1a2224c20081857184b02&amp;key=e163d6392784f08a6d84ea11869c1917&amp;ver=1&amp;mid=1290993996&amp;uid=187898</a>
08/01/2026	The tab for MPs living away from home in their own homes  Sydney Morning Herald	<a href="https://content.isentia.io/?url=https://www.smh.com.au/politics/federal/the-tab-for-mps-living-away-from-home-in-their-own-homes-20260107-p5nsa8.html&amp;key=9d6fd5a7d522ca253e1e51ece1bca800&amp;ver=1&amp;mid=1291035158&amp;uid=187898">https://content.isentia.io/?url=https://www.smh.com.au/politics/federal/the-tab-for-mps-living-away-from-home-in-their-own-homes-20260107-p5nsa8.html&amp;key=9d6fd5a7d522ca253e1e51ece1bca800&amp;ver=1&amp;mid=1291035158&amp;uid=187898</a>
08/01/2026	Out-of-town politicians can use \$322 daily allowance to fund their Canberra mortgage  Sun Herald (multiple syndicates)	<a href="https://content.isentia.io/?url=https://www.heraldsun.com.au/news/nsw/outoftown-politicians-can-use-322-daily-allowance-to-fund-their-canberra-mortgage/news-story/c02bc0c7e8ad0d093025d7b9078ec485&amp;key=43a0c7650710de873f53086c2a8bdebe&amp;ver=1&amp;mid=1290453419&amp;uid=187898">https://content.isentia.io/?url=https://www.heraldsun.com.au/news/nsw/outoftown-politicians-can-use-322-daily-allowance-to-fund-their-canberra-mortgage/news-story/c02bc0c7e8ad0d093025d7b9078ec485&amp;key=43a0c7650710de873f53086c2a8bdebe&amp;ver=1&amp;mid=1290453419&amp;uid=187898</a>
13/01/2026	Chester 'transparent' about travel claim  Gippsland Times and Latrobe Valley Express.	<a href="https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1162054814%26z%3D187898%26i%3D2ddfa%26d%3D20270115%26h%3Df76290f98201b0916240edf78a1cab07&amp;app=mic">https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1162054814%26z%3D187898%26i%3D2ddfa%26d%3D20270115%26h%3Df76290f98201b0916240edf78a1cab07&amp;app=mic</a>
15/01/2026	Green's senator's lobbyist husband gets free pass on flights  SMH and syndicates	<a href="https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1162168714%26z%3D187898%26i%3D2ddfa%26d%3D20270116%26h%3D70bd01709ca51726cfb995fe6e3238dd&amp;app=mic">https://app.mediaportal.com/#/monitor/media-coverage/view-original?url=https%3A%2F%2Freadnow.isentia.com%2Freader.aspx%3Fa%3D1162168714%26z%3D187898%26i%3D2ddfa%26d%3D20270116%26h%3D70bd01709ca51726cfb995fe6e3238dd&amp;app=mic</a>
21/01/2026	Politicians' flight travel perks to be wound back  The Age and syndicates	<a href="https://readnow.isentia.com/articlepresenter.aspx?&amp;guid=16b528be-5ce5-4971-a595-61f729eaea42&amp;ArticleId=1163783273&amp;seriesid=195092&amp;output=txt">https://readnow.isentia.com/articlepresenter.aspx?&amp;guid=16b528be-5ce5-4971-a595-61f729eaea42&amp;ArticleId=1163783273&amp;seriesid=195092&amp;output=txt</a>

Date:  
Branch:  
Cleared by Branch Manager:  
Contact Officer:  
Telephone No:

23/01/2026  
Corporate Branch  
Marco Spaccavento  
s22(1)  
s22(1)

## IPEA CLIENT SATISFACTION SURVEY 2025–26

### Subject/Issue

In December 2025, IPEA conducted a client satisfaction survey with parliamentarians and their staff.

