



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

# **Audit 2025/01**

Senator Jacqui Lambie – former staff member  
travel expenses

Independent Parliamentary  
Expenses Authority

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# Senator Jacqui Lambie – former staff member travel expenses

8 May 2026

## Executive summary

1. Following a formal request from Senator Jacqui Lambie, IPEA commenced an assessment of the use of travel expenses, in particular hire car usage, by Mr Cameron Amos, a former member of her staff. IPEA then commenced a formal audit process on 12 February 2024.

## Scope

2. The scope of the audit was Mr Cameron Amos' use of travel and travel-related expenses, with particular focus on the use of hire cars, while employed as a staff member by Senator Lambie between 30 May and 26 November 2017 and between 1 July 2019 and 2 February 2023. This period included Mr Amos' employment in a shared arrangement between the offices of Senator Lambie and Senator Tammy Tyrrell between 26 August 2022 and 2 February 2023.
3. During the course of the audit, IPEA broadened the audit scope to encompass the use of hire cars by other former staff of Senator Lambie who appeared to have a similar pattern of use to that of Mr Amos.

## Reason for audit

4. On 11 September 2023, IPEA enquiries received an email from Mr Garth Morrison, Adviser in the office of Senator Lambie, in the following terms:

*'I am seeking guidance on whether an audit can be conducted on all travel claims for a former employee of Senator Lambie. In simple terms, Senator Lambie would like an audit conducted on all travel related expenses made by Cameron Amos in the last (46<sup>th</sup>) Parliament.*

*Senator Lambie would like an audit of all claims made by this employee, but is especially interested in hire cars claimed, their usage (i.e. mileage), and the split between official business, and personal use of the vehicle' (**Attachment B1**).*

## Outcome

5. IPEA reviewed Mr Amos' travel during the period in scope. Following extensive correspondence with Mr Amos (see audit chronology and documents at **Attachments A and B**), IPEA concluded that Mr Amos' use of hire cars in 27 instances over the period 30 May to 26 November 2017 and 1 July 2019 to 2 February 2023 contravened paragraphs 16 and 17 of the Staff Travel and Relief Staff Determination 2020/15 and previous determinations relevant to the period in scope, and were therefore not consistent with the provisions of the legislative framework.
6. Mr Amos has been invoiced for \$11,694.49. At the time of publication of this audit, the amount was still outstanding.

## IPEA’s statutory audit function

7. IPEA audits parliamentarians’ use of parliamentary business work resources and the use of travel resources by their staff under section 12 (1) (i) of the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act).

## Legislative framework

8. Under the *Members of Parliament (Staff) Act 1984*, the Special Minister of State may make determinations relating to the travel entitlements of parliamentary staff.
9. Schedule A of the *Staff Travel and Relief Staff Determination 2020/15*, and previous determinations, states the conditions for use of car transport, including hire cars, in the following terms:

### **Domestic Travel**

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee’s responsibility (and hence the employee’s cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee’s work base. This also includes travel to attend work when the employee’s work base is distant from the employee’s home.

.....

### **Car Transport**

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

<sup>1</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- ii. the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
- iii. the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
- iv. for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
- v. the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.

18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16. **(Attachment B2).**

## Audit Process

- 10. Following an assessment of Mr Amos' use of travel expenses, IPEA decided to undertake a formal audit of those expenses, with particular focus on his use of hire cars.
- 11. The scope of the audit was Mr Cameron Amos' use of travel and travel-related expenses, with particular focus on the use of hire cars, while employed as a staff member for Senator Lambie between 30 May and 26 November 2017 and between 1 July 2019 and 2 February 2023. Until 26 August 2022, Mr Amos was employed full time with Senator Lambie. From 26 August 2022, Mr Amos was employed part-time with Senator Lambie and part-time with Senator Tyrrell in a shared arrangement until 2 February 2023.
- 12. During the periods in scope, Senator Lambie employed a number of different staff members who served as authorised persons in her office, able to approve staff travel for other members of Senator Lambie's staff. Senator Tyrrell herself was employed as an authorised person in Senator Lambie's office between 9 July 2019 and 28 February 2022 before her election to the Senate in her own right.
- 13. Throughout these periods, Mr Amos had an approved work base that was not in Tasmania. As such he was required to travel regularly to Senator Lambie's office in Burnie, Tasmania, to undertake official business as directed by the Senator.
- 14. Senator Lambie and Mr Amos were advised of the audit on 12 February 2024; Senator Tyrrell was advised of the audit on 15 February 2024. **(Attachment B3).**
- 15. In an interview at the commencement of the audit, and in later correspondence, Senator Lambie stated to IPEA that she had been concerned to ensure that staff in her office should follow the provisions of the staff travel determinations. She said that staff in her office used taxis for official business and no other staff in her office used hire cars in the way that Mr Amos did. She said she had instructed her staff to seek advice from IPEA about the use of hire cars and that she believed IPEA's advice was being followed.
- 16. Early in the audit process, IPEA analysed the travel data to review travel use including hire car use by staff in Senator Lambie's office over the period in scope (2017 to 2023). From this data IPEA was able to identify that there had been a repeated pattern of car hire use by staff working for Senator Lambie who resided on the mainland but had been directed to travel to work in Senator Lambie's Burnie office in Tasmania.

17. The pattern involved staff members flying into Tasmania via Devonport airport from their mainland home, hiring a car at Devonport airport and driving to their accommodation around Burnie. The staff members would usually keep the hire car for several days and drive the car around various locations in Tasmania, before driving back to return it to Devonport airport when flying back to the mainland. This pattern was followed not only by Mr Amos but also other staffers during their period of employment with Senator Lambie.
18. IPEA had separately undertaken post payment checks relating to the use of hire cars in this pattern by two other staff of Senator Lambie: ■■■ [staff member A] and ■■■ [staff member B]– and IPEA data showed that another staff member ■■■ [staff member C], had also followed the above pattern of use while employed by Senator Lambie in instances between July 2021 and October 2022.
19. Staff member C’s use of this pattern stemmed back to 2019, simultaneous with Mr Amos’s pattern of use.
20. Staff member A’s hire car use in December 2022 and January 2023 had earlier been reviewed separately by IPEA and had been found to be inconsistent with the Staff Travel Determination as Senator Lambie indicated that it had not been authorised. Staff member A had been required to repay the expenses. Senator Lambie later indicated that staff member B’s and staff member C’s car hire had been approved.
21. On 26 February 2024, IPEA was provided with evidence from Senator Lambie’s office that Senator Lambie had in November 2022 directed her then authorised person to ask IPEA whether the use of hire cars by her staff in the established pattern was consistent with the legislative framework. However, it appears that when this check resulted in verbal advice to the authorised person that the hire car use was not consistent, Senator Lambie’s staff at the time were able to convince the authorised person that IPEA’s advice was incorrect (**Attachment B4**). The pattern of hire car use by visiting staff continued thereafter in the established manner into 2023. Senator Lambie has stated that after this time she believed staff were following IPEA’s advice. There is no evidence that Senator Lambie intervened or checked further until her Adviser requested the IPEA audit of Mr Amos’ travel expenses in September 2023.
22. IPEA’s letters to Senator Lambie of 12 February 2024 and Senator Tyrrell of 15 February 2024 provided the Senators with schedules of Mr Amos’ travel for comment. Senator Lambie was provided with a schedule of all travel expenses involving hire car use by Mr Amos during the period in scope. Senator Tyrrell was provided with the schedule of Mr Amos’ travel expenses involving hire car use during his part-time period of shared employment (refer letters at **Attachment B3**).
23. Senator Tyrrell was also asked about any approvals for Mr Amos’ car hire use that she may have given, whether while she was employed in Senator Lambie’s office as Senator Lambie’s authorised person, before she had been elected as a senator in her own right commencing on 1 July 2022, or while she employed Mr Amos directly as a part-time shared staff member after her election .
24. IPEA also asked Senator Lambie to specify whether the use of travel expenses and hire car by staff member C who had previously used hire cars in a similar pattern to that of Mr Amos, had been approved.
25. The responses to IPEA’s questions from Senator Lambie generally (with a few exceptions) indicated that while Mr Amos’ travel to Burnie had been approved, his use of hire cars had not been approved (**Attachment B5**).
26. The responses from Senator Tyrrell indicated that all Mr Amos’ travel had been approved and that some hire car use had specifically been approved while she employed Mr Amos during the shared employment arrangement period (**Attachment B6**).
27. IPEA sent a follow-up letter with further questions to Senator Lambie on 15 May 2024, requesting further details to clarify her earlier responses, and more information relating to arrangements for hire car approvals in her office and hire car approvals for other members of her staff (**Attachment B7**). Senator Lambie provided answers to these questions in an email of 13 June 2024 (**Attachment B8**), including confirmation that the car hires for staffers B and C had been approved.

28. IPEA sent a follow-up letter with further questions relating to hire car approvals to Senator Tyrrell on 23 July 2024 (**Attachment B9**). Senator Tyrrell provided her responses on 13 August 2024 (**Attachment B10**) indicating she no longer had access to records from her period as authorised person in Senator Lambie’s office and could not provide further information on car hire approvals during that period.
29. When advised of the commencement of the audit, Mr Amos immediately challenged Senator Lambie’s motivations in requesting the audit and anticipated that Senator Lambie would provide responses to IPEA’s audit process that would not be supportive of him or his car hire use, in the following terms:
- ‘She has previously indicated to me that she will seek an audit from IPEA, which I dismissed. She has historically refused to authorise travel claims by former employees with whom her relationship has deteriorated’* (**Attachment B11**).
30. IPEA advised Mr Amos on 23 September 2024 of the responses that Senator Lambie had given and asked for further information regarding his use of hire cars on occasions where there did not seem to be an approval for that use (**Attachment B12**). Mr Amos did not reply.
31. On 8 November 2024, and 4 December 2024, IPEA sent two follow up and reminder letters to Mr Amos, again requesting his response (**Attachment B13**).
32. Mr Amos responded on 19 December 2024, in a lengthy letter which did not address the specific questions IPEA had asked (**Attachment B14**).
33. Instead, Mr Amos addressed the general issue of the use of hire cars by staff who had been directed to travel to Burnie to work from Senator Lambie’s office there. He claimed that Senator Lambie had been fully aware that her staff had been using hire cars while working in Tasmania, and had approved of or tolerated this practice, although he did not have specific documentation of these approvals.
34. He stated that:
- ‘Senator Lambie expected all of her staff to hire a vehicle when travelling in Tasmania.*
- As you note, on more than one instance, I was not the only staff member in Tasmania at the time, and I had my own hire car.*
- Perhaps Senator Lambie somehow failed to mention to all of her staff that this was her expectation; surely we cannot be penalised for this.*
- If, however, she did not mention to staff that her preference is for us to use taxis, perhaps this would explain why none of us were using taxis. And why we used hire cars repeatedly.*
- Senator Lambie says it was not directed. My mistake was to not get, in writing, every time, and store it away in a lock box for time immemorial, evidence that she did direct it’* (**Attachment B14**).
35. IPEA assessed all the information available against the provisions of the staff travel determinations relating to the use of hire cars.
36. IPEA took a balanced approach in its assessment, due to the difference of opinion between Senator Lambie and Mr Amos regarding approvals for the use of hire cars.
37. While Senator Lambie has indicated to IPEA that she had directed staff not to use hire cars while travelling around her electorate, she also indicated that she had directed Mr Amos to travel to Tasmania from his mainland home to work at her Burnie office. Therefore the use of a hire car to travel from Devonport airport, which has limited taxi or other public transport availability, to Mr Amos’ accommodation near Burnie, and

return back from the accommodation to Devonport airport, could be viewed as a reasonable method for a staff member to adopt to follow her direction.

38. IPEA took the view that Mr Amos was entitled to reasonable use of a hire car to travel between the airport and his accommodation and return. The distance between Devonport airport and Burnie is approximately 50 to 55 km one way, or a total of approximately 110 km, depending on the exact route travelled. IPEA therefore decided that individual instances of Mr Amos' car hire use where the hire car log indicated the car had travelled a total of 120 km or less during the period of hire (i.e. the total km for travel between Devonport and Burnie, and return) would constitute an acceptable use of the hire car.
39. IPEA found no evidence, however, of approval for Mr Amos to keep the hire car for extended periods, or to use it for travel around Tasmania, other than travelling between the airport and his accommodation.
40. On 1 July 2025, IPEA contacted Mr Amos by phone regarding the need for further information from him with regard to the audit. IPEA followed up on the same day with a detailed letter (**Attachment B15**), providing Mr Amos with a list of hire car expenses which his employing parliamentarian over the period in scope of the audit had advised had not been approved and which did not appear consistent with paragraphs 16 and 17 of the staff travel determinations relating to staff use of car hire, specifically:
  - a. car hires of more than 10 days duration
  - b. car hires over a weekend
  - c. car hires for which the car log showed that the vehicle had been used for distances beyond the approximate 120 km distance between Devonport and Burnie and return, that is, the cars had been used for more travel than the distance between the airport at which Mr Amos routinely arrived from interstate and his Burnie accommodation and return, however there was no evidence of approval or direction from Senator Lambie to undertake further official business using the hire car.
41. Mr Amos was invited to provide any further information or evidence regarding the above-nominated instances of hire car use, including whether he could provide information regarding the availability of taxis for travel or information about the official business for which he had had to use the hire car.
42. Mr Amos did not reply.
43. Following the 1 July 2025 phone call and letter, IPEA wrote to Mr Amos on two further occasions (30 July 2025 and 20 August 2025) to remind him of the 1 July 2025 letter requesting his response to IPEA's questions (**Attachments 16 and 17**) and offered extensions of time for him to reply if he advised it was needed. IPEA repeatedly requested this further information or evidence in order to give Mr Amos full opportunity to reply. IPEA's correspondence indicated that if Mr Amos did not provide further information, IPEA would have no option but to recover the car hire costs identified.
44. Mr Amos did not reply.

## Outcome

45. IPEA took a fact-based approach to the assessment of Mr Amos' travel. This included giving Mr Amos the benefit of the doubt surrounding the question of approvals for his hire car use, and applying a reasonable method to querying whether the costs incurred contravened the legislated framework.
46. IPEA undertook extensive correspondence with Mr Amos over nine occasions in formal letters, and by phone and other email contacts. IPEA put forward its questions clearly and provided many opportunities for him to reply to specific questions, to provide further information or comments, and to provide additional time for his response. Mr Amos did not reply to most of these opportunities. On the one occasion he did reply, he did so only in general terms, arguing the issue of Senator Lambie's asserted knowledge and inferred permission for his actions.

47. In the absence of any substantive reply to IPEA’s request for further information or evidence, IPEA concluded that Mr Amos’ use of a hire car in 27 instances over the period 30 May to 26 November 2017 and 1 July 2019 to 2 February 2023 contravened paragraphs 16 and 17 of the Staff Travel and Relief Staff Determination 2020/15 and previous determinations relevant to the period in scope, and were therefore not consistent with the provisions of the legislative framework.
48. Mr Amos has been invoiced for \$11,694.49. At the time of publishing of this audit, the amount was still outstanding.
49. IPEA provided a draft of this audit document to Senator Lambie and to Mr Amos on 16 January 2026, inviting any comments by 30 January 2026. Senator Lambie indicated on 30 January 2026 she had no comments on the draft. Mr Amos requested some clarification of the outcome by email on 22 January and indicated in a phone call to IPEA on 27 January 2026 that he would be providing written comments by 2 February 2026. No comments were received.

## Attachments

<b>Attachment A</b>	Audit Chronology
<b>Attachment B</b>	Audit Documents
<b>Attachment B1</b>	Email of 11 September 2023 from Senator Lambie’s office requesting an audit of Cameron Amos’ use of travel expenses
<b>Attachment B2</b>	Staff Travel and Staff Relief Determination 2020/15
<b>Attachment B3</b>	IPEA audit letter to Mr Amos, 12 February 2024 IPEA audit letter to Senator Lambie, 12 February 2024 IPEA audit letter to Senator Tyrrell, 15 February 2024
<b>Attachment B4</b>	Email trail from Senator Lambie’s staffers regarding hire car use, November 2022
<b>Attachment B5</b>	Senator Lambie’s response to IPEA’s initial letter, 26 February 2024
<b>Attachment B6</b>	Senator Tyrrell’s response to IPEA’s initial letter, 16 February 2024
<b>Attachment B7</b>	IPEA second letter to Senator Lambie, 15 May 2024
<b>Attachment B8</b>	Senator Lambie’s email response to IPEA’s second letter, 13 June 2024
<b>Attachment B9</b>	IPEA second letter to Senator Tyrrell, 23 July 2024
<b>Attachment B10</b>	Senator Tyrrell’s email response to IPEA’s second letter, 13 August 2024
<b>Attachment B11</b>	Mr Amos’ initial email response to IPEA’s audit letter, 12 February 2024
<b>Attachment B12</b>	IPEA letter to Mr Amos, 24 September 2024
<b>Attachment B13</b>	IPEA follow up reminder letter to Mr Amos, 8 November 2024 IPEA second reminder letter to Mr Amos, 4 December 2024
<b>Attachment B14</b>	Mr Amos’ response to IPEA’s letters, 19 December 2024
<b>Attachment B15</b>	IPEA letter to Mr Amos, 1 July 2025
<b>Attachment B16</b>	IPEA follow up reminder email to Mr Amos, 30 July 2025
<b>Attachment B17</b>	IPEA follow up reminder letter to Mr Amos, 20 August 2025



# Audit – Senator Jacqui Lambie – staff member travel

## Attachment A

### AUDIT CHRONOLOGY

<b>DATE</b>	<b>AUDIT ACTION</b>
11 September 2023	Email to IPEA from Adviser to Senator Jacqui Lambie requesting (on her behalf) an audit of all travel claims by a former staff member, Mr Cameron Amos, with specific reference to use of hire cars
14 September 2023	IPEA email to Senator Lambie's office indicating that IPEA will review Mr Amos' travel and respond further
2 February 2024	IPEA email to Adviser to Jacqui Lambie that IPEA has reviewed Mr Amos' travel data and suggesting a meeting with Senator Lambie to discuss findings and the proposed audit process
5 February 2024	File notes of meeting with Senator Lambie
12 February 2024	Letter from the IPEA Chief Executive Officer to Mr Amos advising of the audit
12 February 2024	Mr Amos email to IPEA in response to IPEA's letter, with comments and queries
12 February 2024	IPEA letter to Senator Lambie regarding the audit and providing Mr Amos' travel data for review and comment
13 February 2024	IPEA email reply to Mr Amos' email of 12 February 2024
13 February 2024	Mr Amos further email with additional comments and queries in reply to IPEA's email of 12 February 2024
14 February 2024	IPEA email reply to Mr Amos' email of 13 February 2024
15 February 2024	IPEA letter to Senator Tammy Tyrrell regarding the audit and providing Mr Amos' travel data for review and comment
16 February 2024	Senator Tyrrell email response to IPEA's letter of 15 February 2024
26 February 2024	Senator Lambie email response to IPEA's letter of 12 February 2024
26 February 2024	Senator Lambie's Adviser email to IPEA, including email chain relating to IPEA advice sought regarding use of hire cars by staff members in November 2022 and the response of staff members to IPEA's advice

## Audit – Senator Jacqui Lambie – staff member travel

### Attachment A

14 May 2024	IPEA letter to Senator Lambie with further queries relating to use of hire car by her staff members
13 June 2024	Senator Lambie's response to IPEA's letter of 14 May 2024
23 July 2024	IPEA letter to Senator Tyrrell with further queries
13 August 2024	Senator Tyrrell email response to IPEA's letter of 23 July 2024
23 September 2024	IPEA letter to Mr Amos with queries regarding his hire car use
4 November 2024	IPEA letter to Mr Peter Castle with regard to his hire car use
8 November 2024	IPEA letter to Mr Amos reminding him no response had been received to IPEA's letter of 23 September 2024
15 November 2024	Mr Peter Castle email response to IPEA's letter of 4 November 2024
4 December 2024	IPEA second reminder letter to Mr Amos advising him again that no response had been received to IPEA's letter of 23 September 2024
19 December 2024	Mr Amos email statement in reply to IPEA's letter of 23 September 2024
1 July 2025	IPEA phone call to Mr Amos advising of formal letter about to be sent regarding potential audit findings
1 July 2025	IPEA letter to Mr Amos regarding potential audit findings and seeking his response
30 July 2025	IPEA email reminder to Mr Amos that no response had been received to IPEA's letter of 1 July 2025
20 August 2025	IPEA letter to Mr Amos reminding him again that no response had been received to IPEA's letter of 1 July 2025
27 October 2025	IPEA letter to Mr Amos reminding him for a third time that no response had been received to IPEA's letter of 1 July 2025.
16 January 2026	Draft of IPEA's audit provided to Mr Amos along with an invoice for recovery of \$11,694.49
16 January 2026	Draft of IPEA's audit provided to Senator Lambie
30 January 2026	Response to draft audit from Senator Lambie

**From:** [IPEA Enquiries](#)  
**To:** [Assurance](#)  
**Cc:** [REDACTED]  
**Subject:** REF:1822700 - Travel audit request [SEC=OFFICIAL]  
**Date:** Monday, 11 September 2023 10:50:38 AM  
**Attachments:** [image001.png](#)

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**OFFICIAL**

Hi Team

Appreciate if you could please assist Garth and respond to Senator Lambie office as requested below.

Thanks,

[REDACTED]

[REDACTED]

**Classification: OFFICIAL**

**Classified by: enquiries@ipea.gov.au on: 11/09/2023 10:50:30 AM**

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**From:** [REDACTED] (Sen J. Lambie)

**Sent:** Monday, September 11, 2023 10:30 AM

**To:** IPEA Enquiries

**Subject:** Travel audit request

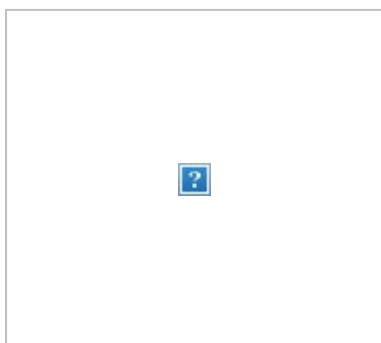
Dear IPEA, I hope you all had great weekends, and that you are all well.

I am seeking guidance on whether an audit can be conducted on all travel claims for a former employee of Senator Lambie. In simple terms, Senator Lambie would like an audit conducted on all travel related expenses made by Cameron Amos in the last (46<sup>th</sup>) Parliament.

Senator Lambie would like an audit of all claims made by this employee, but is especially interested in hire cars claimed, their usage (i.e. mileage), and the split between official business, and personal use of the vehicle.

If you have any questions, please do not hesitate to contact me.

Kind regards,



[REDACTED]

Advisor

**Office of Senator Jacqui Lambie**

**Phone:** 03 6431 3112; or 02 6277 3357

**Mobile:** [REDACTED]

4/22 Mount St, Burnie TAS 7320

or Senate Suite 147

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DETERMINATION 2020/15

*Members of Parliament (Staff) Act 1984***STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

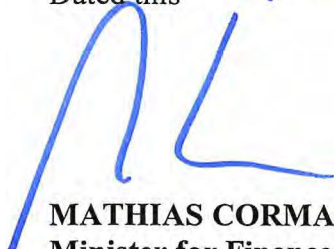
Dated this

29<sup>th</sup>

day of

June

2020



**MATHIAS CORMANN**  
Minister for Finance

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
  - (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
- 18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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

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

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

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

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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

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

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

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

### **Relief staff component**

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

### **Terms and Definitions**

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

***Opposition Office Holder*** means:

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

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

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

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



Australian Government  
Independent Parliamentary  
Expenses Authority

12 February 2024

Senator Jacqui Lambie  
Senator for Tasmania  
Parliament House  
Canberra ACT 2600

E: [Senator.Lambie@aph.gov.au](mailto:Senator.Lambie@aph.gov.au)

Dear Senator Lambie

**Audit of Travel Expenses -Mr Cameron Amos**

The Independent Parliamentary Expenses Authority (IPEA) has statutory responsibilities under the *Independent Parliamentary Expenses Authority Act 2017* (the IPEA Act), conducting audits of matters relating to Members of Parliaments' work resources and the travel resources used by staff employed under the *Members of Parliament (Staff) Act 1984*.

Section 12(1)(i) of the IPEA Act provides IPEA with the power to  
*conduct, or arrange for the conduct of, such audits as the Authority considers appropriate of matters relating to:*

(ii) *MOPS [Members of Parliament (Staff) Act 1984] travel resources.*

On September 11 2023, you requested that IPEA audit the use of parliamentary travel resources by Mr Cameron Amos, previously employed as a staffer in your parliamentary office. In line with its established protocols, IPEA conducted a preliminary review of Mr Amos' travel. IPEA's review has identified travel that requires further review. Consequently, IPEA has commenced a formal audit on this matter.

The scope of the audit is the use of travel and travel-related costs by Mr Amos during his two periods of employment in your office: between 30 May and 26 November 2017 and 1 July to 2 February 2023. This preliminary review includes the period of his employment under a part-time shared staffing arrangement with Senator Tammy Tyrrell between 26 August 2022 and 2 February 2023.

The IPEA Act provides IPEA with information gathering powers. Under these provisions, IPEA may require a person to provide information or to produce a document that is relevant to the performance of its auditing functions. If required, IPEA will use these powers in seeking information from yourself and other persons in the conduct of this audit.

**Attachment A** to this letter provides a copy of *Determination 2020/15: Staff Travel and Relief Staff Arrangements* which covers the processes required for travel arrangements for parliamentary staff employed under the *Members of Parliament (Staff) Act 1984* during the period in scope.

IPEA is seeking your assistance in providing further information for this audit. **Attachments B and C** contain lists of different types of parliamentary travel expenses incurred by Mr Amos which require your personal verification, approval and signature under the columns marked for that purpose. To assist with the Audit please examine each expense and allowance, and advise whether Mr Amos was directed by you, or an authorised person, to undertake the travel.

If the travel was directed by you or an authorised person, please advise:

- the purpose of the travel, and
- that the travel is consistent with the requirements of the legislative framework.

As some of Mr Amos' travel was undertaken during the period of his part-time employment with Senator Tyrrell, it may be necessary for IPEA to approach Senator Tyrrell for additional information. For this purpose, an Information Sharing Consent Form is attached for your consideration and signature at **Attachment D**.

Should you wish to discuss this matter further, please contact the Director, Audit and Assurance, [REDACTED] via email at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) or by phone on [REDACTED]

Yours sincerely

[REDACTED]

**Nicole Pearson**  
Branch Manager,  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

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

**ATTACHMENT D**

**Information Sharing Consent Form**

I, \_\_\_\_\_ of \_\_\_\_\_

hereby give my permission for the Independent Parliamentary Expenses Authority (IPEA) to share personal information in the form of decisions that I have made about the travel of Mr Cameron Amos with Senator Tammy Tyrrell in connection with the IPEA assurance activity and Audit on travel undertaken by Mr Cameron Amos.

Statement of Consent:

- I understand that personal information is held about my decisions in relation to Mr Cameron Amos' travel.
- I have had the opportunity to discuss the implications of sharing or not sharing information about my decisions.
- I agree that personal information about me may be shared and gathered from Senator Tammy Tyrrell.

I agree to my information being shared and gathered for the purpose of IPEA's Audit and Assurance function. I agree that my consent is entirely voluntary and that I may withdraw my consent at any time.

Should you have any questions about this process, or wish to withdraw your consent please contact:

\_\_\_\_\_ on \_\_\_\_\_ or email \_\_\_\_\_

Name .....

Signature .....

Date .....

**OFFICIAL**

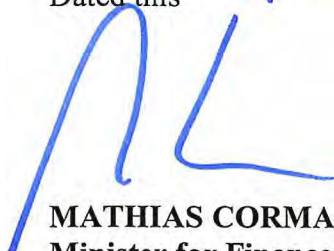
*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this <sup>29<sup>th</sup></sup> day of <sup>JUNE</sup> 2020

  
**MATHIAS CORMANN**  
Minister for Finance

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;
    - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
    - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
    - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
    - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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

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

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

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

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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

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

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

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

### **Relief staff component**

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

### **Terms and Definitions**

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

***Opposition Office Holder*** means:

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

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

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

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

## Attachment B – Mr Amos' Travel

Trip	Employing Senator on first day of travel	Employing Senator on the day of expense	Staff Members Name	Date	Day	Expense	Ticket Number	Departure Location	Arrival Location	Purpose of travel	Is the travel consistent with the Determination at A? (Yes/ No)	Did you approve the travel? (Yes/ No)	Senator Lambie to sign
<b>Trip 1 Senator Lambie</b>													
Trip 1	Senator Lambie	Senator Lambie	Mr Cameron AMOS	26.08.2022	FR	Flight	CTM71710864	Launceston	Canberra				
<b>Trip 2 Senator Lambie</b>													
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	29.08.2022	MO	Flight	CTM71905554	Canberra	Devonport				
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	29.08.2022	MO	Cabcharge		Barton	Canberra APO				
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	29.08.2022	MO	Travel Allowance		Penguin					
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	29.08.2022	MO	Hire Car	CTM71905555	Penguin					
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	30.08.2022	TU	Travel Allowance		Penguin					
<b>Trip 3 Senator Lambie</b>													
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	13.09.2022	TU	Cabcharge		Barton	Canberra APO				
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	13.09.2022	TU	Flights	CTM72286813	Canberra	Devonport				
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	13.09.2022	TU	Hire Car	CTM72286805	Devonport	Launceston				
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	13.09.2022	TU	Travel Allowance		Ulverstone					
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	16.09.2022	FR	Travel Allowance		Launceston					
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	17.09.2022	SAT	Flights	CTM72448227	Launceston	Canberra				
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	17.09.2022	SAT	Cabcharge	8747TX16	Canberra APO	Barton				
<b>Trip 4 Senator Lambie</b>													
Trip 4	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.09.2022	MO	Cabcharge	332804TX015	Barton	Canberra APO				
Trip 4	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.09.2022	MO	Flights	CTM72489253	Canberra	Devonport				
Trip 4	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.09.2022	MO	Hire Car	CTM72489248	Devonport	Devonport				
Trip 4	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.09.2022	MO	Travel Allowance		Burnie					
<b>Trip 5 Senator Lambie</b>													
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	03.10.2022	MO	Cabcharge	112974TX011	-	Canberra APO				
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	03.10.2022	MO	Flights	CTM72829573	Canberra	Devonport				
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	03.10.2022	MO	Hire Car	CTM72829575	Devonport	Devonport				
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	07.10.2022	FR	Flights	CTM72829574	Launceston	Canberra				
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	07.10.2022	FR	Cabcharge		Googong	Barton				
<b>Trip 6 Senator Lambie</b>													
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	10.10.2022	MO	Cabcharge	92184TX546	Office	Canberra APO				
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	10.10.2022	MO	Flights	CTM73021236	Canberra	Devonport				
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	10.10.2022	MO	Hire Car	CTM3021906	Devonport	Launceston				
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	10.10.2022	MO	Travel Allowance		Burnie					





Attachment C – Self-Drive Hire Car Use

Date of Hire	FCM/CTM Ticket No	Total No Days	Total KM's	Total Cost	Weekend Hire	Pick Up	Drop Off	Purpose of expense	Is the expense consistent with the Determination at A? (Yes/No)	Did you approve the travel (Yes/No)	Senator Lambie to sign
14/08/2019	FCM80557584	2	132	154.33	No	Devonport	Devonport				
27/08/2019	FCM80962514	4	127	246.49	No	Devonport	Devonport				
2/09/2019	FCM81128547	3	123	203.18	No	Devonport	Devonport				
3/10/2019	FCM82013459	1	111	74.24	No	Devonport	Devonport				
6/10/2019	FCM82085947	4	121	256.95	Yes	Devonport	Devonport				
28/10/2019	FCM82674302	4	149	241.14	No	Devonport	Devonport				
17/12/2019	FCM84031757	4	116	256.18	Yes	Devonport	Devonport				
26/01/2020	FCM84596362	3	147	206.88	Yes	Devonport	Devonport				
20/02/2020	FCM85514235	2	134	155.36	No	Devonport	Devonport				
16/03/2020	FCM85642028	5	120	322.26	No	Devonport	Devonport				
30/07/2020	FCM87348277	1	347	115.29	No	Burnie APO	Hobart APO				
5/08/2020	FCM87425527	3	53	275.83	Yes	Brisbane APT	Brisbane APT				
8/08/2020	FCM87455711	1	301	229.04	Yes	Sydney APO	Canberra				
8/02/2021	FCM90830464	5	109	353.62	No	Devonport	Devonport				
19/04/2021	FCM93069160	4	97	520.05	No	Adelaide APO	Adelaide APO				
8/06/2021	FCM95108321	3	109	222.73	No	Devonport	Devonport				
18/11/2021	FCM99723630	29	1115	1,881.15	Yes	Launceston	Devonport				
24/01/2022	CTM66959858	2	51	185.94	No	Devonport	Burnie				
21/02/2022	CTM67421399	5	205	356.57	Yes	Devonport	Wynyard				
3/04/2022	CTM72534276	12	1094	1,308.47	Yes	Devonport	Devonport				
18/04/2022	CTM76580678	4	83	452.89	No	Devonport	Burnie/Wynyard				
9/05/2022	CTM69063903	7	341	539.00	Yes	Burnie/Wynyard	Burnie/Wynyard				
18/05/2022	CTM69283746	5	247	1,171.80	Yes	Burnie/Wynyard	Devonport				
9/08/2022	CTM71374211	3	177	337.45	No	Devonport	Devonport				
29/08/2022	CTM71905555	3	190	561.20	No	Devonport	Devonport				
10/10/2022	CTM73021906	5	237	827.38	Yes	Devonport	Launceston				
2/12/2022	CTM74528096	8	81	770.08	Yes	Launceston	Launceston				
19/12/2022	CTM74816750	3	47	397.78	No	Launceston	Launceston				
9/01/2023	CTM75074696	3	68	297.92	No	Launceston	Launceston				

Date of Hire	FCM/CTM Ticket No	Total No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Purpose of expense	Is the travel consistent with the Determination at A (Yes/No)	Did you approve the travel? (Yes/No)	Senator Lambie to sign
9/07/2019	FCM79625904	3	109	246.13	No	Devonport	Devonport				
6/08/2019	FCM80328225	3	110	143.57	No	Devonport	Devonport				
15/07/2020	FCM87228575	2	594	390.94	No	Canberra	Canberra				
20/07/2020	FCM87214022	3	318	245.04	No	Hobart APO	Burnie DT				
2/11/2020	FCM88719850	4	454	501.62	No	Launceston	Launceston				
15/12/2020	FCM89755779	3	75	205.14	No	Devonport	Devonport				
18/01/2021	FCM90291627	5	205	365.08	No	Launceston	Devonport				
27/01/2021	FCM90339201	2	117	139.94	No	Adelaide APO	Adelaide APO				
3/05/2021	FCM93679728	5	497	576.81	No	Launceston	Launceston				
17/05/2021	FCM94257576	4	342	483.33	No	Launceston	Devonport				
26/05/2021	FCM94564410	2	110	201.71	No	Devonport	Devonport				
5/07/2021	FCM96203986	8	752	654.07	Yes	Hobart	Devonport				
26/07/2021	FCM96836039	7	685	420.22	Yes	Hobart	Hobart				
12/01/2022	CTM66867608	8	706	877.66	Yes	Hobart	Hobart				
14/02/2022	CTM67305477	3	550	246.06	No	Devonport	Devonport				
28/02/2022	CTM67569772	4	494	300.69	No	Devonport	Devonport				
7/03/2022	CTM67696730	5	709	317.86	No	Devonport	Devonport				
14/03/2022	CTM67843174	5	507	436.50	Yes	Hobart	Launceston				
21/03/2022	CTM67992058	5	166	376.63	Yes	Devonport	Devonport				
31/03/2022	CTM68237881	1	383	73.76	No	Burnie/Wynyard	Hobart				
2/05/2022	CTM68847173	5	250	600.29	Yes	Devonport	Devonport				
30/05/2022	CTM70092988	2	112	259.42	No	Devonport	Devonport				
18/08/2022	CTM71579366	2	79	203.54	Yes	Adelaide APO	Adelaide APO				
22/08/2022	CTM71710865	4	529	421.45	No	Devonport	Launceston				
13/09/2022	CTM72286805	4	224	368.23	Yes	Devonport	Launceston				
19/09/2022	CTM72489248	3	194	416.72	No	Devonport	Devonport				
3/10/2022	CTM72829575	5	240	550.55	No	Devonport	Launceston				
11/11/2022	CTM73966116	8	701	769.81	Yes	Launceston	Launceston				



Australian Government  
Independent Parliamentary  
Expenses Authority

15 February 2024

Senator Tammy Tyrrell  
Senator for Tasmania  
Parliament House  
Canberra ACT 2600

E: [Tammy.Tyrrell@aph.gov.au](mailto:Tammy.Tyrrell@aph.gov.au)

Dear Senator Tyrrell

**Audit of Travel Expenses -Mr Cameron Amos**

The Independent Parliamentary Expenses Authority (IPEA) has statutory responsibilities under the *Independent Parliamentary Expenses Authority Act 2017* (the IPEA Act), conducting audits of matters relating to Members of Parliaments' work resources and the travel resources used by staff employed under the *Members of Parliament (Staff) Act 1984*.

Section 12(1)(i) of the IPEA Act provides IPEA with the power to  
*conduct, or arrange for the conduct of, such audits as the Authority considers appropriate of matters relating to:*  
(ii) *MOPS [Members of Parliament (Staff) Act 1984] travel resources.*

I am writing to inform you that IPEA has commenced an audit into the use of travel and travel-related costs by Mr Cameron Amos during his two periods of employment in Senator Lambie's office: between 30 May and 26 November 2017 (at a time when you were employed as a staff member of Senator Lambie and an authorised person in her parliamentary office for the purposes of approving staff travel) and 1 July 2022 to 2 February 2023, including the period of Mr Amos's employment part time with Senator Lambie and yourself in a shared staffing arrangement from 26 August 2022 to 2 February 2023.

The IPEA Act provides IPEA with information gathering powers. Under these provisions, IPEA may require a person to provide information or to produce a document that is relevant to the performance of its auditing functions. If required, IPEA will use these powers in seeking information from yourself and other persons in the conduct of this audit.

**Attachment A** to this letter provides a copy of *Determination 2020/15: Staff Travel and Relief Staff Arrangements* which covers the processes required for travel arrangements for parliamentary staff employed under the *Members of Parliament (Staff) Act 1984* during the period in scope.

IPEA is seeking your assistance in providing further information for this audit. **Attachments B and C** contain lists of different types of parliamentary travel expenses used by Mr Amos which require your personal verification, approval and signature under the columns marked for that purpose. To assist with the audit please examine each expense and allowance, and advise whether Mr Amos was directed by you, or an authorised person, to undertake the travel.

If the travel was directed by you or an authorised person, please advise:

- the purpose of the travel, and
- that the travel is consistent with the requirements of the legislative framework.

As some of Mr Amos' travel was undertaken during the period of his part-time employment with Senator Lambie, it may be necessary for IPEA to approach Senator Lambie for additional information. For this purpose, an Information Sharing Consent Form is attached for your consideration and signature at **Attachment D**.

I and the contact officer for this audit would be pleased to meet with you to discuss this audit. Should you wish to meet or discuss this matter further, please contact the Director, Audit and Assurance, [REDACTED] via email at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) or by phone on [REDACTED]

Yours sincerely

[REDACTED]

**Nicole Pearson**  
Branch Manager,  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
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**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

**ATTACHMENT D**

**Information Sharing Consent Form**

I, \_\_\_\_\_ of \_\_\_\_\_

hereby give my permission for the Independent Parliamentary Expenses Authority (IPEA) to share personal information in the form of decisions that I have made about the travel of Mr Cameron Amos with Senator Jacqui Lambie in connection with the IPEA assurance activity and Audit on travel undertaken by Mr Cameron Amos.

Statement of Consent:

- I understand that personal information is held about my decisions in relation to Mr Cameron Amos' travel.
- I have had the opportunity to discuss the implications of sharing or not sharing information about my decisions.
- I agree that personal information about me may be shared and gathered from Senator Jacqui Lambie.

I agree to my information being shared and gathered for the purpose of IPEA's Audit and Assurance function. I agree that my consent is entirely voluntary and that I may withdraw my consent at any time.

Should you have any questions about this process, or wish to withdraw your consent please contact:

\_\_\_\_\_ on \_\_\_\_\_ or email \_\_\_\_\_

Name .....

Signature .....

Date .....