### Key points

- IPEA's 2025–26 client satisfaction survey was delivered 6 months into the new parliament, to capture feedback from all parliamentarians and staff, especially those new to their roles.
- The survey was open for 2 weeks: Thursday 27 November to Thursday 11 December 2025, and received 266 responses, approximately 10% of all recipients.
- Initial results indicate:
  - respondents' satisfaction with IPEA continues to improve across most aspects of IPEA's service.
  - overall satisfaction with travel advice: 93% (87% in May 2025)
  - overall satisfaction with travel claims: 81% (82% in May 2025)
  - overall satisfaction with education sessions: 91% (80% in May 2025)
  - overall satisfaction with expenditure reports: 79% (new question)
  - overall satisfaction with post-payment checks: 88% (62% in May 2025)
  - dissatisfaction feedback continued to focus on PEMS and ride-share options.
- The survey report is expected to be published in March 2026.
- The survey was conducted by an independent provider, Orima Research.

### If asked about the survey cost:

- The survey cost will be \$32,668 (GST inclusive).

### Background

- IPEA conducts an annual client satisfaction survey to:
  - assess clients' satisfaction against its performance measures
  - assess clients' views of IPEA's service delivery more broadly
  - identify opportunities to improve IPEA's processes, communication and service
  - evaluate client satisfaction over time and whether concerns identified in previous surveys have been addressed.

- Performance outcomes which draw on the survey results will be published in IPEA's 2025–2026 annual report.

Date:	23/01/2026
Branch:	Corporate Branch
Cleared by Branch Manager:	Marco Spaccavento
Contact Officer:	s22(1)
Telephone No:	s22(1)

## DEBTORS

### Subject/Issue

The Independent Parliamentary Expenses Authority (IPEA) manages travel-related debts owed to the Commonwealth by current and former parliamentarians and their staff.

### Key points

- IPEA's administered travel related debts as at 31 December 2025 total \$42,329 made up of 39 separate debtors.
- Most debts arise from changes to travel arrangements following advance payment of travel costs to staff. Where changes result in overpayments, they are recovered.
- Debtors are managed in accordance with IPEA's debtor procedures:
  - a. Outstanding debtors over 30 days are sent a first reminder, unless the debtor has chosen to have the debt repaid from future travel.
  - b. After 60 days, debtors are sent a second reminder.
  - c. After 90 days, debtors are sent a final reminder letter stating the debt will be referred to a debt collector, noting there is discretion as to which debtors are referred to a debt collecting agency.
- \$4,820.24 worth of outstanding debts, comprising 3 debts of former MOPS staff, are with IPEA's debt collection agency.
- \$3,720.94 worth of outstanding debt relates to a former parliamentarian (Dr Samantha McMahon).

### Background

- IPEA's discretion to refer a debt to a debt collector is guided by the Finance Minister's directions specified in the delegations under the PGPA Act. IPEA's current debt collection agency is Recoveries Corp and this service is on a commission basis.
- This includes the discretion to enter into a payment arrangement where there is financial hardship or the discretion to not pursue debts where it is uneconomical to do so.

Date:	20/01/2026
Branch:	Corporate Branch
Cleared by Branch Manager:	Marco Spaccavento
Contact Officer:	s22(1)
Telephone No:	s22(1)

## CONTRACTORS AND CONSULTANTS

### Subject/Issue

IPEA expenditure on contractors and consultants for the last 3 financial years.

### Key points

- Contractor expenditure:
  - 2025–26 (as at 31 December) is \$113,690.78
  - 2024–25 is \$236,347
  - 2023–24 was \$392,921
  - 2022–23 was \$916,549.
- Consultant expenditure \$0 for each of those years.

### Background

- The contract totals match those published on AusTender.
- These amounts are consistent with the reportable contract total shown in the IPEA Annual Report each year.
- Contractors are procured to perform a specialised role for a short and fixed term, under the direct supervision of the entity.
- A consultant is engaged to provide professional, expert or independent advice as part of a one-off or irregular task to support entity decision making.
- A breakdown of contractor contracts is provided at **Attachment A**.
- For completeness, a list of other contracts published on AusTender is provided at **Attachment B**. These are contracts for goods or services, which are contracts procured for a specific piece of work, where the supplier is not under direct supervision.