**OFFICIAL**

Attachment B – Mr Amos’ Travel

Trip	Employing Senator on the day of expense	Staff Member's Name	Date	Day	Expense	Ticket Number	Departure Location	Arrival Location	Purpose of Travel	Is the travel consistent with the Determination on Attachment A (Yes/No)	Did you approve the travel (Yes/No)	Senator Tyrrell to Sign
<b>Trip 2</b>												
Trip 2	Senator Tyrrell	Mr Cameron AMOS	31.08.2022	WE	Travel Allowance		Penguin					
Trip 2	Senator Tyrrell	Mr Cameron AMOS	01.09.2022	TH	Flights	CTM71905553	Devonport	Canberra				
Trip 2	Senator Tyrrell	Mr Cameron AMOS	01.09.2022	TH	Cabcharge	112286TX011	Canberra APO	Canberra				
<b>Trip 3</b>												
Trip 3	Senator Tyrrell	Mr Cameron AMOS	14.09.2022	WE	Travel Allowance		Ulverstone					
Trip 3	Senator Tyrrell	Mr Cameron AMOS	15.09.2022	TH	Travel Allowance		Ulverstone					
<b>Trip 4</b>												
Trip 4	Senator Tyrrell	Mr Cameron AMOS	20.09.2022	TU	Travel Allowance		Burnie					
Trip 4	Senator Tyrrell	Mr Cameron AMOS	21.09.2022	WE	Travel Allowance		Burnie					
Trip 4	Senator Tyrrell	Mr Cameron AMOS	22.09.2022	TH	Flights	CTM72489252	Devonport	Canberra				
Trip 4	Senator Tyrrell	Mr Cameron AMOS	22.09.2022	TH	Cabcharge	4914TX129	Canberra APO	Barton				
<b>Trip 5</b>												
Trip 5	Senator Tyrrell	Mr Cameron AMOS	04.10.2022	TU	Travel Allowance							
Trip 5	Senator Tyrrell	Mr Cameron AMOS	05.10.2022	WE	Travel Allowance							
Trip 5	Senator Tyrrell	Mr Cameron AMOS	06.10.2022	TH	Travel Allowance							
<b>Trip 6</b>												
Trip 6	Senator Tyrrell	Mr Cameron AMOS	12.10.2022	WE	Travel Allowance		Burnie					
Trip 6	Senator Tyrrell	Mr Cameron AMOS	13.10.2022	TH	Travel Allowance		Burnie					
<b>Trip 7</b>												
Trip 7	Senator Tyrrell	Mr Cameron AMOS	18.10.2022	TU	Cabcharge	43929CTY17	Hobart CBD	Hobart APO				
Trip 7	Senator Tyrrell	Mr Cameron AMOS	18.10.2022	TU	Flights	CTM73197739	Hobart	Canberra				
Trip 7	Senator Tyrrell	Mr Cameron AMOS	18.10.2022	TU	Cabcharge	113274TX011	Canberra APO	Russell				
<b>Trip 8</b>												
Trip 8	Senator Tyrrell	Mr Cameron AMOS	19.10.2022	WE	Cabcharge	113285TX011	Kingston	Canberra APO				
Trip 8	Senator Tyrrell	Mr Cameron AMOS	19.10.2022	WE	Flights	CTM73260475	Canberra	Devonport				
Trip 8	Senator Tyrrell	Mr Cameron AMOS	19.10.2022	WE	Hire Car	CTM73260392	Devonport	Devonport				
Trip 8	Senator Tyrrell	Mr Cameron AMOS	19.10.2022	WE	Travel Allowance		Burnie					
Trip 8	Senator Tyrrell	Mr Cameron AMOS	20.10.2022	TH	Travel Allowance		Burnie					
<b>Trip 9</b>												
Trip 9	Senator Tyrrell	Mr Cameron AMOS	01.11.2022	TU	Flights	CTM73642007	Canberra	Devonport				
Trip 9	Senator Tyrrell	Mr Cameron AMOS	01.11.2022	TU	Hire Car	CTM73642008	Devonport	Devonport				
Trip 9	Senator Tyrrell	Mr Cameron AMOS	01.11.2022	TU	Travel Allowance							
Trip 9	Senator Tyrrell	Mr Cameron AMOS	02.11.2022	WE	Travel Allowance							
Trip 9	Senator Tyrrell	Mr Cameron AMOS	03.11.2022	TH	Travel Allowance							
<b>Trip 10</b>												
Trip 10	Senator Tyrrell	Mr Cameron AMOS	15.11.2022	TU	Travel Allowance		Launceston					
Trip 10	Senator Tyrrell	Mr Cameron AMOS	16.11.2022	WE	Travel Allowance		Launceston					

Trip 10	Senator Tyrrell	Mr Cameron AMOS	17.11.2022	TH	Travel Allowance		Launceston					
<b>Trip 11</b>												
Trip 11	Senator Tyrrell	Mr Cameron AMOS	07.12.2022	WE	Travel Allowance		Launceston					
Trip 11	Senator Tyrrell	Mr Cameron AMOS	08.12.2022	TH	Travel Allowance		Launceston					
<b>Trip 12</b>												
Trip 12	Senator Tyrrell	Mr Cameron AMOS	21.12.2022	WE	Flights	CTM74816751	Launceston	Canberra				
Trip 12	Senator Tyrrell	Mr Cameron AMOS	21.12.2022	WE	Cabcharge	10513TX19	Canberra APO	Barton				
<b>Trip 13</b>												
Trip 13	Senator Tyrrell	Mr Cameron AMOS	10.01.2023	TU	Travel Allowance							
Trip 13	Senator Tyrrell	Mr Cameron AMOS	11.01.2023	WE	Travel Allowance							
Trip 13	Senator Tyrrell	Mr Cameron AMOS	12.01.2023	TH	Cabcharge	109964TX150	Canberra APO	Barton				

Attachment C – Self-Drive Hire Car Use

Date of Hire	FCM/CTM Ticket No	Total No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Purpose of Expense	Is the expense consistent with the Determination at Attachment A (Yes/No)	Did you approve the travel (Yes/No)	Senator Tyrrell to Sign
19/10/2022	CTM73260392	3	259	237.68	No	Devonport	Devonport				
1/11/2022	CTM73642008	5	491	443.22	Yes	Devonport	Launceston				



Australian Government  
Independent Parliamentary  
Expenses Authority

12 February 2024

M Cameron Amos

E: [REDACTED]

Dear Mr Amos

**Audit of Travel Expenses and allowances**

The Independent Parliamentary Expenses Authority (IPEA) has statutory responsibilities under the *Independent Parliamentary Expenses Authority Act 2017* (the IPEA Act), for conducting audits of matters relating to Members of Parliament work resources and the travel resources used by the staff of Members of Parliament.

Section 12(1)(i) of the IPEA Act provides IPEA with the power to

*conduct, or arrange for the conduct of, such audits as the Authority considers appropriate of matters relating to:*

(ii) *MOPS [Members of Parliament (Staff) Act 1984] travel resources.*

I am writing to inform you that IPEA has commenced an audit of your use of MOPS travel resources. The scope of the audit is your use of travel and travel-related expenses between 30 May and 26 November 2017 and 1 July 2022 to 2 February 2023 while employed by Senator Jacqui Lambie. This includes the period of your employment under a part-time shared staffing arrangement with Senator Tammy Tyrrell between 26 August 2022 and 2 February 2023.

The IPEA Act provides IPEA with information gathering powers. Under these provisions, IPEA may require a person to provide information or to produce a document that is relevant to the performance of its auditing functions. If required, IPEA will use these powers in seeking information from yourself and other persons in the conduct of this audit.

IPEA will be in touch with you in the coming weeks to seek your input. Should you wish to discuss this matter further, please contact the Director, Audit and Assurance, [REDACTED] via email at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) or by phone on [REDACTED]

Yours sincerely

[REDACTED]  
**Annwyn Godwin**  
Chief Executive Officer  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

(Sen J. Lambie)

**From:** [redacted] (Sen T. Tyrrell)  
**Sent:** Wednesday, 30 November 2022 8:42 AM  
**To:** [redacted] (Sen J. Lambie)  
**Subject:** RE: Travel & Super

Good morning [redacted]

No need to. Apparently, there was an audit some time ago and there were no irregularities found and this included car hire for Cam. Cam and I are both comfortable with the current arrangements that have been in place.

Thanks,

[redacted]

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**From:** [redacted] (Sen J. Lambie) <[redacted]>  
**Sent:** Wednesday, 30 November 2022 8:28 AM  
**To:** [redacted] (Sen T. Tyrrell) <[redacted]>  
**Subject:** RE: Travel & Super

Thanks [redacted]

I can go back and ask the same questions again from someone else? But what you are saying makes sense and was my initial thoughts on the use of a hire car. However, I decided to check with ipea people and they screwed up my initial thoughts, sorry if I have given you a bum steer in the advice below.

At the end of the day the determination is subjective and open to interpretation.

Kind Regards,

[redacted]



Office of Senator  
Jacqui Lambie

[redacted]  
Office Manager

**Office of Senator Jacqui Lambie**

**Electorate Phone:** 03 6431 3112

4/22 Mount St, Burnie TAS 7320  
or Senate Suite 147

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**From:** [redacted] (Sen T. Tyrrell) <[redacted]>  
**Sent:** Tuesday, 29 November 2022 8:26 PM

**To:** [REDACTED] (Sen J. Lambie) <[REDACTED]>  
**Subject:** RE: Travel & Super

Hi [REDACTED]

It is my understanding the advice you received was flawed. Clause 16 clearly spells out exceptions and these include – taxi, rideshare or hire cars for personal safety, no access to public transport and carrying luggage.

I used to claim my ride share for after-hours work in Parliament and I believe it would be possible to also claim for the morning trips given I arrive before 8am and there is no accessible public transport.

While in Tasmania I believe a hire car is justified in that there is no accessible public transport between the two offices and the hours worked. This means that any past car hire is not required to be paid back and all future car hire, while in Tasmania, is justified and approved under the Determination.

I trust this helps.

[REDACTED]

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**From:** [REDACTED] (Sen J. Lambie) <[REDACTED]>  
**Sent:** Tuesday, 29 November 2022 2:32 PM  
**To:** [REDACTED] (Sen T. Tyrrell) <[REDACTED]>  
**Subject:** RE: Travel & Super

Hi [REDACTED]

I have booked you onto a flight on Thursday 1<sup>st</sup> December at 8:55pm, this is with Virgin. I have also changed the booking for 9<sup>th</sup> December to Virgin, again this is at 8:55pm.

#### **Car Hire**

I have confirmed with the IPEA advice team the following;

As a personal staffer a hire car is not available when in Canberra.

When travelling to Tasmania, a hire car is only permitted for travel from airport to your accommodation (they have suggested that a taxi would be best in this instance). A hire car is not permitted to be used to travel to Burnie Office or Launceston Office to and from your accommodation, this is based on the Determination 2020/15, (car transport, section 17).

[https://maps.finance.gov.au/sites/default/files/2020-09/determination\\_2020\\_15\\_staff\\_travel\\_and\\_relief\\_staff\\_arrangements.pdf](https://maps.finance.gov.au/sites/default/files/2020-09/determination_2020_15_staff_travel_and_relief_staff_arrangements.pdf)

The use of hire car to travel to another town outside of the Electorate Office is not permitted unless directed by the Senator.

All travel to and from the Electorate Office or Parliamentary Office is the responsibility of the employee as it is expected of all staff are able to make their own way to and from their place of employment.

Kind Regards,

[REDACTED]

[REDACTED]  
Office Manager

**Office of Senator Jacqui Lambie**



Office of Senator  
Jacqui Lambie

**Electorate Phone:** 03 6431 3112

4/22 Mount St, Burnie TAS 7320  
or Senate Suite 147

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**From:** [REDACTED] (Sen T. Tyrrell) [REDACTED] >  
**Sent:** Tuesday, 29 November 2022 1:15 PM  
**To:** [REDACTED] (Sen J. Lambie) <[REDACTED]>  
**Subject:** Travel & Super

Hi [REDACTED]

I hope you're feeling okay and had a good trip. How did the wedding go?

When you have time – can you check whether on the following:

- are flights available for Thursday evening. I have a suspicion that Parliament will wrap up a bit early – fingers crossed. Also, could it be with Virgin- just in case I have to wait, I can use my Gold membership and access to the lounge.
- can you change my Friday trip to Virgin too?
- Naturally, I'd like direct flights.

Also, I'm thinking of coming over next week –

- are there any dates that suit the office better?
- Is there still a Xmas party?

And, hire cars – I think I get one when I go to Tassie, does this mean I also get one when I come to Canberra?

**Super** – I want to contribute the additional 10% - who do I email?

Finally – is there a current JLN org chart with FTE and where each staff members salary is budgeted from?

Many thanks,

[REDACTED]

[REDACTED]  
Senior Adviser

Suite: S.1.47

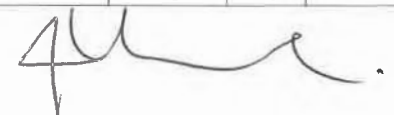
Extension: 3725

Office of Senator Jacqui Lambie  
Office of Senator Tammie Tyrrell

Jacqui Lambie Network Senator for Tasmania

## Attachment B – Mr Amos' Travel

Trip	Employing Senator on first day of travel	Employing Senator on the day of expense	Staff Members Name	Date	Day	Expense	Ticket Number	Departure Location	Arrival Location	Purpose of travel	Is the travel consistent with the Determination at A? (Yes/ No)	Did you approve the travel? (Yes/ No)	Senator Lambie to sign
<b>Trip 1</b>	<b>Senator Lambie</b>												
Trip 1	Senator Lambie	Senator Lambie	Mr Cameron AMOS	26.08.2022	FR	Flight	CTM71710864	Launceston	Canberra	Tyrrell staff interviews	YES	YES	
<b>Trip 2</b>	<b>Senator Lambie</b>												
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	29.08.2022	MO	Flight	CTM71905554	Canberra	Devonport	In Tas with TT? JL in CBR in this period?	NO	NO	
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	29.08.2022	MO	Cabcharge		Barton	Canberra APO		YES	YES	
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	29.08.2022	MO	Travel Allowance		Penguin					
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	29.08.2022	MO	Hire Car	CTM71905555	Penguin			NO	NO	
Trip 2	Senator Lambie	Senator Lambie	Mr Cameron AMOS	30.08.2022	TU	Travel Allowance		Penguin					
<b>Trip 3</b>	<b>Senator Lambie</b>												
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	13.09.2022	TU	Cabcharge		Barton	Canberra APO	In Tas with TT?	YES	NO	
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	13.09.2022	TU	Flights	CTM72286813	Canberra	Devonport	Was a CBR sitting period??	NO	NO	
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	13.09.2022	TU	Hire Car	CTM72286805	Devonport	Launceston		Yes	NO	
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	13.09.2022	TU	Travel Allowance		Ulverstone					
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	16.09.2022	FR	Travel Allowance		Launceston					
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	17.09.2022	SAT	Flights	CTM72448227	Launceston	Canberra				
Trip 3	Senator Lambie	Senator Lambie	Mr Cameron AMOS	17.09.2022	SAT	Cabcharge	8747TX16	Canberra APO	Barton		YES	NO	
<b>Trip 4</b>	<b>Senator Lambie</b>												
Trip 4	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.09.2022	MO	Cabcharge	332804TX015	Barton	Canberra APO	No diary entries - unsure	YES	NO	
Trip 4	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.09.2022	MO	Flights	CTM72489253	Canberra	Devonport				
Trip 4	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.09.2022	MO	Hire Car	CTM72489248	Devonport	Devonport		NO	NO	
Trip 4	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.09.2022	MO	Travel Allowance		Burnie					
<b>Trip 5</b>	<b>Senator Lambie</b>												
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	03.10.2022	MO	Cabcharge	112974TX011	-	Canberra APO	5/10 met with JL and Guy Barnett re Marinus Link	YES	YES	
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	03.10.2022	MO	Flights	CTM72829573	Canberra	Devonport	No other diary entries	YES	YES	
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	03.10.2022	MO	Hire Car	CTM72829575	Devonport	Devonport		NO	NO	
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	07.10.2022	FR	Flights	CTM72829574	Launceston	Canberra				
Trip 5	Senator Lambie	Senator Lambie	Mr Cameron AMOS	07.10.2022	FR	Cabcharge		Googong	Barton		YES	YES	
<b>Trip 6</b>	<b>Senator Lambie</b>												
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	10.10.2022	MO	Cabcharge	92184TX546	Office	Canberra APO	JL on holidays this period	NO	NO	
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	10.10.2022	MO	Flights	CTM73021236	Canberra	Devonport	No diary entries	NO	NO	
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	10.10.2022	MO	Hire Car	CTM3021906	Devonport	Launceston		NO	NO	



Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	10.10.2022	MO	Travel Allowance		Burnie				
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	11.10.2022	TU	Travel Allowance		Burnie				
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	14.10.2022	FR	Travel Allowance		Launceston				
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	15.10.2022	SAT	Travel Allowance		Launceston				
Trip 6	Senator Lambie	Senator Lambie	Mr Cameron AMOS	15.10.2022	SAT	Flights	CTM73197738	Launceston	Canberra			
<b>Trip 7</b>	<b>Senator Lambie</b>											
Trip 7	Senator Lambie	Senator Lambie	Mr Cameron AMOS	17.10.2022	MO	Cabcharge	113240TX011	Barton	Canberra APO	In Hobart with TT	NO	NO
Trip 7	Senator Lambie	Senator Lambie	Mr Cameron AMOS	17.10.2022	MO	Flight	CTM73197888	Canberra	Hobart		NO	NO
Trip 7	Senator Lambie	Senator Lambie	Mr Cameron AMOS	17.10.2022	MO	Travel Allowance		Hobart			NO	NO
Trip 7	Senator Lambie	Senator Lambie	Mr Cameron AMOS	17.10.2022	MO	Cabcharge	98051F51FH	Hobart APO	Hobart CBD		NO	NO
<b>Trip 8</b>	<b>NA</b>											
Trip 8	NA	Senator Lambie	Mr Cameron AMOS	21.10.2022	FR	Flights		Launceston	Melbourne	No diary entries?	NO	NO
Trip 8	NA	Senator Lambie	Mr Cameron AMOS	21.10.2022	FR	Travel Allowance		Melbourne		Personal Stopover?	NO	NO
Trip 8	NA	Senator Lambie	Mr Cameron AMOS	22.10.2022	SAT	Flights		Melbourne	Canberra		NO	NO
<b>Trip 9</b>	<b>NA</b>											
Trip 9	NA	Senator Lambie	Mr Cameron AMOS	05.11.2022	SAT	Flights	CTM73802382	Launceston	Canberra	?	NO	NO
<b>Trip 10</b>	<b>Senator Lambie</b>											
Trip 10	Senator Lambie	Senator Lambie	Mr Cameron AMOS	11.11.2022	FR	Cabcharge		Barton	Canberra APO		NO	YES
Trip 10	Senator Lambie	Senator Lambie	Mr Cameron AMOS	11.11.2022	FR	Flights	CTM73967285	Canberra	Launceston	Working in EO?		
Trip 10	Senator Lambie	Senator Lambie	Mr Cameron AMOS	11.11.2022	FR	Hire Car	CTM73966116	Launceston	Launceston	Or relocating TT to Launceston office?	NO	NO
Trip 10	Senator Lambie	Senator Lambie	Mr Cameron AMOS	11.11.2022	FR	Travel Allowance		Launceston				
Trip 10	Senator Lambie	Senator Lambie	Mr Cameron AMOS	12.11.2022	SAT	Travel Allowance		Launceston				
Trip 10	Senator Lambie	Senator Lambie	Mr Cameron AMOS	13.11.2022	SUN	Travel Allowance		Burnie				
Trip 10	Senator Lambie	Senator Lambie	Mr Cameron AMOS	14.11.2022	MO	Travel Allowance		Burne				
Trip 10	Senator Lambie	Senator Lambie	Mr Cameron AMOS	18.11.2022	FR	Travel Allowance		Launceston				
Trip 10	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.11.2022	SAT	Flights	CTM73964387	Launceston	Canberra			
<b>Trip 11</b>	<b>Senator Lambie</b>											
Trip 11	Senator Lambie	Senator Lambie	Mr Cameron AMOS	02.12.2022	FR	Cabcharge	139304TX158	Barton	Canberra APO	Working from TT office in Launceston as of 24 Nov 2022	NO	NO
Trip 11	Senator Lambie	Senator Lambie	Mr Cameron AMOS	02.12.2022	FR	Flights	CTM74528097	Canberra	Launceston		NO	NO
Trip 11	Senator Lambie	Senator Lambie	Mr Cameron AMOS	02.12.2022	FR	Hire Car	CTM74528096	Launceston	Launceston		NO	NO
Trip 11	Senator Lambie	Senator Lambie	Mr Cameron AMOS	02.12.2022	FR	Travel Allowance		Launceston			NO	NO
Trip 11	Senator Lambie	Senator Lambie	Mr Cameron AMOS	03.12.2022	SAT	Travel Allowance		Launceston			NO	NO
Trip 11	Senator Lambie	Senator Lambie	Mr Cameron AMOS	04.12.2022	SUN	Travel Allowance		Launceston			NO	NO
Trip 11	Senator Lambie	Senator Lambie	Mr Cameron AMOS	05.12.2022	MO	Travel Allowance		Launceston			NO	NO
Trip 11	Senator Lambie	Senator Lambie	Mr Cameron AMOS	06.12.2022	TU	Travel Allowance		Launceston			NO	NO
Trip 11	Senator Lambie	Senator Lambie	Mr Cameron AMOS	09.12.2022	FR	Flights	CTM74528095	Launceston	Canberra		NO	NO
<b>Trip 12</b>	<b>Senator Lambie</b>											
Trip 12	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.12.2022	MO	Cabcharge	130794TX207	Barton	Canberra APO	Working from TT office in Launceston as of 24 Nov 2022	NO	NO

Attachment C – Self-Drive Hire Car Use

Date of Hire	FCM/CTM Ticket No	Total No Days	Total KM's	Total Cost	Weekend Hire	Pick Up	Drop Off	Purpose of expense	Is the expense consistent with the Determination at A? (Yes/No)	Did you approve the travel (Yes/No)	Senator Lambie to sign
14/08/2019	FCM80557584	2	132	154.33	No	Devonport	Devonport		NO	NO	
27/08/2019	FCM80962514	4	127	246.49	No	Devonport	Devonport		NO	NO	
2/09/2019	FCM81128547	3	123	203.18	No	Devonport	Devonport		NO	NO	
3/10/2019	FCM82013459	1	111	74.24	No	Devonport	Devonport		NO	NO	
6/10/2019	FCM82085947	4	121	256.95	Yes	Devonport	Devonport		NO	NO	
28/10/2019	FCM82674302	4	149	241.14	No	Devonport	Devonport		NO	NO	
17/12/2019	FCM84031757	4	116	256.18	Yes	Devonport	Devonport		NO	NO	
26/01/2020	FCM84596362	3	147	206.88	Yes	Devonport	Devonport		NO	NO	
20/02/2020	FCM85514235	2	134	155.36	No	Devonport	Devonport		NO	NO	
16/03/2020	FCM85642028	5	120	322.26	No	Devonport	Devonport		NO	NO	
30/07/2020	FCM87348277	1	347	115.29	No	Burnie APO	Hobart APO		Yes	Yes	
5/08/2020	FCM87425527	3	53	275.83	Yes	Brisbane APT	Brisbane APT		Yes	Yes	
8/08/2020	FCM87455711	1	301	229.04	Yes	Sydney APO	Canberra		Yes	Yes	
8/02/2021	FCM90830464	5	109	353.62	No	Devonport	Devonport		NO	NO	
19/04/2021	FCM93069160	4	97	520.05	No	Adelaide APO	Adelaide APO		Yes	Yes	
8/06/2021	FCM95108321	3	109	222.73	No	Devonport	Devonport		NO	NO	
18/11/2021	FCM99723630	29	1115	1,881.15	Yes	Launceston	Devonport		Yes	NO	
24/01/2022	CTM66959858	2	51	185.94	No	Devonport	Burnie		NO	NO	
21/02/2022	CTM67421399	5	205	356.57	Yes	Devonport	Wynyard		NO	NO	
3/04/2022	CTM72534276	12	1094	1,308.47	Yes	Devonport	Devonport		NO	NO	
18/04/2022	CTM76580678	4	83	452.89	No	Devonport	Burnie/Wynyard		NO	NO	
9/05/2022	CTM69063903	7	341	539.00	Yes	Burnie/Wynyard	Burnie/Wynyard		NO	NO	
18/05/2022	CTM69283746	5	247	1,171.80	Yes	Burnie/Wynyard	Devonport		NO	NO	
9/08/2022	CTM71374211	3	177	337.45	No	Devonport	Devonport		NO	NO	
29/08/2022	CTM71905555	3	190	561.20	No	Devonport	Devonport		NO	NO	
10/10/2022	CTM73021906	5	237	827.38	Yes	Devonport	Launceston		Yes	NO	
2/12/2022	CTM74528096	8	81	770.08	Yes	Launceston	Launceston		NO	NO	
19/12/2022	CTM74816750	3	47	397.78	No	Launceston	Launceston		NO	NO	
9/01/2023	CTM75074696	3	68	297.92	No	Launceston	Launceston		NO	NO	

Trip 12	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.12.2022	MO	Flights	CTM74816752	Canberra	Launceston		NO	NO
Trip 12	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.12.2022	MO	Hire car	CTM74816750	Launceston	Launceston		NO	NO
Trip 12	Senator Lambie	Senator Lambie	Mr Cameron AMOS	19.12.2022	MO	Travel Allowance		Launceston			NO	NO
Trip 12	Senator Lambie	Senator Lambie	Mr Cameron AMOS	20.12.2022	TU	Travel Allowance		Launceston			NO	NO
<b>Trip 13</b>	<b>Senator Lambie</b>											
Trip 13	Senator Lambie	Senator Lambie	Mr Cameron AMOS	09.01.2023	MO	Cabcharge	47010TX214	Barton	Canberra APO	Working from TT office in Launceston as of 24 Nov 2022	NO	NO
Trip 13	Senator Lambie	Senator Lambie	Mr Cameron AMOS	09.01.2023	MO	Flights		Canberra	Launceston		NO	NO
Trip 13	Senator Lambie	Senator Lambie	Mr Cameron AMOS	09.01.2023	MO	Hire Car	CTM75074696	Launceston	Launceston		NO	NO

A handwritten signature in black ink, appearing to be 'M. Lambie', is centered on the page below the table.

Date of Hire	FCM/CTM Ticket No	Total No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Purpose of expense	Is the travel consistent with the Determination at A (Yes/No)	Did you approve the travel? (Yes/No)	Senator Lambie to sign
9/07/2019	FCM79625904	3	109	246.13	No	Devonport	Devonport		NO	NO	
6/08/2019	FCM80328225	3	110	143.57	No	Devonport	Devonport		NO	NO	
15/07/2020	FCM87228575	2	594	390.94	No	Canberra	Canberra		NO	NO	
20/07/2020	FCM87214022	3	318	245.04	No	Hobart APO	Burnie DT		Yes	NO	
2/11/2020	FCM88719850	4	454	501.62	No	Launceston	Launceston		NO	NO	
15/12/2020	FCM89755779	3	75	205.14	No	Devonport	Devonport		NO	NO	
18/01/2021	FCM90291627	5	205	365.08	No	Launceston	Devonport		Yes	NO	
27/01/2021	FCM90339201	2	117	139.94	No	Adelaide APO	Adelaide APO		Yes	Yes	
3/05/2021	FCM93679728	5	497	576.81	No	Launceston	Launceston		NO	NO	
17/05/2021	FCM94257576	4	342	483.33	No	Launceston	Devonport		Yes	NO	
26/05/2021	FCM94564410	2	110	201.71	No	Devonport	Devonport		NO	NO	
5/07/2021	FCM96203986	8	752	654.07	Yes	Hobart	Devonport		NO	NO	
26/07/2021	FCM96836039	7	685	420.22	Yes	Hobart	Hobart		NO	NO	
12/01/2022	CTM66867608	8	706	877.66	Yes	Hobart	Hobart		NO	NO	
14/02/2022	CTM67305477	3	550	246.06	No	Devonport	Devonport		NO	NO	
28/02/2022	CTM67569772	4	494	300.69	No	Devonport	Devonport		NO	NO	
7/03/2022	CTM67696730	5	709	317.86	No	Devonport	Devonport		NO	NO	
14/03/2022	CTM67843174	5	507	436.50	Yes	Hobart	Launceston		Yes	Yes	
21/03/2022	CTM67992058	5	166	376.63	Yes	Devonport	Devonport		NO	NO	
31/03/2022	CTM68237881	1	383	73.76	No	Burnie/Wynyard	Hobart		Yes	NO	
2/05/2022	CTM68847173	5	250	600.29	Yes	Devonport	Devonport		NO	NO	
30/05/2022	CTM70092988	2	112	259.42	No	Devonport	Devonport		NO	NO	
18/08/2022	CTM71579366	2	79	203.54	Yes	Adelaide APO	Adelaide APO		NO	NO	
22/08/2022	CTM71710865	4	529	421.45	No	Devonport	Launceston		Yes	NO	
13/09/2022	CTM72286805	4	224	368.23	Yes	Devonport	Launceston		Yes	NO	
19/09/2022	CTM72489248	3	194	416.72	No	Devonport	Devonport		NO	NO	
3/10/2022	CTM72829575	5	240	550.55	No	Devonport	Launceston		NO	NO	
11/11/2022	CTM73966116	8	701	769.81	Yes	Launceston	Launceston		NO	NO	

Attachment B – Mr Amos' Travel

Trip	Employing Senator on the day of expense	Staff Member's Name	Date	Day	Expense	Ticket Number	Departure Location	Arrival Location	Purpose of Travel	Is the travel consistent with the Determination on Attachment A (Yes/No)	Did you approve the travel (Yes/No)	Senator Tyrrell to Sign
<b>Trip 2</b>												
Trip 2	Senator Tyrrell	Mr Cameron AMOS	31.08.2022	WE	Travel Allowance		Penguin		Was in TAS for Meeting	y	yes	Mr Tyrrell
Trip 2	Senator Tyrrell	Mr Cameron AMOS	01.09.2022	TH	Flights	CTM71905553	Devonport	Canberra	Return to Canberra	y	yes	Mr Tyrrell
Trip 2	Senator Tyrrell	Mr Cameron AMOS	01.09.2022	TH	Cabcharge	112286TX011	Canberra APO	Canberra	Airport to home	y	yes	Mr Tyrrell
<b>Trip 3</b>												
Trip 3	Senator Tyrrell	Mr Cameron AMOS	14.09.2022	WE	Travel Allowance		Ulverstone					
Trip 3	Senator Tyrrell	Mr Cameron AMOS	15.09.2022	TH	Travel Allowance		Ulverstone					
<b>Trip 4</b>												
Trip 4	Senator Tyrrell	Mr Cameron AMOS	20.09.2022	TU	Travel Allowance		Burnie		meetings in TAS	y	y	Mr Tyrrell
Trip 4	Senator Tyrrell	Mr Cameron AMOS	21.09.2022	WE	Travel Allowance		Burnie		meetings in TAS	y	y	Mr Tyrrell
Trip 4	Senator Tyrrell	Mr Cameron AMOS	22.09.2022	TH	Flights	CTM72489252	Devonport	Canberra	Return to ACT	y	y	Mr Tyrrell
Trip 4	Senator Tyrrell	Mr Cameron AMOS	22.09.2022	TH	Cabcharge	4914TX129	Canberra APO	Barton	Airport to Home	y	y	Mr Tyrrell
<b>Trip 5</b>												
Trip 5	Senator Tyrrell	Mr Cameron AMOS	04.10.2022	TU	Travel Allowance				meetings in TAS	y	y	Mr Tyrrell
Trip 5	Senator Tyrrell	Mr Cameron AMOS	05.10.2022	WE	Travel Allowance				meetings in TAS	y	y	Mr Tyrrell
Trip 5	Senator Tyrrell	Mr Cameron AMOS	06.10.2022	TH	Travel Allowance				meetings in TAS	y	y	Mr Tyrrell
<b>Trip 6</b>												
Trip 6	Senator Tyrrell	Mr Cameron AMOS	12.10.2022	WE	Travel Allowance		Burnie		Working in EO	y	y	Mr Tyrrell
Trip 6	Senator Tyrrell	Mr Cameron AMOS	13.10.2022	TH	Travel Allowance		Burnie		Working in EO	y	y	Mr Tyrrell
<b>Trip 7</b>												
Trip 7	Senator Tyrrell	Mr Cameron AMOS	18.10.2022	TU	Cabcharge	43929CTY17	Hobart CBD	Hobart APO	meetings	y	y	Mr Tyrrell
Trip 7	Senator Tyrrell	Mr Cameron AMOS	18.10.2022	TU	Flights	CTM73197739	Hobart	Canberra	meetings	y	y	Mr Tyrrell
Trip 7	Senator Tyrrell	Mr Cameron AMOS	18.10.2022	TU	Cabcharge	113274TX011	Canberra APO	Russell	Return to ACT	y	y	Mr Tyrrell
<b>Trip 8</b>												
Trip 8	Senator Tyrrell	Mr Cameron AMOS	19.10.2022	WE	Cabcharge	113285TX011	Kingston	Canberra APO	Transport to Airport	y	y	Mr Tyrrell
Trip 8	Senator Tyrrell	Mr Cameron AMOS	19.10.2022	WE	Flights	CTM73260475	Canberra	Devonport	working EO	y	y	Mr Tyrrell
Trip 8	Senator Tyrrell	Mr Cameron AMOS	19.10.2022	WE	Hire Car	CTM73260392	Devonport	Devonport	meetings	y	y	Mr Tyrrell
Trip 8	Senator Tyrrell	Mr Cameron AMOS	19.10.2022	WE	Travel Allowance		Burnie		Exit Interview/Eld	y	y	Mr Tyrrell
Trip 8	Senator Tyrrell	Mr Cameron AMOS	20.10.2022	TH	Travel Allowance		Burnie		Admin EO	y	y	Mr Tyrrell
<b>Trip 9</b>												
Trip 9	Senator Tyrrell	Mr Cameron AMOS	01.11.2022	TU	Flights	CTM73642007	Canberra	Devonport	Work Meetings EO	y	y	Mr Tyrrell
Trip 9	Senator Tyrrell	Mr Cameron AMOS	01.11.2022	TU	Hire Car	CTM73642008	Devonport	Devonport	Work Meetings	y	y	Mr Tyrrell
Trip 9	Senator Tyrrell	Mr Cameron AMOS	01.11.2022	TU	Travel Allowance				meetings EO	y	y	Mr Tyrrell
Trip 9	Senator Tyrrell	Mr Cameron AMOS	02.11.2022	WE	Travel Allowance				meetings EO	y	y	Mr Tyrrell
Trip 9	Senator Tyrrell	Mr Cameron AMOS	03.11.2022	TH	Travel Allowance				meetings EO	y	y	Mr Tyrrell
<b>Trip 10</b>												
Trip 10	Senator Tyrrell	Mr Cameron AMOS	15.11.2022	TU	Travel Allowance		Launceston		meetings	y	y	Mr Tyrrell
Trip 10	Senator Tyrrell	Mr Cameron AMOS	16.11.2022	WE	Travel Allowance		Launceston		meetings	y	y	Mr Tyrrell

Trip 10	Senator Tyrrell	Mr Cameron AMOS	17.11.2022	TH	Travel Allowance		Launceston		Meetings/Forum	y	y	Mr Tyrrell
Trip 11												
Trip 11	Senator Tyrrell	Mr Cameron AMOS	07.12.2022	WE	Travel Allowance		Launceston		Meetings	y	y	Mr Tyrrell
Trip 11	Senator Tyrrell	Mr Cameron AMOS	08.12.2022	TH	Travel Allowance		Launceston		Meetings	y	y	Mr Tyrrell
Trip 12												
Trip 12	Senator Tyrrell	Mr Cameron AMOS	21.12.2022	WE	Flights	CTM74816751	Launceston	Canberra	Return ACT	y	y	Mr Tyrrell
Trip 12	Senator Tyrrell	Mr Cameron AMOS	21.12.2022	WE	Cabcharge	10513TX19	Canberra APO	Barton	Airport to Home	y	y	Mr Tyrrell
Trip 13												
Trip 13	Senator Tyrrell	Mr Cameron AMOS	10.01.2023	TU	Travel Allowance				Workings ISO	y	y	Mr Tyrrell
Trip 13	Senator Tyrrell	Mr Cameron AMOS	11.01.2023	WE	Travel Allowance				Workings ISO	y	y	Mr Tyrrell
Trip 13	Senator Tyrrell	Mr Cameron AMOS	12.01.2023	TH	Cabcharge	109964TX150	Canberra APO	Barton	Airport to Home	y	y	Mr Tyrrell

Attachment C – Self-Drive Hire Car Use

Date of Hire	FCM/CTM Ticket No	Total No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Purpose of Expense	Is the expense consistent with the Determination at Attachment A (Yes/No)	Did you approve the travel (Yes/No)	Senator Tyrrell to Sign
19/10/2022	CTM73260392	3	259	237.68	No	Devonport	Devonport	Working EO/Meetings	Y	Y	M. Tyrrell
1/11/2022	CTM73642008	5	491	443.22	Yes	Devonport	Launceston	Working EO/Meetings	Y	Y	M. Tyrrell



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

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OFFICIAL – SENSITIVE

Date: 15 May 2024

Senator Jacqui Lambie  
Senator for Tasmania  
Parliament House  
Canberra ACT 2600  
E: [Senator.Lambie@aph.gov.au](mailto:Senator.Lambie@aph.gov.au)

Dear Senator Lambie

**Audit of travel expenses – Cameron Amos 1 July 2022 – 2 February 2023**

Thank you for your response to IPEA's letter of 12 February 2024 regarding the audit of travel expenses for your former employee, Mr Cameron Amos,

This letter sets out further questions that will assist IPEA with this audit.

IPEA notes that your response indicated a number of travel expenses, including flights and hire car expenses, which you have advised you did not approve. The dates on which these instances of travel occurred were when Mr Amos was in your employ rather than in Senator Tyrrell's employ.

**Question 1. Please explain the arrangement (if any) that you had with Senator Tyrrell in relation to travel approvals for the period from 1 July 2022 to 2 February 2023 when Mr Amos was employed by both you and Senator Tyrrell?**

**Question 2. Did that arrangement vary if travel crossed days where Mr Amos worked for Senator Tyrrell.**

During our initial discussion with you in Parliament House on 12 February 2024, you advised us that Mr Amos' regular use of hire cars to travel from Devonport Airport to Burnie was out of keeping with the usual practice in your office. You indicated that there were plenty of taxis available for travel between Devonport Airport and Burnie and that other staff in your office used taxis and did not use hire cars in the manner that Mr Amos had.

After analysing further data, IPEA has identified at least three other staff in your office, working during the period in scope for this audit that were regularly using hire cars.

Attachment A provides the hire car details for [REDACTED]  
Attachment B for [REDACTED] and Attachment C for [REDACTED]

**Question 3. Please complete the tables contained in the attachments as to the purpose of the travel, whether the travel was consistent with clauses 16-18 of the *Members of Parliament (Staff) Act 1984 : Staff Travel and Relief Staff Arrangements 2020 (Determination 2020/15)* which was in force at the time (Attachment D) and if you approved the travel or not.**

On 29 November 2022 [REDACTED] then an authorised person in your office, sought advice from IPEA about the use of hire cars by staff. This advice is at Attachment E

**Question 4. Are you aware of the advice sought by your staff? If so, at what point in time did you become aware of the advice.**

**Question 5. Did you issue guidance or instruction to your to your authorised persons and or staff regarding use of hire cars? If so, what was that advice?**

The email chain dating from November 2022 at Attachment F, provided by your current chief of staff [REDACTED] on 26 February 2024, indicates that staff from your office were aware of the IPEA advice dated 29 November 2022 and had decided not to follow it.

**Question 6. Were you aware that your staff had decided not to follow advice provided by IPEA?**

Attachment G provides analysis of IPEA data identifying instances where two staff members from your office each hired cars from the same location on the same day, within a short time of each other, and returned them on the same day to the same location.

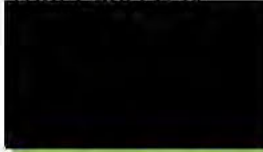
**Question 7. Please complete the table contained in Attachment G as to the purpose of the travel, whether the travel was consistent with clauses 16-18 of the Determination 2020/15 cited above (Attachment D) and if you approved the travel or not.**

**Question 8. Can you provide an explanation about why each staff member needed to hire a car?**

**Question 9. At the highlighted entry in Attachment G relating to a car hired by Mr Amos on 3/4/2022, I note that your response of 26/2/2024 to my initial correspondence on this audit indicated that you did not approve this car hire. Please note that you signed and certification for approval for this car hire on 3/3/23 in response to an IPEA post-payment check. Can you provide an explanation of this discrepancy?**

IPEA would appreciate a response to the questions contained in this correspondence by 30 May 2024.

Yours sincerely



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**Nicole Pearson**  
Branch Manager,  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603



Date of Hire	FCM/CTM Ticket No	No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Is the travel consistent with the Determination at D (Yes/No)	Did you approve the travel? (Yes/No)	Senator Lambie to sign
2/09/2019	FCM81130607	3	137	179.25	No	Devonport	Devonport			
30/09/2019	FCM81597390	3	232	226.80	No	Devonport	Devonport			
7/10/2019	FCM81597397	4	139	568.83	No	Devonport	Devonport			
30/10/2019	FCM82728339	2	230	168.83	No	Launceston	Devonport			
29/11/2019	FCM83641324	1	109	74.24	No	Devonport	Devonport			
15/12/2019	FCM83979047	6	149	386.93	Yes	Devonport	Devonport			
27/01/2020	FCM84608985	3	161	286.48	No	Devonport	Devonport			
15/03/2020	FCM86086711	4	124	241.44	Yes	Devonport	Devonport			
16/12/2020	FCM89760481	2	73	196.87	No	Devonport	Devonport			
9/02/2021	FCM93557383	4	312	422.20	No	Devonport	Devonport			
3/03/2021	FCM95197177	2	126	222.33	No	Burnie	Burnie			
19/04/2021	FCM93023619	4	121	421.20	No	Adelaide	Adelaide			
4/05/2021	FCM93005475	5	339	438.67	Yes	Devonport	Launceston			
10/07/2021	FCM96263887	3	373	406.59	Yes	Devonport	Devonport			
1/08/2021	FCM96909928	1	63	66.70	Yes	Hobart	Hobart			
16/12/2021	FCM100481623	3	52	205.14	Yes	Devonport	Devonport			
21/03/2022	CTM67978491	5	#	950.19	Yes	Devonport	Devonport			
3/04/2022	CTM68248688	10	329	951.02	Yes	Devonport	Burnie			
13/04/2022	CTM68460971	1	153	153.24	No	Burnie	Devonport			
18/04/2022	CTM68461396	10	650	873.71	Yes	Devonport	Devonport			
28/04/2022	CTM68784513	6	204	593.10	Yes	Devonport	Devonport			
15/05/2022	CTM69189196	7	683	565.38	Yes	Devonport	Devonport			
24/06/2022	CTM70203228	1	54	109.67	Yes	Devonport	Devonport			
23/08/2022	CTM75180424	2	115	271.72	No	Devonport	Launceston			
19/09/2022	CTM72407891	3	244	421.76	No	Devonport	Devonport			
10/10/2022	CTM72949712	3	30	503.43	No	Launceston	Launceston			
1/11/2022	CTM73530592	2	32	209.94	No	Launceston	Launceston			
8/11/2022	CTM73779449	2	32	237.59	No	Launceston	Launceston			
19/12/2022	CTM74828350	3	515	367.50	No	Launceston	Launceston			

# Distance travelled on the rental receipt is 6,725km, which maybe incorrect.

Date of Hire	FCM/CTM Ticket No	No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Is the travel consistent with the Determination at D (Yes/No)	Did you approve the travel? (Yes/No)	Senator Lambie to sign
9/07/2021	FCM96216047	5	572	501.57	Yes	Devonport	Devonport			
16/12/2021	FCM100480857	2	66	180.30	No	Devonport	Devonport			
17/01/2022	CTM66936678	1	88	124.14	No	Devonport	Wynyard			
4/04/2022	CTM68273915	4	581	854.23	No	Devonport	Hobart			
12/04/2022	CTM68425672	3	450	281.60	No	Devonport	Devonport			
19/04/2022	CTM68575832	4	250	418.43	No	Devonport	Devonport			
25/04/2022	CTM80101052	10	610	3137.21	Yes	Devonport	Burnie			
9/05/2022	CTM68901276	6	509	584.20	Yes	Devonport	Devonport			
24/06/2022	CTM70107937	2	117	131.78	Yes	Devonport	Devonport			
17/10/2022	CTM73122267	3	113	392.24	No	Devonport	Devonport			

Date of Hire	FCM/CTM Ticket No	No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Is the travel consistent with the Determination at D (Yes/No)	Did you approve the travel? (Yes/No)	Senator Lambie to sign
6/12/2022	CTM74583533	3	271	333.16	No	Devonport	Launceston			
10/01/2023	CTM75060314	3	169	250.36	No	Burnie	Burnie	No	No	N/A
31/01/2023	CTM75490989	3	399	489.06	No	Launceston	Burnie			

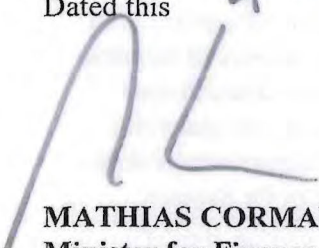
*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this <sup>29<sup>th</sup></sup> day of <sup>June</sup> 2020

  
MATHIAS CORMANN  
Minister for Finance

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
  - (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
- 18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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

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

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

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

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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

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

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

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

#### **Relief staff component**

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

#### **Terms and Definitions**

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

***Opposition Office Holder*** means:

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

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

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

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

Can staff hire car for use in CBR?