Date:	20/01/2026
Branch:	Corporate Branch
Cleared by Branch Manager:	Marco Spaccavento
Contact Officer:	s22(1)
Telephone No:	s22(1)

## IPEA Contractor expenditure 1 July 2022 to 31 December 2025.

CONTRACTORS		Actual payments (expenses made)(GST inclusive)				
Supplier Name	Description	Contract Value (AUD	2022-23	2023-24	2024-25	2025-26
Ian McPhee Consulting Pty Ltd	Audit Committee member 2020-2023	85,065.72	24,661.10	5,277.47		
Elizabeth Montano	Audit Committee member 2020-2023	74,432.46	74,432.46	4,617.79		
BBG Services	Technical Specialist	266,000.00	52,645.08	8,254.13		
iCognition Pty Ltd	EDRMS Support Services	100,671.84	50,336.00	25,168.00		
Semaphore Alliance Pty Ltd	Project Management Services	414,780.00	50,130.00			
THE ITSM HUB PTY LTD	SQL Developer	366,300.00	165,813.00			
ROBINSON RYAN	Data Strategy and Data Governance Maturity Upli	79,970.00	54,395.00			
MAKE DATA USEFUL PTY LTD	Data Scientist	199,980.00	106,260.00			
Semaphore Alliance Pty Ltd	Project Management Services	241,230.00	209,440.00			
MAKE DATA USEFUL PTY LTD	Data Scientist	240,240.00	93,940.00	113,960.00		
HUDSON GLOBAL RESOURCES	Business Analyst	171,600.00	34,496.00	86,443.00		
BBG Services	Technical Specialist	290,000.00		83,049.56	102,509.00	50,281.00
Ian McPhee Consulting Pty Ltd	Audit Committee Member 2023-2026	98,258.51		21,110.00	27,337.25	16,402.35
Elizabeth Montano	Audit Committee Member 2023-2026	85,976.14		18,641.00	25,550.72	15,221.98
iCognition Pty Ltd	EDRMS Support Services	105,600.00		26,400.00	52,800.00	26,400.00
Hays Personnel Services	Administrative Support Officer	56,000.00			28,149.57	
NILS VAN BOXSEL	Audit & Risk Committee Member	34,104.00				5,385.45