Not within CBR to travel to/from accommodation/APH. Yes if directed to travel beyond CBR.

Can staff hire car for use in Burnie/Devenport?

Ground transport maybe claimed to/from home and airport/ accommodation at start/end of official travel.

This can include car hire - BUT can not be used to travel to/from accommodation EO daily even while travelling.

Can not be used privately on the weekend.

Does not matter what level of staffer.

referenced to 2020/15 for specific rules.

staff within the office have used incorrectly and booked/charged via CTM.

advised to get staff if they would like confirmation to email specific questions to IPEA for written advice, however based on all information provided, would be NO not permitted. Staff will need to advise IPEA of travel outside of provisions and invoices raised. Advised should do this voluntarily as if assurance conduct a post payment check on the car hire with the Parl it will be a bigger issue.

Attachment F

[REDACTED] (Sen J. Lambie)

**From:** [REDACTED]  
**Sent:** Wednesday, 30 November 2022 8:42 AM  
**To:** [REDACTED]  
**Subject:** RE: Travel & Super

Good morning [REDACTED]

No need to. Apparently, there was an audit some time ago and there were no irregularities found and this included car hire for Cam. Cam and I are both comfortable with the current arrangements that have been in place.

Thanks,

[REDACTED]  
**From:** [REDACTED] Sen J. Lambie [REDACTED]  
**Sent:** Wednesday, 30 November 2022 8:28 AM  
**To:** [REDACTED] (Sen T. Tyrrell) [REDACTED]  
**Subject:** RE: Travel & Super

Thanks [REDACTED]

I can go back and ask the same questions again from someone else? But what you are saying makes sense and was my initial thoughts on the use of a hire car. However, I decided to check with ipea people and they screwed up my initial thoughts, sorry if I have given you a bum steer in the advice below.

At the end of the day the determination is subjective and open to interpretation.

Kind Regards,



**Office of Senator  
Jacqui Lambie**

[REDACTED]  
Office Manager

**Office of Senator Jacqui Lambie**

**Electorate Phone:** 03 6431 3112

4/22 Mount St, Burnie TAS 7320  
or Senate Suite 147

**From:** [REDACTED] Sen T. Tyrrell [REDACTED]  
**Sent:** Tuesday, 29 November 2022 8:26 PM

To: [redacted] (Sen J. Lambie) [redacted]  
Subject: RE: Travel & Super

Hi [redacted]

It is my understanding the advice you received was flawed. Clause 16 clearly spells out exceptions and these include – taxi, rideshare or hire cars for personal safety, no access to public transport and carrying luggage.

I used to claim my ride share for after-hours work in Parliament and I believe it would be possible to also claim for the morning trips given I arrive before 8am and there is no accessible public transport.

While in Tasmania I believe a hire car is justified in that there is no accessible public transport between the two offices and the hours worked. This means that any past car hire is not required to be paid back and all future car hire, while in Tasmania, is justified and approved under the Determination.

I trust this helps.

[redacted]

From [redacted] (Sen J. Lambie) [redacted]  
Sent: Tuesday, 29 November 2022 2:32 PM  
To: [redacted] (Sen T. Tyrrell) [redacted]  
Subject: RE: Travel & Super

Hi [redacted]

I have booked you onto a flight on Thursday 1<sup>st</sup> December at 8:55pm, this is with Virgin. I have also changed the booking for 9<sup>th</sup> December to Virgin, again this is at 8:55pm.

#### Car Hire

I have confirmed with the IPEA advice team the following:

As a personal staffer a hire car is not available when in Canberra.

When travelling to Tasmania, a hire car is only permitted for travel from airport to your accommodation (they have suggested that a taxi would be best in this instance). A hire car is not permitted to be used to travel to Burnie Office or Launceston Office to and from your accommodation, this is based on the Determination 2020/15, (car transport, section 17).

[https://maps.finance.gov.au/sites/default/files/2020-09/determination\\_2020\\_15\\_staff\\_travel\\_and\\_relief\\_staff\\_arrangements.pdf](https://maps.finance.gov.au/sites/default/files/2020-09/determination_2020_15_staff_travel_and_relief_staff_arrangements.pdf)

The use of hire car to travel to another town outside of the Electorate Office is not permitted unless directed by the Senator.

All travel to and from the Electorate Office or Parliamentary Office is the responsibility of the employee as it is expected of all staff are able to make their own way to and from their place of employment.

Kind Regards,

[redacted]

[redacted]  
Office Manager

Office of Senator Jacqui Lambie



**Office of Senator  
Jacqui Lambie**

**Electorate Phone:** 03 6431 3112

4/22 Mount St, Burnie TAS 7320  
or Senate Suite 147

**From:** [REDACTED] (Sen T. Tyrrell) [REDACTED]  
**Sent:** Tuesday, 29 November 2022 1:15 PM  
**To:** [REDACTED] (Sen J. Lambie) [REDACTED]  
**Subject:** Travel & Super

H [REDACTED]

I hope you're feeling okay and had a good trip. How did the wedding go?

When you have time – can you check whether on the following:

- are flights available for Thursday evening. I have a suspicion that Parliament will wrap up a bit early – fingers crossed. Also, could it be with Virgin- just in case I have to wait, I can use my Gold membership and access to the lounge.
- can you change my Friday trip to Virgin too?
- Naturally, I'd like direct flights.

Also, I'm thinking of coming over next week –

- are there any dates that suit the office better?
- Is there still a Xmas party?

And, hire cars – I think I get one when I go to Tassie, does this mean I also get one when I come to Canberra?

**Super** – I want to contribute the additional 10% - who do I email?

Finally – is there a current JLN org chart with FTE and where each staff members salary is budgeted from?

Many thanks,

[REDACTED]

[REDACTED]  
Senior Adviser

Suite: S.1.47

Extension: 3725

Office of Senator Jacqui Lambie  
Office of Senator Tammie Tyrrell

Jacqui Lambie Network Senator for Tasmania

Attachment G: Two staff members hiring cars on the same day

OFFICIAL:Sensitive

Staff Members Name	FCM/CTM Ticket Number	Date of Pick Up	Time	Car Pick Up Location	Date of Return	Time	Car Return Location	Total No Days	Total Km's	Total Cost (\$)	Purpose of Expense	Is the expense consistent with the Determination at D? (Yes/No)	Did you approve the self-drive hire car use (Yes/No)	Senator Lambie to Sign
Amos, Cameron	FCM81128547	2/09/2019	11.30am	Devonport	4/09/2019	4.00pm	Devonport	3	123	203.10	None provided	No	No	as per email 26/02/2024
	FCM81130607	2/09/2019	12.06pm	Devonport	5/09/2019	1.25pm	Devonport	3	137	179.25				
Amos, Cameron	CTM67992058	21/03/2022	10.05am	Devonport	25/03/2022	5.12pm	Devonport	5	166	376.63	None provided	No	No	as per email 26/02/2024
	CTM67978491	21/03/2022	10.05am	Devonport	25/03/2022	1.45pm	Devonport	6	#	950.19				
# Distance travel recorded on the receipt is 6,725km which may be an error.														
Amos, Cameron	CTM72534276	3/04/2022	9.38pm	Devonport	15/04/2022	5.00pm	Devonport	12	1,094	1,308.47	None provided	No	No	as per email 26/02/2024
	CTM68248688	3/04/2022	5.20pm	Devonport	13/04/2022	1.55pm	Wynyard-Burnie	10	329	951.02				
	CTM68460971	13/04/2022	2.08pm	Wynyard-Burnie	14/04/2022	1.30pm	Devonport	1	153	153.24				
	CTM70203228	24/06/2022	10.40am	Devonport	25/06/2022	6.30am	Devonport	1	54	109.67				
	CTM70107937	24/06/2022	10.19am	Devonport	26/06/2022	6.30am	Devonport	2	117	131.78				
Amos, Cameron	CTM72489248	19/09/2022	5.00pm	Devonport	22/09/2022	5.00pm	Devonport	3	194	416.72	None provided	No	No	as per email 26/02/2024
	CTM72407891	19/09/2022	10.45am	Devonport	21/09/2022	4.30pm	Devonport	3	244	421.76				
Amos, Cameron	CTM74816750	19/12/2022	9.41am	Launceston	21/12/2022	3.00pm	Launceston	3	47	397.78	None provided	No	No	as per email 26/02/2024
	CTM74828350	19/12/2022	2.43pm	Launceston	22/12/2022	2.21pm	Launceston	3	515	367.50				

**From:** [Lambie, Jacqui \(Senator\)](#)  
**To:** [REDACTED]  
**Cc:** [Assurance](#)  
**Subject:** FW: Cameron Amos audit - IPEA correspondence [SEC=OFFICIAL:Sensitive]  
**Date:** Thursday, 13 June 2024 2:24:06 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Cameron Amos audit - Senator Lambie second letter.pdf](#)  
[SM Hire Car Data.pdf](#)

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Dear [REDACTED]

I write in response to the letter Ms Nicole Pearson sent on 15 May 2024 regarding the audit of travel expenses – Cameron Amos (1 July 2022 – 2 February 2023).

Below is my response:

**Question 1 Please explain the arrangement (if any) that you had with Senator Tyrrell in relation to travel approvals for the period from 1 July 2022 to 2 February 2023 when Mr Amos was employed by both you and Senator Tyrrell?**

There was no arrangement between Senator Tyrrell and I regarding travel approvals for Mr Amos.

**Question 2. Did that arrangement vary if travel crossed days where Mr Amos worked for Senator Tyrrell.**

As above, there was no arrangement.

**Attachment A provides the hire car details for [REDACTED], Attachment B for [REDACTED] and Attachment C for [REDACTED].**

**Question 3. Please complete the tables contained in the attachments as to the purpose of the travel, whether the travel was consistent with clauses 18-18 of the Members of Parliament (Staff) Act 1984 : Staff Travel and Relief Staff Arrangements 2020 (Determination 2020/15) which was in force at the time (Attachment D) and if you approved the travel or not.**

I directed both [REDACTED] and [REDACTED] to travel. I did not approve of the hire car. The approval of each travel claim was signed off by the designated Authorising Officer who I believed was acting in good faith and following protocol.

Attachment C for [REDACTED] is attached.

**Question 4. Are you aware of the advice sought by your staff? If so, at what point in time did you become aware of the advice.**

I directed my Office [REDACTED] who was the Authorising Officer for travel in the office, to seek advice from IPEA about travel allowances, and hire cars in particular. My recollection is [REDACTED] discussed the advice with me in late November or early December 2022.

**Question 5. Did you issue guidance or instructions to your authorised persons and or staff regarding use of hire cars? If so, what was that advice?**

Yes, I directed [REDACTED] to provide this guidance to my Senior Adviser. I directed Mr Cameron Amos, along with other members of my staff that travel, to follow the guidance and advice from IPEA.

**Question 6. Were you aware that your staff had decided not to follow advice provided by IPEA?**

No. [REDACTED] resigned shortly after this. It was my understanding that the issue was resolved and that staff were following my direction per the guidance provided by IPEA.

**Question 7. Please complete the table contained in Attachment G as to the purpose of the travel, whether the travel was consistent with clauses 16-18 of the Determination 2020/15 cited above (Attachment D) and if you approved the travel or not.**

I did not approve two staff members hiring cars on the same day.

**Question 8. Can you provide an explanation about why each staff member needed to hire a car?**

No.

**Question 9. At the highlighted entry in Attachment G relating to a car hired by Mr Amos on 3/4/2022, I note that your response of 26/2/2024 to my initial correspondence on this audit indicated that you did not approve this car hire. Please note that you signed a certification for approval for this car hire on 3/3/2023 in response to an IPEA post-payment check. Can you provide an explanation of this discrepancy?**

I apologise, this was an error on my part. I did approve. Please amend your records to reflect this.

Sincerely,  
Jacqui



**Office of Senator Jacqui Lambie**

**Electorate Phone:** 03 6431 3112

4/22 Mount St, Burnie TAS 7320  
or Senate Suite 147

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**From:** [REDACTED]

**Sent:** Wednesday, May 15, 2024 12:58 PM

**To:** [REDACTED] (Sen J. Lambie) <[REDACTED]>; Lambie, Jacqui (Senator) <[Senator.Lambie@aph.gov.au](mailto:Senator.Lambie@aph.gov.au)>

**Cc:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; [REDACTED]; Pearson, Nicole <[REDACTED]>

**Subject:** Cameron Amos audit - IPEA correspondence [SEC=OFFICIAL:Sensitive]

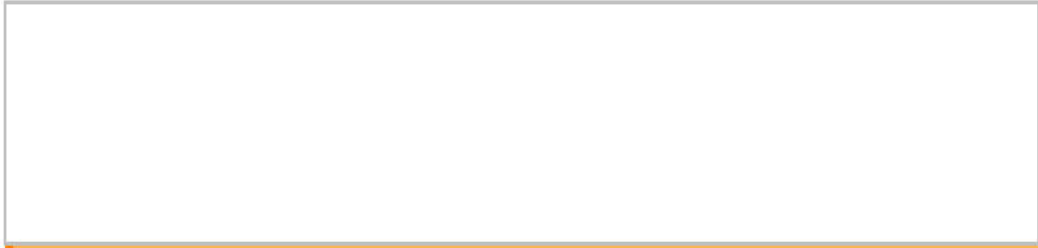
**OFFICIAL:Sensitive**

Dear [REDACTED]

Attached please find correspondence from IPEA regarding the audit of Cameron Amos' travel expenses.

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

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



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

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OFFICIAL – SENSITIVE

Date: 15 May 2024

Senator Jacqui Lambie  
Senator for Tasmania  
Parliament House  
Canberra ACT 2600  
E: [Senator.Lambie@aph.gov.au](mailto:Senator.Lambie@aph.gov.au)

Dear Senator Lambie

**Audit of travel expenses – Cameron Amos 1 July 2022 – 2 February 2023**

Thank you for your response to IPEA's letter of 12 February 2024 regarding the audit of travel expenses for your former employee, Mr Cameron Amos,

This letter sets out further questions that will assist IPEA with this audit.

IPEA notes that your response indicated a number of travel expenses, including flights and hire car expenses, which you have advised you did not approve. The dates on which these instances of travel occurred were when Mr Amos was in your employ rather than in Senator Tyrrell's employ.

**Question 1. Please explain the arrangement (if any) that you had with Senator Tyrrell in relation to travel approvals for the period from 1 July 2022 to 2 February 2023 when Mr Amos was employed by both you and Senator Tyrrell?**

**Question 2. Did that arrangement vary if travel crossed days where Mr Amos worked for Senator Tyrrell.**

During our initial discussion with you in Parliament House on 12 February 2024, you advised us that Mr Amos' regular use of hire cars to travel from Devonport Airport to Burnie was out of keeping with the usual practice in your office. You indicated that there were plenty of taxis available for travel between Devonport Airport and Burnie and that other staff in your office used taxis and did not use hire cars in the manner that Mr Amos had.

After analysing further data, IPEA has identified at least three other staff in your office, working during the period in scope for this audit that were regularly using hire cars.

Attachment A provides the hire car details for Mr [REDACTED]  
Attachment B for [REDACTED] and Attachment C for [REDACTED]

**Question 3. Please complete the tables contained in the attachments as to the purpose of the travel, whether the travel was consistent with clauses 16-18 of the *Members of Parliament (Staff) Act 1984 : Staff Travel and Relief Staff Arrangements 2020 (Determination 2020/15)* which was in force at the time (Attachment D) and if you approved the travel or not.**

On 29 November 2022, [REDACTED] then an authorised person in your office, sought advice from IPEA about the use of hire cars by staff. This advice is at Attachment E

**Question 4. Are you aware of the advice sought by your staff? If so, at what point in time did you become aware of the advice.**

**Question 5. Did you issue guidance or instruction to your to your authorised persons and or staff regarding use of hire cars? If so, what was that advice?**

The email chain dating from November 2022 at Attachment F, provided by your current chief of staff, [REDACTED] on 26 February 2024, indicates that staff from your office were aware of the IPEA advice dated 29 November 2022 and had decided not to follow it.

**Question 6. Were you aware that your staff had decided not to follow advice provided by IPEA?**

Attachment G provides analysis of IPEA data identifying instances where two staff members from your office each hired cars from the same location on the same day, within a short time of each other, and returned them on the same day to the same location.

**Question 7. Please complete the table contained in Attachment G as to the purpose of the travel, whether the travel was consistent with clauses 16-18 of the Determination 2020/15 cited above (Attachment D) and if you approved the travel or not.**

**Question 8. Can you provide an explanation about why each staff member needed to hire a car?**

**Question 9. At the highlighted entry in Attachment G relating to a car hired by Mr Amos on 3/4/2022, I note that your response of 26/2/2024 to my initial correspondence on this audit indicated that you did not approve this car hire. Please note that you signed and certification for approval for this car hire on 3/3/23 in response to an IPEA post-payment check. Can you provide an explanation of this discrepancy?**

IPEA would appreciate a response to the questions contained in this correspondence by 30 May 2024.

Yours sincerely



---

**Nicole Pearson**  
Branch Manager,  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603



Date of Hire	FCM/CTM Ticket No	No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Is the travel consistent with the Determination at D (Yes/No)	Did you approve the travel? (Yes/No)	Senator Lambie to sign
2/09/2019	FCM81130607	3	137	179.25	No	Devonport	Devonport			
30/09/2019	FCM81597390	3	232	226.80	No	Devonport	Devonport			
7/10/2019	FCM81597397	4	139	568.83	No	Devonport	Devonport			
30/10/2019	FCM82728339	2	230	168.83	No	Launceston	Devonport			
29/11/2019	FCM83641324	1	109	74.24	No	Devonport	Devonport			
15/12/2019	FCM83979047	6	149	386.93	Yes	Devonport	Devonport			
27/01/2020	FCM84608985	3	161	286.48	No	Devonport	Devonport			
15/03/2020	FCM86086711	4	124	241.44	Yes	Devonport	Devonport			
16/12/2020	FCM89760481	2	73	196.87	No	Devonport	Devonport			
9/02/2021	FCM93557383	4	312	422.20	No	Devonport	Devonport			
3/03/2021	FCM95197177	2	126	222.33	No	Burnie	Burnie			
19/04/2021	FCM93023619	4	121	421.20	No	Adelaide	Adelaide			
4/05/2021	FCM93005475	5	339	438.67	Yes	Devonport	Launceston			
10/07/2021	FCM96263887	3	373	406.59	Yes	Devonport	Devonport			
1/08/2021	FCM96909928	1	63	66.70	Yes	Hobart	Hobart			
16/12/2021	FCM100481623	3	52	205.14	Yes	Devonport	Devonport			
21/03/2022	CTM67978491	5	#	950.19	Yes	Devonport	Devonport			
3/04/2022	CTM68248688	10	329	951.02	Yes	Devonport	Burnie			
13/04/2022	CTM68460971	1	153	153.24	No	Burnie	Devonport			
18/04/2022	CTM68461396	10	650	873.71	Yes	Devonport	Devonport			
28/04/2022	CTM68784513	6	204	593.10	Yes	Devonport	Devonport			
15/05/2022	CTM69189196	7	683	565.38	Yes	Devonport	Devonport			
24/06/2022	CTM70203228	1	54	109.67	Yes	Devonport	Devonport			
23/08/2022	CTM75180424	2	115	271.72	No	Devonport	Launceston			
19/09/2022	CTM72407891	3	244	421.76	No	Devonport	Devonport			
10/10/2022	CTM72949712	3	30	503.43	No	Launceston	Launceston			
1/11/2022	CTM73530592	2	32	209.94	No	Launceston	Launceston			
8/11/2022	CTM73779449	2	32	237.59	No	Launceston	Launceston			
19/12/2022	CTM74828350	3	515	367.50	No	Launceston	Launceston			

# Distance travelled on the rental receipt is 6,725km, which maybe incorrect.

Date of Hire	FCM/CTM Ticket No	No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Is the travel consistent with the Determination at D (Yes/No)	Did you approve the travel? (Yes/No)	Senator Lambie to sign
9/07/2021	FCM96216047	5	572	501.57	Yes	Devonport	Devonport			
16/12/2021	FCM100480857	2	66	180.30	No	Devonport	Devonport			
17/01/2022	CTM66936678	1	88	124.14	No	Devonport	Wynyard			
4/04/2022	CTM68273915	4	581	854.23	No	Devonport	Hobart			
12/04/2022	CTM68425672	3	450	281.60	No	Devonport	Devonport			
19/04/2022	CTM68575832	4	250	418.43	No	Devonport	Devonport			
25/04/2022	CTM80101052	10	610	3137.21	Yes	Devonport	Burnie			
9/05/2022	CTM68901276	6	509	584.20	Yes	Devonport	Devonport			
24/06/2022	CTM70107937	2	117	131.78	Yes	Devonport	Devonport			
17/10/2022	CTM73122267	3	113	392.24	No	Devonport	Devonport			

Date of Hire	FCM/CTM Ticket No	No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Is the travel consistent with the Determination at D (Yes/No)	Did you approve the travel? (Yes/No)	Senator Lambie to sign
6/12/2022	CTM74583533	3	271	333.16	No	Devonport	Launceston			
10/01/2023	CTM75060314	3	169	250.36	No	Burnie	Burnie	No	No	N/A
31/01/2023	CTM75490989	3	399	489.06	No	Launceston	Burnie			

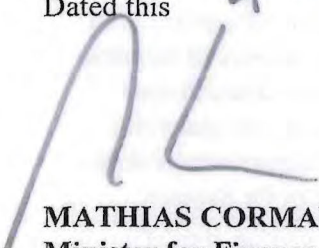
*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this <sup>29<sup>th</sup></sup> day of <sup>June</sup> 2020

  
MATHIAS CORMANN  
Minister for Finance

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
  - (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
- 18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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

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

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

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

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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

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

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

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

#### **Relief staff component**

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

#### **Terms and Definitions**

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

***Opposition Office Holder*** means:

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

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

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

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

Can staff hire car for use in CBR?

Not within CBR to travel to/from accommodation/APH. Yes if directed to travel beyond CBR.

Can staff hire car for use in Burnie/Devenport?

Ground transport maybe claimed to/from home and airport/ accommodation at start/end of official travel.

This can include car hire - BUT can not be used to travel to/from accommodation EO daily even while travelling.

Can not be used privately on the weekend.

Does not matter what level of staffer.

referenced to 2020/15 for specific rules.

staff within the office have used incorrectly and booked/charged via CTM.

advised to get staff if they would like confirmation to email specific questions to IPEA for written advice, however based on all information provided, would be NO not permitted. Staff will need to advise IPEA of travel outside of provisions and invoices raised. Advised should do this voluntarily as if assurance conduct a post payment check on the car hire with the Parl it will be a bigger issue.

Attachment F

[REDACTED] (Sen J. Lambie)

---

**From:** [REDACTED] (Sen T. Tyrrell)  
**Sent:** Wednesday, 30 November 2022 8:42 AM  
**To:** [REDACTED] (Sen J. Lambie)  
**Subject:** RE: Travel & Super

Good morning [REDACTED]

No need to. Apparently, there was an audit some time ago and there were no irregularities found and this included car hire for Cam. Cam and I are both comfortable with the current arrangements that have been in place.

Thanks,

[REDACTED]

**From:** [REDACTED] Sen J. Lambie [REDACTED]  
**Sent:** Wednesday, 30 November 2022 8:28 AM  
**To:** [REDACTED] (Sen T. Tyrrell) [REDACTED]  
**Subject:** RE: Travel & Super

Thanks [REDACTED]

I can go back and ask the same questions again from someone else? But what you are saying makes sense and was my initial thoughts on the use of a hire car. However, I decided to check with ipea people and they screwed up my initial thoughts, sorry if I have given you a bum steer in the advice below.

At the end of the day the determination is subjective and open to interpretation.

Kind Regards,



**Office of Senator  
Jacqui Lambie**

[REDACTED]  
Office Manager

**Office of Senator Jacqui Lambie**

**Electorate Phone:** 03 6431 3112

4/22 Mount St, Burnie TAS 7320  
or Senate Suite 147

**From:** [REDACTED] (Sen T. Tyrrell) [REDACTED]  
**Sent:** Tuesday, 29 November 2022 8:26 PM

To: [REDACTED] (Sen J. Lambie) [REDACTED]

Subject: RE: Travel & Super [REDACTED]

Hi [REDACTED]

It is my understanding the advice you received was flawed. Clause 16 clearly spells out exceptions and these include – taxi, rideshare or hire cars for personal safety, no access to public transport and carrying luggage.

I used to claim my ride share for after-hours work in Parliament and I believe it would be possible to also claim for the morning trips given I arrive before 8am and there is no accessible public transport.

While in Tasmania I believe a hire car is justified in that there is no accessible public transport between the two offices and the hours worked. This means that any past car hire is not required to be paid back and all future car hire, while in Tasmania, is justified and approved under the Determination.

I trust this helps.

[REDACTED]  
From: [REDACTED] (Sen J. Lambie) [REDACTED]

Sent: Tuesday, 29 November 2022 2:32 PM

To: [REDACTED] (Sen T. Tyrrell) [REDACTED]

Subject: RE: Travel & Super [REDACTED]

Hi [REDACTED]

I have booked you onto a flight on Thursday 1<sup>st</sup> December at 8:55pm, this is with Virgin. I have also changed the booking for 9<sup>th</sup> December to Virgin, again this is at 8:55pm.

#### Car Hire

I have confirmed with the IPEA advice team the following:

As a personal staffer a hire car is not available when in Canberra.

When travelling to Tasmania, a hire car is only permitted for travel from airport to your accommodation (they have suggested that a taxi would be best in this instance). A hire car is not permitted to be used to travel to Burnie Office or Launceston Office to and from your accommodation, this is based on the Determination 2020/15, (car transport, section 17).

[https://maps.finance.gov.au/sites/default/files/2020-09/determination\\_2020\\_15\\_staff\\_travel\\_and\\_relief\\_staff\\_arrangements.pdf](https://maps.finance.gov.au/sites/default/files/2020-09/determination_2020_15_staff_travel_and_relief_staff_arrangements.pdf)

The use of hire car to travel to another town outside of the Electorate Office is not permitted unless directed by the Senator.

All travel to and from the Electorate Office or Parliamentary Office is the responsibility of the employee as it is expected of all staff are able to make their own way to and from their place of employment.

Kind Regards,  
[REDACTED]

[REDACTED]  
Office Manager

Office of Senator Jacqui Lambie



**Office of Senator  
Jacqui Lambie**

**Electorate Phone: 03 6431 3112**

**4/22 Mount St, Burnie TAS 7320  
or Senate Suite 147**

**From:** [redacted] Sen T. Tyrrell [redacted]  
**Sent:** Tuesday, 29 November 2022 1:15 PM  
**To:** [redacted] Sen J. Lambie [redacted]  
**Subject:** Travel & Super

H [redacted]

I hope you're feeling okay and had a good trip. How did the wedding go?

When you have time – can you check whether on the following:

- are flights available for Thursday evening. I have a suspicion that Parliament will wrap up a bit early – fingers crossed. Also, could it be with Virgin- just in case I have to wait, I can use my Gold membership and access to the lounge.
- can you change my Friday trip to Virgin too?
- Naturally, I'd like direct flights.

Also, I'm thinking of coming over next week –

- are there any dates that suit the office better?
- Is there still a Xmas party?

And, hire cars – I think I get one when I go to Tassie, does this mean I also get one when I come to Canberra?

**Super** – I want to contribute the additional 10% - who do I email?

Finally – is there a current JLN org chart with FTE and where each staff members salary is budgeted from?

Many thanks,

[redacted]

[redacted]

Senior Adviser

Suite: S.1.47

Extension: 3725

Office of Senator Jacqui Lambie  
Office of Senator Tammie Tyrrell

Jacqui Lambie Network Senator for Tasmania

Attachment G: Two staff members hiring cars on the same day

OFFICIAL:Sensitive

Staff Members Name	FCM/CTM Ticket Number	Date of Pick Up	Time	Car Pick Up Location	Date of Return	Time	Car Return Location	Total No Days	Total Km's	Total Cost (\$)	Purpose of Expense	Is the expense consistent with the Determination at D? (Yes/No)	Did you approve the self-drive hire car use (Yes/No)	Senator Lambie to Sign
Amos, Cameron	FCM81128547	2/09/2019	11.30am	Devonport	4/09/2019	4.00pm	Devonport	3	123	203.10	None provided	No	No	as per email 26/02/2024
	FCM81130607	2/09/2019	12.06pm	Devonport	5/09/2019	1.25pm	Devonport	3	137	179.25				
Amos, Cameron	CTM67992058	21/03/2022	10.05am	Devonport	25/03/2022	5.12pm	Devonport	5	166	376.63	None provided	No	No	as per email 26/02/2024
	CTM67978491	21/03/2022	10.05am	Devonport	25/03/2022	1.45pm	Devonport	6	#	950.19				
# Distance travel recorded on the receipt is 6,725km which may be an error.														
Amos, Cameron	CTM72534276	3/04/2022	9.38pm	Devonport	15/04/2022	5.00pm	Devonport	12	1,094	1,308.47	None provided	No	No	as per email 26/02/2024
	CTM68248688	3/04/2022	5.20pm	Devonport	13/04/2022	1.55pm	Wynyard-Burnie	10	329	951.02				
	CTM68460971	13/04/2022	2.08pm	Wynyard-Burnie	14/04/2022	1.30pm	Devonport	1	153	153.24				
	CTM70203228	24/06/2022	10.40am	Devonport	25/06/2022	6.30am	Devonport	1	54	109.67				
	CTM70107937	24/06/2022	10.19am	Devonport	26/06/2022	6.30am	Devonport	2	117	131.78				
Amos, Cameron	CTM72489248	19/09/2022	5.00pm	Devonport	22/09/2022	5.00pm	Devonport	3	194	416.72	None provided	No	No	as per email 26/02/2024
	CTM72407891	19/09/2022	10.45am	Devonport	21/09/2022	4.30pm	Devonport	3	244	421.76				
Amos, Cameron	CTM74816750	19/12/2022	9.41am	Launceston	21/12/2022	3.00pm	Launceston	3	47	397.78	None provided	No	No	as per email 26/02/2024
	CTM74828350	19/12/2022	2.43pm	Launceston	22/12/2022	2.21pm	Launceston	3	515	367.50				

Attachment C:



OFFICIAL:Sensitive

Date of Hire	FCM/CTM Ticket No	No Days	Total KM's	Total Cost (\$)	Weekend Hire	Pick Up	Drop Off	Is the travel consistent with the Determination at D (Yes/No)	Did you approve the travel? (Yes/No)	Senator/Lambie to sign
6/12/2022	CTM74583533	3	271	333.16	No	Devonport	Launceston	NO	NO	
10/01/2023	CTM75060314	3	169	250.36	No	Burnie	Burnie	No	No	N/A
31/01/2023	CTM75490989	3	399	489.06	No	Launceston	Burnie	NO	NO	



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

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23 July 2024

Senator Tammy Tyrrell  
Senator for Tasmania  
Parliament House  
Canberra ACT 2600  
E: [Tammy.Tyrrell@aph.gov.au](mailto:Tammy.Tyrrell@aph.gov.au)

Dear Senator Tyrrell

**Audit of travel expenses – Cameron Amos**

Thank you for your response to my letter of 15 February 2024 regarding the audit of travel expenses for Mr Cameron Amos, currently a staff member in your office.

I note that your response has confirmed your approval of virtually all the travel-related expenses incurred by Mr Amos which IPEA raised with you, with the exception of the travel allowances claimed by Mr Amos for his travel to Ulverstone on 14 and 15 September 2022 (see **Attachment A**). It is unclear whether this was an oversight. I am therefore seeking confirmation from you as to whether you did or did not approve those two travel allowance claims.

In addition, I am providing further data sheets recording Mr Amos' travel-related expenses which I would ask you to consider, annotate and return to me.

**Attachment B** refers to self-drive hire car expenses approved for Mr Amos during the period that you were an Authorised Person in Senator Lambie's office, authorised to approve the travel (15/07/2019 – 20/03/2022) and to other car hires by Mr Amos undertaken after your election as a Senator, but during the period of Mr Amos' shared employment with you and Senator Lambie. Senator Lambie has stated that she did not

approve these hire car expenses. Please respond to the questions in the data sheet columns for each expense.

Further with regard to the data sheets at **Attachment B**, IPEA has raised with Senator Lambie the regular use of hire car by Mr Amos to travel within Tasmania apparently throughout the time he was employed by Senator Lambie alone or in a shared employment arrangement with you. This regular use included routine use of self-drive hire cars to travel between Devonport and Senator Lambie's office in Burnie and for use while working in the electorate and use of hire cars to travel around Launceston when working in your office.

These hires occurred during the period when you were the Authorised Person in Senator Lambie's office or when Mr Amos was employed by both your office and Senator Lambie's office.

Senator Lambie has stated that she had requested her Authorised Person/s to check with IPEA as to whether this regular use of hire cars was consistent with the requirements and with the principle of value for money, where taxis were available. Further, IPEA's records indicate that advice was given to Senator Lambie's Authorised Person in November 2022 that such regular hire use was not appropriate, however staff within Senator Lambie's office chose not to follow this advice based on previous approvals for Mr Amos' car hire use. Senator Lambie maintains that she trusted her staff and Authorised Person/s to seek and follow IPEA's advice and believed this was happening.

Finally I also note that you have not signed and returned the Information Sharing Consent Form as was requested in my letter of 15 February 2024. It would be much appreciated if you could do so as it may be necessary to cross-check approvals information for the period that Mr Amos was employed part-time with you and with Senator Jacqui Lambie as a shared resource. I am therefore providing another copy of the Information Sharing Consent Form (at **Attachment C**) for your consideration, signature and return to me.

IPEA would appreciate a response to the following matters as raised in this letter:

**Re Attachment A: Did you approve Mr Amos' claims for his travel to Ulverstone on 14 and 15 September 2022?**

**Re Attachment B: Please indicate whether you sought advice regarding car hire use before approving it for Mr Amos or others for whom you had approval authority from 15/07/2019?**

**Re Attachment C: Please consider, sign and return the Information Sharing Consent Form to IPEA at [Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au).**

Could you please respond by **2 August 2024**.

If you have any questions on these matters please contact [REDACTED]

Yours sincerely

[REDACTED]

---

**Nicole Pearson**

Branch Manager,

Transparency, Assurance and Legal Branch

Independent Parliamentary Expenses Authority

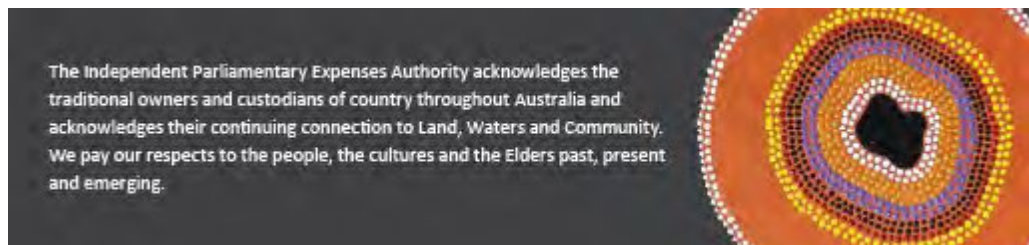
One Canberra Avenue, FORREST ACT 2603

P: [REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Senator Tyrrell response to IPEA second letter - Audit of Cameron Amos' travel [SEC=OFFICIAL]  
**Date:** Monday, 13 April 2026 3:36:57 PM  
**Attachments:** [image002.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)

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**OFFICIAL**



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**From:** Tyrrell, Tammy (Senator) <[Tammy.Tyrrell@aph.gov.au](mailto:Tammy.Tyrrell@aph.gov.au)>  
**Sent:** Tuesday, 13 August 2024 12:17 PM  
**To:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
**Subject:** FW: Audit of Cameron Amos' travel [SEC=OFFICIAL]

Good Afternoon Assurance Team,

Apologies for the delay in responding to the assurance review questions:

Re attachment A: Did you approve Mr Amos's claims for his travel to Ulverstone on 14 and 15 September 2022?

I have no record in my PEMS of this transaction – and at this time all claims were approved through PEMS.

Re attachment B: Please indicate whether you sought advice regarding car hire use before approving it for Mr. Amos or others for whom you had approval authority from 15/07/2019?

I have no physical records to produce, I did speak with IPEA for advice regularly but I cannot recall the exact details of those conversations.

For the following FCM/CTM transactions, I was not employed in Senator Lambie's office nor was I an employer authorising any travel claims:

03/04/2022  
18/04/2022  
09/05/2022  
18/05/2022  
21/03/2022  
02/05/2022  
30/05/2022

The following FCM/CTM transactions do not appear in my PEMS since I became Mr Amos' employer. Therefore I would not have been the employer to authorise this travel:

09/08/2022  
18/08/2022  
29/08/2022  
19/09/2022  
03/10/2022  
10/10/2022  
19/12/2022  
09/01/2023

For the dates between 09/07/2019 – 28/02/2022 when I was Senator Lambie's Authorised Officer, I do not have access to these records.

Dates that I did approve travel for Mr. Amos are 11/11/2022 and 02/12/2022.

Kind regards - Tammy



Office of Senator Tammy Tyrrell  
Shop 2, 111-113 St John St,  
Launceston TAS 7249

Senate Suite 1.25  
P: 03 9070 1910  
[Senator.tyrrell@aph.gov.au](mailto:Senator.tyrrell@aph.gov.au)



[tammytyrrell.com](http://tammytyrrell.com)

To subscribe to updates on Tammy's work, [click here.](#)

---

**From:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

**Sent:** Tuesday, July 23, 2024 5:19 PM  
**To:** Tyrrell, Tammy (Senator) <[Tammy.Tyrrell@aph.gov.au](mailto:Tammy.Tyrrell@aph.gov.au)>  
**Cc:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
**Subject:** Audit of Cameron Amos' travel [SEC=OFFICIAL]

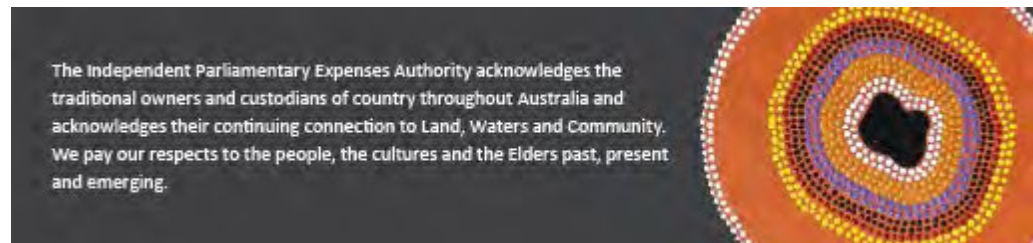
**OFFICIAL**

Dear Senator Tyrrell

Attached please find correspondence from the Independent Parliamentary Expenses Authority with regard to the audit of Mr Camero Amos' travel.

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

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



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**Expenses Authority**

ATTACHMENT C

**Information Sharing Consent Form**

I, Jammy Tyrrell of Shop 2, 111-113 St John St Launceston.

hereby give my permission for the Independent Parliamentary Expenses Authority (IPEA) to share personal information in the form of decisions that I have made about the travel of Mr Cameron Amos with Senator Jacqui Lambie in connection with the IPEA assurance activity and Audit on travel undertaken by Mr Cameron Amos.

**Statement of Consent:**

- I understand that personal information is held about my decisions in relation to Mr Cameron Amos' travel.
- I have had the opportunity to discuss the implications of sharing or not sharing information about my decisions.
- I agree that personal information about me may be shared and gathered from Senator Jacqui Lambie.

I agree to my information being shared and gathered for the purpose of IPEA's Audit and Assurance function. I agree that my consent is entirely voluntary and that I may withdraw my consent at any time.