## IPEA Contracts for Services expenditure 1 July 2022 to 31 December 2025.

CONTRACTS FOR SERVICES		Actual payments (expenses made)(GST inclusive)				
Supplier Name	Description	Contract Value (AUD	2022-23	2023-24	2024-25	2025-26
KANTAR PUBLIC AUSTRALIA PTY LT	Customer Satisfaction Survey	55,600.00	27,800.00			
KPMG Australia	Accelerated Reporting Model	40,095.00	40,095.00			
Major Training Services Pty Ltd	Training Materials	100,000.00	29,951.00			
MORPHT PTY LTD	Website Developer - IPEA Intranet	241,082.00	221,679.90			
KPMG Australia	Preparation of 2021-22 Payment Summaries for M	33,000.00	33,000.00			
GULANGA GROUP PTY LTD	ICT Training Services	38,489.00	38,489.00			
Horizon One Recruitment Pty Ltd	Recruitment Services	19,882.16	19,882.16			
Horizon One Recruitment Pty Ltd	Recruitment Services	14,420.13	14,420.13			
RSM AUSTRALIA	Internal Audit	300,000.00	43,010.00	77,660.00	\$92,400.00	
BIG DINGO MEDIA PTY LTD	Annual Report Designer	20,754.80		20,754.80		
KPMG Australia	Preparation of 2022-23 Payment Summaries for M	33,000.00		33,000.00		
TIDDALIK SERVICES PTY LTD	Education materials for publication	91,338.50		87,004.50		
KANTAR PUBLIC AUSTRALIA PTY LT	Customer Satisfaction Survey	39,050.00		39,050.00		
BENESTAR GROUP PTY LTD (TELUS) EAP		22,451.00		5,932.85	3,390.20	
ISENTIA PTY LTD	Media Monitoring Services	108,451.20		72,300.80	36,150.40	
MORPHT PTY LTD	Website Developer	275,000.00		218,473.44	41,628.52	
Corporate Travel Management Gr	Travel Management Services for the Australian G	76,000.00			2,800.76	860.29
KPMG Australia	Preparation of 2023-24 Payment Summaries for M	33,000.00			33,000.00	
MORPHT PTY LTD	Website Maintenance and Support	79,987.60			17,303.43	41,987.66
Complete Office Supplies Pty Ltd	Stationery and Office Supplies (SOS III)	25,000.00			330.57	830.38
NOUS GROUP PTD LTD	Data Strategic Framework	57,200.00			57,200.00	
KPMG Australia	Accelerated Reporting Model	41,580.00			41,580.00	
DELOITTE TOUCHE TOHMATSU	Risk-based Strategy and Assurance Plan	169,038.00			152,134.20	16,903.80
NOUS GROUP PTD LTD	Assurance Strategy Document	48,400.00			48,400.00	
Verian Group Australia Pty Ltd	Client Satisfaction Survey	32,989.00			32,989.00	
SCYNE ADVISORY	Performance Framework Review	62,669.00			62,667.00	
Yellow Edge Pty Ltd	Leadership Training	72,192.00			26,642.00	43,340.00
THE MARK AGENCY	Social Media Strategy and Brand Refresh	37,977.50			14,712.51	30,351.00
RSM AUSTRALIA	Internal Audit	398,970.00				80,740.00
DELOITTE TOUCHE TOHMATSU	Preparation of 2024-25 Payment Summaries for M	27,500.00				27,500.00
McGrath Nicol	Probity Services - TMS Contract	29,400.00				7,315.00
Clayton Utz	Legal Services - TMS Contract	129,682.19				73,234.37
Butler Caroye	Industry Adviser - TMS Contract	42,460.00				29,700.00
Orima Research	Client Satisfaction Survey	32,668.00				16,334.00
Thomson Geer	Legal Services	22,500.00				20,285.63

## MOTOR VEHICLE ALLOWANCE WITHHOLDING TAX

### Subject/Issue

A contractor introduced error in the data file for some recipients of Motor Vehicle Allowance and Personal Vehicle Allowance in 2024–25 resulted initially in incorrect data being uploaded to the ATO.

### Key points

- There was an error in the initial payment summary data file uploaded to the ATO affecting some individuals who were paid Motor Vehicle Allowance (MVA) or Personal Vehicle Allowance (PVA) by IPEA in 2024–25.
- The error was caused by the contracted provider that IPEA engaged to create payment summaries at the end of the financial year.
- The error means that a zero amount was shown against the tax withheld amount of MVA in the ATO portal on MyGov. The correct amount was shown on the hard copy payment summary sent to those individuals by IPEA.
- The error affects 99 out of 907 MVA recipients, including some current and former parliamentarians.
- An amended data file was uploaded to the ATO on 18 September and affected individuals have been advised.

### Background

- IPEA withholds tax from MVA and PVA paid to parliamentarians and their staff.
- As PEMS is unable to manage the ATO reporting for taxable allowances for IPEA, the process for creating payment summaries at the end of the financial year is manual. Each year IPEA engages external providers to assist with this process.
- This year a new external provider was engaged, for the first time.
- An error by external provider in creating the payment summary data file resulted in a tax withheld value of zero appearing in the file instead of the correct amount. This error is only apparent when checking the data file itself, or when comparing the amount shown in the ATO portal to the hard copy individuals were also provided.