Should you have any questions about this process, or wish to withdraw your consent please contact:

██████████ on ██████████ or email ██████████

Name Jammy Tyrrell

Signature [Handwritten Signature]

Date 12-8-2024

One Canberra Avenue, Forrest ACT 2608 • Telephone 02 6215 3000  
[www.ipea.gov.au](http://www.ipea.gov.au)

OFFICIAL

**From:** [Amos, Cameron \(Sen T. Tyrrell\)](#)  
**To:** [REDACTED]  
**Cc:** [Assurance](#)  
**Subject:** Re: Attn: Mr Cameron Amos - Correspondence from IPEA CEO - to be opened by addressee only [SEC=OFFICIAL:Sensitive]  
**Date:** Monday, 12 February 2024 2:39:44 PM  
**Attachments:** [image002.png](#)

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Thank you [REDACTED],

I'm sure I'll hear more about this process in due course but just so I know how to assist best, can you please advise regarding the following:

1. **what grounds have been offered to trigger this audit?** I assume that this is on behalf of Senator Lambie, who is disgruntled and hostile to me. She has previously indicated to me that she will seek an audit from IPEA, which I dismissed. She has historically refused to authorise travel claims by former employees with whom her relationship has deteriorated. I assume that IPEA has an internal threshold that must be met before an audit can commence. What has been provided?
2. **is it the case that any reason I offer for any travel must subsequently be corroborated by Senator Lambie?** Because it is not to be assumed that any justification I provide will be accepted by Senator Lambie. (Senator Lambie, I note, has previously rejected valid reasons for the use of Cabchsrge and requested IPEA to recover the cost from myself. I supplied documentation to IPEA nonetheless to substantiate the claim and it was resolved without any recovery). I offer this as an example of Senator Lambie seeking to weaponise the IPEA process against former employees with whom she is disgruntled.
3. **Can any travel expense be post-hoc un-approved?** I've been working here since 2015 and have not had any travel claims refused. Some of those are with Senator Lambie. I'm trying to determine how much of a financial hit I will experience; whether it's all expenses not already certified or if it's all expenses incurred, including those certified.

If it is at the discretion of Senator Lambie to determine whether or not that I am to have an expense recovered, irrespective of the validity of the expense, then it is a foregone conclusion that this audit will result in every possible expense claim being refused. As such, some earning over what claims are within scope would be helpful, so I can begin to put money aside for it.

Thank you,  
Cameron Amos

---

**From:** [REDACTED]  
**Sent:** Monday, February 12, 2024 1:36:31 PM  
**To:** Amos, Cameron (Sen T. Tyrrell)  
**Cc:** Assurance  
**Subject:** Attn: Mr Cameron Amos - Correspondence from IPEA CEO - to be opened by addressee only [SEC=OFFICIAL:Sensitive]

**OFFICIAL:Sensitive**

Dear Mr Amos

Please see attached correspondence from the IPEA CEO, Ms Annwyn Godwin.

Yours sincerely

[Redacted]

**Assurance and Audit**

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

[Redacted]

E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

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



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

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25 September 2024

Mr Cameron Amos



E: Cameron.Amos@aph.gov.au

Dear Mr Amos

**Audit of travel expenses and allowances**

I refer to the correspondence dated 12 February 2024 sent to you by Ms Annwyn Godwin, Chief Executive Officer of the Independent Parliamentary Expenses Authority (IPEA), advising that IPEA is undertaking an audit of your use of travel and travel-related expenses. I am writing to update you on the progress of the audit.

As then advised, the original scope of this audit focussed on your periods of employment with Senator Jacqui Lambie, between 30 May and 26 November 2017 and 1 July 2022 to 2 February 2023, and your period of your employment under a part-time shared staffing arrangement with Senator Tammy Tyrrell, between 26 August 2022 and 2 February 2023.

After a thorough review of your use of MOPS travel resources, IPEA has decided to extend the scope of this audit to the entire period 1 July 2019 to 2 February 2023 (period in scope).

Due to the complexity of the matter, and large quantum of data, IPEA is conducting the audit in stages, to assist all parties with managing our requests for information.

As a first step IPEA is focussing on:

1. your travel expenses during the period you were employed via a part-time shared staffing arrangement (shared employment) with both Senator Lambie and Senator Tyrrell (the Senators), between 26 August 2022 and 2 February 2023.
2. your short-term self-drive hire car (hire car) use between 9 July 2019 to 9 January 2023.

## **1. Shared employment arrangement**

During your period of shared employment with the Senators, IPEA has identified 13 trips for which we require further information. For this purpose, IPEA has requested the Senators to confirm:

- the travel was directed and approved by the employing Senator, or an authorised person in their office.
- the purpose of the travel; and
- the travel was consistent with the requirements of the legislative framework.

The Senators have responded to IPEA, and their responses are currently being assessed. Noting that the guidelines relating to shared employment travel are complex and nuanced, IPEA may need to seek further clarification from the Senators before requesting information from you about those trips. We anticipate that we will be in a position to correspond with you, if necessary, in November 2024 regarding these trips.

## **2. Hire Car Use**

IPEA's analysis of your hire car use between 9 July 2019 to 9 January 2023 has identified that you used hire cars on 59 occasions. IPEA has consulted with the Senators to ascertain whether all your hire car use was approved and is consistent with the legislative framework.

This includes complying with the conditions pertaining to parliamentarian's staff travel set out in:

- Determination 2018/30: Staff Travel and Relief Staff Arrangements (Determination), which was in force until 22 October 2019.
- Determination 2019/22: Staff Travel and Relief Staff Arrangements (Determination), which was in force until 28 June 2020.
- Determination 2020/15: Staff Travel and Relief Staff Arrangements (Determination), which was in force until 29 June 2023.

We have attached a copy of each of the Determinations to this correspondence at **Attachment A**.

The Determinations detail circumstances under which staff travel expenses may be used, including the requirements of travel. It is important to note that the Determination does not allow IPEA discretion in interpreting or administering the above provisions.

Key sections of the Determinations are outlined below:

Items 1,3 and 4 which provide that employees may travel as directed anywhere within Australia on official business by the most efficient direct route.

Items 16, 17, and 18 provide the requirements for the use of car transport, including staff short term self-drive hire cars. In summary, these items state that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty, subject to the exceptions. Where an exception applies, short-term self-drive hire car use may be used provided that:

- It is for no more than 10 days duration.
- The vehicle is not used for journeys within a city/town where the employer's electorate office or other office is located.
- They are only used on weekdays unless exceptional circumstances apply, and the Senator has approved the use.

The Senators' responses to IPEA have identified some hire car transactions that may not have been approved or may not have been in accordance with the legislative framework.

Summaries of the Senator's responses are below.

**Summary of responses from Senator Tyrrell**

Senator Tyrrell has advised IPEA that 4 of the 59 hire car transactions were completed while you were employed by the Senator, and that all these 4 hire car rentals were approved by the Senator as per Item 3 of the Determination: *all personal employees may travel as directed anywhere within Australia on official business.*

IPEA's analysis of the 4 approved hire cars indicates that 3 of the hire car transactions are in accordance with Item 3 of the Determination, with 1 hire car transaction that may not be in accordance with Item 1 of the Determination.

IPEA will seek further information from Senator Tyrrell on the remaining hire car transaction. If required after receiving Senator Tyrrell's reply, IPEA will contact you with any questions on that remaining hire car use.

**Summary of responses from Senator Lambie**

Senator Lambie has advised IPEA that 55 of the 59 hire car transactions were undertaken while you were employed by her.

IPEA has been advised by the Senator that 6 hire car transactions were approved, however, IPEA's records support a further 12 hire car transaction being certified by either the Senator or an Authorised Person taking the total approved hire cars to 18. IPEA's analysis of the approved hire cars supports 15 of the 18 hire car transactions are in accordance with Item 3 of the Determination.

IPEA has identified that 2 of 18 approved hire car transactions may not be in accordance with Item 1 of the Determination. We will be seeking further information from Senator

Lambie to approve these 2 transactions. If required, following Senator Lambie's reply, IPEA will contact you with any queries relating to those transactions.

In addition, 1 of the 18 approved hire car transactions was for a 12-day rental duration which is inconsistent with 17(d)(i) of the Determination, however, Senator Lambie has approved the hire car use via the completion of an IPEA Short-Term Self-Drive Hire Car Certification. IPEA believes that 2 of the 12 days hire car use is not in accordance with the Determination and have listed the hire car transaction accordingly.

Senator Lambie has also advised IPEA that 37 of the 55 hire car transactions were not approved either by herself or an Authorised Person, and that the Office's preferred mode of road transport is taxis. It therefore appears that these travel expenses were not directed by Senator Lambie, that is, that they did not meet the requirements of Item 3 of the Determination: *all personal employees may travel as directed anywhere within Australia on official business.*

The 38 unapproved hire car transactions are listed at **Attachment B**.

Further, IPEA's analysis of the 38 unapproved hire car transactions has identified that 24 transactions in **Attachment B – Ref: Columns A, B, C & D** may also not be in accordance with other aspects of the Determination as follows:

- 11 hire cars used on a weekend (appears to contravene Item 18 of the Determination). – see **Attachment B – Ref: A**
- 5 rental periods identified where both you and a colleague hired two separate cars for the same rental period for use in apparently similar locations (appears to contravene Item 1 of the Determination). – see **Attachment B – Ref: B**
- 15 hire cars rented where the distance travelled indicates that the hire cars may have been used within a city or town where the employer's electorate or other office is located (appears to contravene Item 17(d)(iii) of the Determination). - see **Attachment B - Ref: C**
- 2 hire periods were for greater than 10 days hire (appears to contravene Item 17(d)(i) of the Determination). – see **Attachment B- Ref: D**
- 5 instances of one-way fees and hire car upgrades incurring additional costs (appears to contravene Item 1 of the Determination). – see **Attachment B – Ref: D**
- 1 instance (on 21 February 2022) where the hire car appears to have been returned to Burnie on Saturday 26 February 2022, the day after you departed from Devonport Airport on Friday 25 February 2022. (appears to contravene Items 1,3,8 and 18 of the Determination) – see **Attachment B - Ref: D & Attachment C** (incl. hire car receipt, CTM Itinerary and flight information).

To assist with the audit, please examine each of the hire car transactions listed at **Attachments B and C** and if you believe the information provided to IPEA by Senator Lambie, or the identified possible breaches of the Determination are incorrect, and you have evidence to the contrary, we request that you provide this information to IPEA.

Specifically, in any response disagreeing with the assessments above, please provide supporting evidence that the hire car transactions were both approved by Senator Lambie or the Authorised Person in accordance with items 1 and 3 of the Determination, and that the use of the hire cars met the requirements under items 8, 16-18 of the Determination.

In addition, for the 5 rental periods identified where both you and a colleague hired separate cars for the same rental period, and for use in similar locations, please provide a response as to why your travel could not be co-ordinated with your colleague's, and why you required your own hire car for the duration of the hire? (see **Attachment B – Ref: B**)

We ask that you provide your response to the questions in this correspondence to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) by **Friday 25 October 2024** or advise us prior to the date if you require an extension.

Should you wish to discuss this matter, please contact [REDACTED] Director of Audit and Assurance, via email at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) or phone on [REDACTED]

Yours sincerely

[REDACTED]

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**Nicole Pearson**  
Branch Manager  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

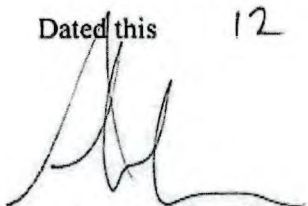
*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/25 made on 27 November 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this 12 day of December . 2018



**ALEX HAWKE**  
Special Minister of State

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget.
6. A Presiding Officer, including a Deputy Presiding Officer, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.

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

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<sup>2</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>5</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and
  - (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;

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<sup>5</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (ii) the vehicle is not used for journeys within Canberra;
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>6</sup>.
20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

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

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<sup>6</sup> For example, it is generally expected that long-stay parking will be used at an airport.

- (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>7</sup> of employees who are Employee Consultative Group<sup>8</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>9</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>10</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>7</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>8</sup> As described at clause 5 of the Enterprise Agreement.

<sup>9</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>10</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>11</sup> or more on personal leave<sup>12</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>13</sup>;

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<sup>11</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>12</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>13</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

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

**SCHEDULE C****Calculation of the Electorate Support Budget**

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
- the electorate staff travel component; and
  - 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:
- 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra;
  - taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
  - an amount for other travel as follows:

Senator/Member	Electorate Size	\$
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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

**Relief staff component**

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

**Terms and Definitions**

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

**Opposition Office Holder** means:

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

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

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

***Regulated ridesharing services*** means a ridesharing service, such as Uber X, operating under regulation in the State or Territory in which the travel occurs<sup>14</sup>.

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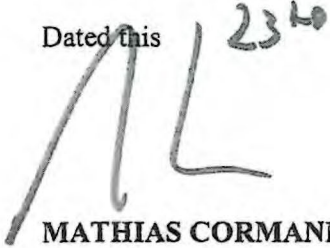
<sup>14</sup> At 1 December 2018, all States and Territories allow regulated ridesharing services to operate.

*Members of Parliament (Staff) Act 1984***TRAVEL AND REPLACEMENT STAFF ARRANGEMENTS  
DURING NEGOTIATIONS FOR A NEW  
COMMONWEALTH MEMBERS OF PARLIAMENT  
STAFF ENTERPRISE AGREEMENT**

I, MATHIAS HUBERT PAUL CORMANN, Minister for Finance, for and on behalf of the Prime Minister, determine under subsections 13(2) and 20(2) of the *Members of Parliament (Staff) Act 1984* (MOP(S) Act) that, with effect on and from the date of this determination:

1. The associated travel costs<sup>1</sup> of an employee:
  - (a) who is a bargaining representative to negotiate an enterprise agreement to replace the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019*; and
  - (b) whose travel is subject to the electorate support budget (ESB),  
are not debited from the ESB of the employing Senator or Member when the employee travels for the purpose of attending a negotiation meeting, provided that the travel to the meeting location is not also for other official business.
2. Where the travel is also for other official business, only the *additional* travel costs associated with the negotiation meeting are not debited from the employing Senator or Member's ESB.
3. A Senator or Member who has an employee that is a bargaining representative may employ replacement staff for up to 20 days at the bargaining representative's classification, or a lower classification. Replacement employment in accordance with this item is not debited from the ESB.
4. Where a bargaining representative resigns or their employment under the MOP(S) Act is terminated, the unused portion of the 20 days is forfeited.
5. The Minister for Finance may approve additional days of replacement employment.
6. This determination revokes at the commencement of the new enterprise agreement.

Dated this 23<sup>rd</sup> day of OCT-2019 2019



MATHIAS CORMANN

Minister for Finance

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<sup>1</sup> 'Associated travel costs' are costs under *Determination 2018/30: Staff travel and relief staff arrangements* (or its successor determinations), including domestic flights and taxis, and entitlements under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019*, including travelling allowance and motor vehicle allowance.

*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this 29<sup>th</sup> day of June 2020

  
MATHIAS CORMANN  
Minister for Finance

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

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

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

**Class of Travel**

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

**Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
  - (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
- 18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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

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

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

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

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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

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

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

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

**Relief staff component**

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

**Terms and Definitions**

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

**Opposition Office Holder** means:

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

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

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

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

Date of Hire	Employing Senator	FCM/CTM Ticket No	Total Number of Days Hire	Total KM's	Total Cost	Pick Up Location	Drop Off Location	(A) Weekend Hire Car Use Approval Required (Items 3 & 18)	(B) The Hire Car Was Picked Up At The Same Location, Date, and Within A Short-Time of a Colleague Also Hiring a Car For a Similar Period (Items 1 & 3)	(C) Possible Use In Electoral Office Proximity, including Travel To/From Accommodation & Electoral Office (Items 3 & 17(d)(ii))	(D) Other (One-Way Fees/Upgrade Fees/ Hire Period For Greater Than 10 Days Hire) (Items 1, 3, 8, 17(d)(i), 18)	Mr Cameron Amos Responses
6/08/2019	Jacqui Lambie	FCM80328225	3	110	\$ 143.57	Devonport	Devonport	No	No	No	N/a	
14/08/2019	Jacqui Lambie	FCM80557584	2	132	\$ 154.33	Devonport	Devonport	No	No	Yes	N/a	
27/08/2019	Jacqui Lambie	FCM80962514	4	127	\$ 246.49	Devonport	Devonport	No	No	Yes	N/a	
2/09/2019	Jacqui Lambie	FCM81128547	3	123	\$ 203.18	Devonport	Devonport	No	Yes	Yes	N/a	
3/10/2019	Jacqui Lambie	FCM82013459	1	111	\$ 74.24	Devonport	Devonport	No	No	No	N/a	
6/10/2019	Jacqui Lambie	FCM82085947	4	121	\$ 256.95	Devonport	Devonport	Yes	No	Yes	N/a	
28/10/2019	Jacqui Lambie	FCM82674302	4	149	\$ 241.14	Devonport	Devonport	No	No	Yes	N/a	
17/12/2019	Jacqui Lambie	FCM84031757	4	116	\$ 256.18	Devonport	Devonport	Yes	No	Yes	N/a	
26/01/2020	Jacqui Lambie	FCM84596362	3	147	\$ 206.88	Devonport	Devonport	Yes	No	Yes	N/a	
20/02/2020	Jacqui Lambie	FCM85514235	2	134	\$ 155.36	Devonport	Devonport	No	No	Yes	N/a	
16/03/2020	Jacqui Lambie	FCM85642028	5	120	\$ 322.26	Devonport	Devonport	No	No	Yes	N/a	
20/07/2020	Jacqui Lambie	FCM87214022	3	318	\$ 245.04	Hobart APO	Burnie DT	No	No	No	N/a	
2/11/2020	Jacqui Lambie	FCM88719850	4	454	\$ 501.62	Launceston	Launceston	No	No	No	N/a	
15/12/2020	Jacqui Lambie	FCM89755779	3	75	\$ 205.14	Devonport	Devonport	No	No	No	N/a	
18/01/2021	Jacqui Lambie	FCM90291627	5	205	\$ 365.08	Launceston	Devonport	No	No	No	N/a	
8/02/2021	Jacqui Lambie	FCM90830464	5	109	\$ 353.62	Devonport	Devonport	No	No	No	N/a	
3/05/2021	Jacqui Lambie	FCM93679728	5	497	\$ 576.81	Launceston	Launceston	No	No	No	N/a	
26/05/2021	Jacqui Lambie	FCM94564410	2	110	\$ 201.71	Devonport	Devonport	No	No	No	N/a	
8/06/2021	Jacqui Lambie	FCM95108371	3	109	\$ 222.73	Devonport	Devonport	No	No	No	N/a	
18/11/2021	Jacqui Lambie	FCM99723630	29	1115	\$ 1,881.15	Launceston	Devonport	Yes	No	Yes	19 day hire (Items 1 & 17(d)(i))	
24/01/2022	Jacqui Lambie	CTM66959858	2	51	\$ 185.94	Devonport	Burnie	No	No	Yes	N/a	
14/02/2022	Jacqui Lambie	CTM67305477	3	550	\$ 246.06	Devonport	Devonport	No	No	No	N/a	
21/02/2022	Jacqui Lambie	CTM67421399	5	205	\$ 356.57	Devonport	Wynyard	Yes	No	No	Hire car returned to Burnie 20/2/2022 (Items 1, 3 & 8, 20)	
21/03/2022	Jacqui Lambie	CTM67992058	5	166	\$ 376.63	Devonport	Devonport	Yes	Yes	No	N/a	
31/03/2022	Jacqui Lambie	CTM68237881	1	383	\$ 73.76	Burnie/Wynyard	Hobart	No	No	No	N/a	
3/04/2022	Jacqui Lambie	CTM72534276	12	1094	\$ 1,308.47	Devonport	Devonport	No	Yes	Yes	12 day hire (Items 1 & 17(d)(i))	
18/04/2022	Jacqui Lambie	CTM76580678	4	83	\$ 452.89	Devonport	Burnie/Wynyard	No	No	Yes	One way fee \$25 (Items 1 & 8)	
9/05/2022	Jacqui Lambie	CTM69063903	7	341	\$ 539.00	Burnie/Wynyard	Burnie/Wynyard	Yes	No	No	N/a	
18/05/2022	Jacqui Lambie	CTM69283746	5	247	\$ 1,171.80	Burnie/Wynyard	Devonport	Yes	No	No	One-way fee \$60 (Items 1 & 8)	
30/05/2022	Jacqui Lambie	CTM70092988	2	112	\$ 259.42	Devonport	Devonport	No	No	No	N/a	
18/08/2022	Jacqui Lambie	CTM71579366	2	79	\$ 203.54	Adelaide APO	Adelaide APO	Yes	No	No	N/a	
29/08/2022	Jacqui Lambie	CTM71905555	3	190	\$ 561.20	Devonport	Devonport	No	No	No	Upgrade fee \$200 (Items 1, 3 & 8)	
13/09/2022	Jacqui Lambie	CTM72286805	4	224	\$ 368.23	Devonport	Launceston	Yes	No	No	N/a	
19/09/2022	Jacqui Lambie	CTM72489248	3	194	\$ 416.72	Devonport	Devonport	No	Yes	No	N/a	
3/10/2022	Jacqui Lambie	CTM72829575	5	240	\$ 550.55	Devonport	Launceston	No	No	No	N/a	
10/10/2022	Jacqui Lambie	CTM73021906	5	237	\$ 827.38	Devonport	Launceston	Yes	No	No	One-way fee \$100 (Items 1 & 8)	
19/12/2022	Jacqui Lambie	CTM74816750	3	47	\$ 397.78	Launceston	Launceston	No	Yes	Yes	Upgrade fee \$50 (Items 1, 3 & 4)	
9/01/2023	Jacqui Lambie	CTM75074696	3	68	\$ 297.92	Launceston	Launceston	No	No	Yes	N/a	