Date:	23/01/2026
Branch:	Corporate Branch
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Contact Officer:	s22(1)
Telephone No:	s22(1)

## RECENTLY TABLED QUESTIONS ON NOTICE

### Subject/Issue

IPEA responded to questions on notice (QoN) from its appearance at the December 2026 Senate Estimates Hearings.

### Key points

- Senator Payman asked 2 QoNs:
  - F235 – Official gifts
  - F260 – Responsible use of AI in government.
- Senator Patterson asked 2 QoNs:  
s21(1)(a); s21(1)(b)
- Senator Hume asked 3 QoNs:  
s21(1)(a); s21(1)(b)
- IPEA responded to all its QoNs within the timeframe set by the Committee.

Date:	15/01/2026
Group/Branch:	Corporate Branch
Cleared by Branch Manager:	Marco Spaccavento
Contact Officer:	s22(1)
Telephone No:	s22(1)

## SENATOR PAYMAN – Official gifts QoNs

Written QoN – Senator Payman to all agencies	IPEA response:
<b>F235 - Official gifts</b>	
<p>Please provide a list of official gifts that have been presented by the Minister or a departmental official to visiting Heads of State, Heads of Government and Ministers of foreign governments, identifying the recipient of the gift, the date the gift was given, the value of the gift, a description of the gift and the person who presented the gift.</p> <p>Senator Payman is seeking information about gifts given since 23 May 2022.</p>	

### IPEA response:

Gifts presented by the Minister or a departmental official to visiting Heads of State, Heads of Government and Ministers of foreign governments.

Recipient of gift (name and title)	Date gift given	Value of gift	Description of gift	Minister/official who presented gift (name and title/position)
Nil	NA	NA	NA	NA

Reporting period 23 May 2022 to 10 December 2025.

## SENATOR PAYMAN – AI QoNs

Written QoN – Senator Payman to all agencies	IPEA response:
<b>F260 – Responsible use of AI in government</b>	
In 2024, the government's Policy for the responsible use of AI in government mandated that most federal agencies and departments were required to publish AI transparency statements by February 2025.	
1. Is it the understanding of the agency/department that it is required to publish an AI transparency statement?	Yes
2. Did the agency/department publish an AI transparency statement by February 2025? a. If not, why not? b. Has it published one to date?	2. Yes a. NA b. NA
3. If the agency/department has published an AI transparency statement, provide it here. Otherwise, in line with guidance from the Digital Transformation Agency, please provide a statement which identifies: <ul style="list-style-type: none"> <li>• the intentions behind why the agency/department uses AI or is considering its adoption</li> <li>• classification of AI use according to usage patterns and domains (as identified in DTA's AI policy under 'Classification system for AI use')</li> <li>• classification of use where the public may directly interact with, or be significantly impacted by, AI without a human intermediary or intervention</li> <li>• measures to monitor the effectiveness of deployed AI systems, such as governance or processes</li> <li>• compliance with applicable legislation and regulation</li> <li>• efforts to identify and protect the public against negative impacts</li> <li>• compliance with each requirement under the Policy for responsible use of AI in government</li> </ul>	IPEA Artificial Intelligence (AI) Transparency Statement   Independent Parliamentary Expenses Authority

<p>4. If it has not done so already, will the agency/department publish the statement provided as an answer to question 3 on its website as soon as possible?</p> <p>Additionally, agencies and departments were required to appoint an accountable official (AO) to support the implementation of the policy for responsible use of AI in government by 30 November 2024.</p>	<p>NA</p>
<p>5. Did the agency/department appoint an AO by 30 November 2024?</p> <p>a. If not, why not?</p> <p>b. Has the agency/department appointed an AO to date?</p>	<p>5. Yes</p> <p>a. NA</p> <p>b. NA</p>
<p>6. If the agency/department has not yet appointed an AO, when does the agency/department intend to do so?</p>	<p>NA</p>
<p>7. If either of the answers to questions 2b or 5b were 'No', does the agency/department take its obligations under the policy for responsible use of AI in government seriously?</p>	<p>NA</p>