Please quote rental agreement number on all correspondence and remittances

RENTAL AGREEMENT NUMBER  
**P166778382**

**TAX INVOICE**      26FEB22

ACCOUNT NUMBER  
**AV869839529987**

FOR PAYMENT INSTRUCTIONS SEE BELOW

CORP TRAVEL MANAGEMENT BNE  
P O BOX 12005 GEORGE ST  
BRISBANE QLD 4003

**Avis Australia**  
PO Box 246  
MASCOT 1460 NSW  
AUSTRALIA

Enquiries  
1800 141 000  
queries@avis.com.au

RENTED BY <b>AMOS, CAMERON</b>		RESERVATION NUMBER <b>24011182AU6</b>		DISTANCES			
RENTED FROM <b>DEVONPORT AIRPORT</b>	TIME OUT <b>09:45</b>	DATE <b>21FEB22</b>	VEHICLE DETAILS <b>GRY HYUN I30 5AUJ06EM</b>	GP <b>C</b>	OUT <b>32950</b>	IN <b>33155</b>	DRIVEN <b>205</b>
RETURNED TO <b>WYNYARD AIRPORT</b>	TIME IN <b>08:24</b>	DATE <b>26FEB22</b>					
Rental Details RFB				RATE	AMOUNT	TOTAL CHARGES	
5 Day(s)					239.50	239.50	T
Time & Distance						34.00	T
Refuelling Charge						32.50	T
VEHICLE REGISTRATION FEE						7.19	T
PREMIUM LOCATION SURCHARGE							
ADMIN FEE				3.50%		10.96	
GST Charge on Taxable				10.00%		32.42	
Total Charges						356.57	
AVIS AUSTRALIA PO BOX 246 MASCOT NSW 1460 AUSTRALIA W.T.H. PTY. LIMITED A.C.N. 000 165 855, A.B.N. 15 000 165 855 109916200073916				AMOUNT DUE		AUD	356.57

**HOW TO PAY THIS INVOICE**

**EFT** PLEASE PROCESS EFT PAYMENT TO  
BANK OF AMERICA BSB: 232-001 A/C: 18595032  
ACCOUNT NAME: WTH PTY LIMITED  
AND  
Email remittance to remit@avis.com.au  
supplying details of: EFT payment date, total amount paid,  
company name, account number, rental agreement no/s, amount/s

P166778382

Should you have a query, please contact customer service on: 1800 141 000



Sunday 20 February 2022 06:48 - Brisbane, QLD

**Itinerary for**  
 AMOS/CAMERON MR

**Booking Number:** B10658201  
**PNR Reference:** KKMJRZ  
**Consultant:** CTM After Hours  
**Booked By:** Cameron Amos  
**Departure Date:** 21 Feb 22  
**Debtor:** Independent Parliamentary Expenses Authority (IPEA)  
**Return Date:** 25 Feb 22

**COVID-19 Travel Restrictions & Requirements**

**Federal Government requires all passengers to wear masks on flights and in airports.**  
 You are responsible for ensuring you're aware of any government requirements that apply to your destination, including wearing face masks and coverings

- Please ensure you familiarise yourself with all pre-departure and travel regulations or restrictions for the destination of your travel.
- Some destinations may require you to complete exemption paperwork and/or health assessments prior to travel.
- Some states may require you to enter quarantine or can refuse unauthorised entry

 Further information to assist you can be found via <https://www.travelctm.com/covid-19/>
**CTM CONTACT INFORMATION**

Should you require assistance with booking changes or amendments, please contact CTM 24/7 on the following numbers:

**Within Australia - 1800 187 584**  
**Outside Australia - +61 2 8286 7499**  
**Email: [ipea@travelctm.com](mailto:ipea@travelctm.com)**

Date	Service	Details		
Monday 21 Feb 22	Flight	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF1531</b>
		<b>Departure Date:</b>	<b>Mon 21 Feb 22 at 06:05</b>	<b>CANBERRA, AUSTRALIA</b>
		<b>Arrival Date:</b>	<b>Mon 21 Feb 22 at 07:10</b>	<b>MELBOURNE, AUSTRALIA</b>
		<b>Aircraft:</b>	Boeing 717	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - NATIONAL JET SYSTEMS	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	CANBERRA, AUSTRALIA (TERMINAL - ) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 21-02-2022 06:05, Arrival Time 21-02-2022 07:10 - Travelling time: 1 hr 5 mins - Meal Service: Refreshment	
Monday 21 Feb 22	Flight	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF2051</b>
		<b>Departure Date:</b>	<b>Mon 21 Feb 22 at 08:35</b>	<b>MELBOURNE, AUSTRALIA</b>
		<b>Arrival Date:</b>	<b>Mon 21 Feb 22 at 09:55</b>	<b>DEVONPORT, AUSTRALIA</b>
		<b>Aircraft:</b>	De Havilland Canada DHC-8-300 Dash 8/8Q	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - EASTERN AUSTRALIA A/L	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) DEVONPORT, AUSTRALIA (TERMINAL - ), Dept Time 21-02-2022 08:35, Arrival Time 21-02-2022 09:55 - Travelling time: 1 hr 20 mins - Meal Service: Refreshment	

Page 1 of 4

 Corporate Travel Management  
 Level 13, 255 Elizabeth Street  
 Sydney NSW 2000  
 Afterhours 61 2 8286 7499  
 Australia

 Tel: 1800 187 584  
 Toll Free: 1800 187 584  
 Emergency: +61 2 8286 7499

 Email: [ipea@travelctm.com](mailto:ipea@travelctm.com)  
 Internet: [www.travelctm.com](http://www.travelctm.com)  
 ABN: 52 005 000 895  
 Lic: 2TA5518

Sunday 20 February 2022 06:48 - Brisbane, QLD

<b>Monday</b> 21 Feb 22	<b>Car</b>	<b>Car Company:</b>	<b>AVIS RENT A CAR</b>	
		<b>Pick-Up Date:</b>	<b>Mon 21 Feb 22 at 09:55</b>	DEVONPORT, AUSTRALIA
		<b>Drop-off date:</b>	<b>Fri 25 Feb 22 at 17:15</b>	DEVONPORT, AUSTRALIA
		<b>Car Type:</b>	Compact Car (1)	
		<b>Booking Reference:</b>	24011182AU6	
		<b>Pick-Up Address:</b>	TERMINAL BUILDING DEVONPORT 7310 TAS, Australia P-613 6427 9797 F-613 6427 0008	
		<b>Drop-off Address:</b>	TERMINAL BUILDING DEVONPORT 7310 TAS, Australia P-613 6427 9797 F-613 6427 0008	
		<b>Status:</b>	Confirmed	
		<b>Payment Method:</b>	Chargeback to CTM	
		<b>Local Rate:</b>	AUD47.90 Per Day	
		<b>Rate:</b>	AUD47.90 Per Day	
		<b>Duration:</b>	5 (Days)	
		<b>Inclusions:</b>	@AUD47.90 UNL DY XD42.68 UNL XH16.63 UNL	
<b>Friday</b> 25 Feb 22	<b>Flight</b>	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF2058</b>
		<b>Departure Date:</b>	<b>Fri 25 Feb 22 at 17:15</b>	DEVONPORT, AUSTRALIA
		<b>Arrival Date:</b>	<b>Fri 25 Feb 22 at 18:35</b>	MELBOURNE, AUSTRALIA
		<b>Aircraft:</b>	De Havilland Canada DHC-8-300 Dash 8/8Q	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - EASTERN AUSTRALIA A/L	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	DEVONPORT, AUSTRALIA (TERMINAL - ) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 25-02-2022 17:15, Arrival Time 25-02-2022 18:35 - Travelling time: 1 hr 20 mins - Meal Service: Refreshment	
<b>Friday</b> 25 Feb 22	<b>Flight</b>	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF1530</b>
		<b>Departure Date:</b>	<b>Fri 25 Feb 22 at 19:25</b>	MELBOURNE, AUSTRALIA
		<b>Arrival Date:</b>	<b>Fri 25 Feb 22 at 20:30</b>	CANBERRA, AUSTRALIA
		<b>Aircraft:</b>	Boeing 717	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - NATIONAL JET SYSTEMS	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) CANBERRA, AUSTRALIA (TERMINAL - ), Dept Time 25-02-2022 19:25, Arrival Time 25-02-2022 20:30 - Travelling time: 1 hr 5 mins - Meal Service: Refreshment	

**Frequent Flyer Numbers**

AMOS/CAMERON MR

FF QF 1931167603

FF Velocity Frequent Flyer 1123845602

**Ticket Numbers**

TKT QF 6963198161 - AMOS/CAMERON MR - ADULT - CBR-MEL-DPO

TKT QF 6963198162 - AMOS/CAMERON MR - ADULT - DPO-MEL-CBR

Sunday 20 February 2022 06:48 - Brisbane, QLD

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Car	AVIS RENT A CAR - 24011182AU6 DEVONPORT Date: 21 Feb 22/25 Feb 22	217.73	72.25	29.00	318.98
Ticket	QF - Y - Economy FLEX 6963198161 - 19 Feb 22 - ADULT 21 Feb 22 CANBERRA- MELBOURNE- DEVONPORT	624.81	64.55	68.94	758.30
Ticket	QF - Y - Economy FLEX 6963198162 - 19 Feb 22 - ADULT 25 Feb 22 DEVONPORT- MELBOURNE- CANBERRA	624.81	64.55	68.94	758.30
<b>Due</b>		<b>1467.35</b>	<b>201.35</b>	<b>166.88</b>	<b>1835.58</b>
<b>Total Booking Cost Inc Pay Direct</b>				<b>166.88</b>	<b>1835.58</b>

Final Ticket Date: 19 Feb 22

**CTM Global Privacy Policy**

For more information on the CTM Global Privacy Policy please refer to:  
<https://www.travelctm.com/global-privacy-policy/>

**Travel Advice including COVID-19 Guidance.**

For both domestic and international travel we recommend you familiarise yourself with airline and hotel requirements around passenger vaccination requirements, safety, face mask requirement and the need to produce evidence meeting airline/hotel and border control regulations in relation to a negative COVID-19 test both for transit and final destination passengers. This information is subject to change without notice so we recommend you update yourself in relation to the relevant airline/hotel/government policies for your entire journey at each of (i) the time of booking, (ii) as you approach your travel date, and (iii) immediately before travel.

For International Travel it is the passengers responsibility to contact the Department of Foreign Affairs and Trade ("DFAT") or visit their website at <https://www.smartraveller.gov.au> for general travel advice, as well as specific advice (including safety alert levels) relating to the destination you wish to visit or where you are returning to. You can also register your travel plans with DFAT, so that you may be more easily contacted in an emergency.

It is the passengers responsibility to familiarise yourself with the current status to Australia's immigration and border arrangements during the COVID-19 outbreak, available at <https://covid19.homeaffairs.gov.au>.

You acknowledge that you are choosing to travel at a time where you may be exposed to the Coronavirus. It is your own responsibility to acquaint yourself with all relevant travel information, including applicable health risks. You acknowledge that your decision to travel is made based on your own consideration of this information, and you acknowledge and agree that you are aware of, and assume responsibility for, the risks associated with traveling at this time. To the fullest extent permitted by law, we accept no liability in relation to these additional risks

**DOMESTIC BAGGAGE**

Baggage is included in most fare types, please refer to your itinerary for the included baggage allowance on each sector of your booking. Please note Platinum, Gold, Silver frequent flyer members may receive additional baggage concessions

**DOMESTIC CHECK IN (JQ/QF/VA)****JETSTAR**

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 30 minutes prior to scheduled departure time.

<http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in>

NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.

[www.jetstar.com/au/en/planning-and-booking/checking-in/domestic](http://www.jetstar.com/au/en/planning-and-booking/checking-in/domestic)

**QANTAS**

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.

<http://www.qantas.com/au/travel/airlines/checkin/global/en>

**VIRGIN AUSTRALIA**

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24 hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in.

<https://www.virginaustralia.com/au/en/travel-info/bookings/check-in/>

**E-TICKET****E ticket identification required by airlines:**

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.

<b>Friday</b> <b>25 Feb 22</b>	<b>Flight</b>	<b>Airline:</b> <b>Departure Date:</b> <b>Arrival Date:</b> <b>Aircraft:</b> <b>Class:</b> <b>Stops:</b> <b>Airline Reference:</b> <b>Code Share:</b> <b>Status:</b> <b>Baggage:</b> <b>Details:</b>	<b>QANTAS AIRWAYS</b> <b>Fri 25 Feb 22 at 17:15</b> <b>Fri 25 Feb 22 at 18:35</b> De Havilland Canada DHC-8-300 Dash 8/QQ Y - Economy FLEX Non-Stop 69A52K /QANTASLINK - EASTERN AUSTRALIA A/L Confirmed 3 pieces DEVONPORT, AUSTRALIA (TERMINAL - ) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1). Dept Time 25-02-2022 17:15, Arrival Time 25-02-2022 18:35 - Travelling time: 1 hr 20 mins - Meal Service: Refreshment	<b>Flight QF2058</b> DEVONPORT, AUSTRALIA MELBOURNE, AUSTRALIA
<b>Friday</b> <b>25 Feb 22</b>	<b>Flight</b>	<b>Airline:</b> <b>Departure Date:</b> <b>Arrival Date:</b> <b>Aircraft:</b> <b>Class:</b> <b>Stops:</b> <b>Airline Reference:</b> <b>Code Share:</b> <b>Status:</b> <b>Baggage:</b> <b>Details:</b>	<b>QANTAS AIRWAYS</b> <b>Fri 25 Feb 22 at 19:25</b> <b>Fri 25 Feb 22 at 20:30</b> Boeing 717 Y - Economy FLEX Non-Stop 69A52K /QANTASLINK - NATIONAL JET SYSTEMS Confirmed 3 pieces MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) CANBERRA, AUSTRALIA (TERMINAL - ). Dept Time 25-02-2022 19:25, Arrival Time 25-02-2022 20:30 - Travelling time: 1 hr 5 mins - Meal Service: Refreshment	<b>Flight QF1530</b> MELBOURNE, AUSTRALIA CANBERRA, AUSTRALIA

**B.0010658201 (CTM67420869)** Certi

<b>Passenger</b> AMOS/CAMERON MR	<b>TPN Entitlee</b>
<b>TPN</b> 4677730	<b>TPN Entitlee Office</b> LAMBIE, Jacqueline Louise
<b>Entitlee</b> AMOS, Cameron David Veness	<b>Homebase</b> NOT FOUND
<b>Position</b> Personal Staff of Backbencher	<b>Related To</b> LAMBIE, Jacqueline Louise
<b>Classification</b> Adviser	
<b>Entitlement</b> Travel - Fares - Personal employees (ETFA11)	
<b>GST Incl.</b> \$758.30 <b>GST Excl.</b> \$589.36 <b>GST</b> \$68.94 <b>Non-MPS</b> \$0.00 <b>Tax Value</b> \$133.49	

Leg	From	To	Departure	Arrival	Class	Flight	Itin	Flags	TC
1	Devonport	Melbourne	25/02/2022 17:15	25/02/2022 18:35	Y - Economy	QF2058	AIR	DIF	N/A
2	Melbourne	Canberra	25/02/2022 19:25	25/02/2022 20:30	Y - Economy	QF1530	AIR	DIF	N/A



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

4 December 2024

Mr Cameron Amos



Email: [Cameron.Amos@aph.gov.au](mailto:Cameron.Amos@aph.gov.au)

Dear Mr Amos

**Audit of travel expenses and allowances**

On 23 September 2024, IPEA wrote to you in relation to the audit of your travel expenses and allowances (**Attachment A**). Attached to this correspondence were all Determinations relating to Staff Travel and Relief Staff Arrangements in force at the time of your travel.

A response was requested from you by Friday 25 October 2024. There was a provision in the letter for you to request an extension if you required more time to prepare a written response. An extension was not requested, and your response became overdue.

On 8 November 2024, IPEA again wrote to you requesting a written response to the original request by Friday 22 November (**Attachment B**). IPEA has still not received a response or any communication from you. After checking your address and that you are still employed in Senator Tyrell's Office IPEA is now providing a third and final opportunity for you to respond to the original letter and its attachments contained at (**Attachment A**) of this correspondence.

Please provide a written response via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au), by close of business on **Wednesday 18 December 2024**. If a response is not received by this date IPEA will assume that you do not intend to respond and proceed with the next steps of the audit.

Please note that if you do not respond, IPEA will not for that reason alone take that you have admitted to committing any breaches of:

- Determination 2018/30: Staff Travel and Relief Staff Arrangements.
- Determination 2019/22: Staff Travel and Relief Staff Arrangements.
- Determination 2020/15: Staff Travel and Relief Staff Arrangements.

IPEA will however form a view based on the information and documents available from all parties in concluding this audit.

Should you wish to discuss this matter, please contact [REDACTED] Director of Audit and Assurance or [REDACTED]

Yours sincerely

[REDACTED]

---

**Nicole Pearson**  
Branch Manager, Transparency, Assurance & Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603



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

---

8 November 2024

Mr Cameron Amos



Email: [Cameron.Amos@aph.gov.au](mailto:Cameron.Amos@aph.gov.au).

Dear Mr Amos

**Audit of travel expenses and allowances**

On 24 September 2024 IPEA wrote to you in relation to the audit of your travel expenses and allowances.

A response was requested from you by Friday 25 October 2024. There was a provision in the letter for you to request an extension if you required more time to prepare a written response. An extension has not been requested and your response to this matter is now overdue.

Please provide a written response via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au), by close of business on **Friday 22 November 2024**. If a response is not received by this date, IPEA may consider other options for progressing this matter.

Should you wish to discuss this matter, please contact Ms Sian Thomas A/g Director of Audit of Assurance on 02 6215 2704.

Yours sincerely



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



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

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25 September 2024

Mr Cameron Amos



E: Cameron.Amos@aph.gov.au

Dear Mr Amos

**Audit of travel expenses and allowances**

I refer to the correspondence dated 12 February 2024 sent to you by Ms Annwyn Godwin, Chief Executive Officer of the Independent Parliamentary Expenses Authority (IPEA), advising that IPEA is undertaking an audit of your use of travel and travel-related expenses. I am writing to update you on the progress of the audit.

As then advised, the original scope of this audit focussed on your periods of employment with Senator Jacqui Lambie, between 30 May and 26 November 2017 and 1 July 2022 to 2 February 2023, and your period of your employment under a part-time shared staffing arrangement with Senator Tammy Tyrrell, between 26 August 2022 and 2 February 2023.

After a thorough review of your use of MOPS travel resources, IPEA has decided to extend the scope of this audit to the entire period 1 July 2019 to 2 February 2023 (period in scope).

Due to the complexity of the matter, and large quantum of data, IPEA is conducting the audit in stages, to assist all parties with managing our requests for information.

As a first step IPEA is focussing on:

1. your travel expenses during the period you were employed via a part-time shared staffing arrangement (shared employment) with both Senator Lambie and Senator Tyrrell (the Senators), between 26 August 2022 and 2 February 2023.
2. your short-term self-drive hire car (hire car) use between 9 July 2019 to 9 January 2023.

## **1. Shared employment arrangement**

During your period of shared employment with the Senators, IPEA has identified 13 trips for which we require further information. For this purpose, IPEA has requested the Senators to confirm:

- the travel was directed and approved by the employing Senator, or an authorised person in their office.
- the purpose of the travel; and
- the travel was consistent with the requirements of the legislative framework.

The Senators have responded to IPEA, and their responses are currently being assessed. Noting that the guidelines relating to shared employment travel are complex and nuanced, IPEA may need to seek further clarification from the Senators before requesting information from you about those trips. We anticipate that we will be in a position to correspond with you, if necessary, in November 2024 regarding these trips.

## **2. Hire Car Use**

IPEA's analysis of your hire car use between 9 July 2019 to 9 January 2023 has identified that you used hire cars on 59 occasions. IPEA has consulted with the Senators to ascertain whether all your hire car use was approved and is consistent with the legislative framework.

This includes complying with the conditions pertaining to parliamentarian's staff travel set out in:

- Determination 2018/30: Staff Travel and Relief Staff Arrangements (Determination), which was in force until 22 October 2019.
- Determination 2019/22: Staff Travel and Relief Staff Arrangements (Determination), which was in force until 28 June 2020.
- Determination 2020/15: Staff Travel and Relief Staff Arrangements (Determination), which was in force until 29 June 2023.

We have attached a copy of each of the Determinations to this correspondence at **Attachment A**.

The Determinations detail circumstances under which staff travel expenses may be used, including the requirements of travel. It is important to note that the Determination does not allow IPEA discretion in interpreting or administering the above provisions.

Key sections of the Determinations are outlined below:

Items 1,3 and 4 which provide that employees may travel as directed anywhere within Australia on official business by the most efficient direct route.

Items 16, 17, and 18 provide the requirements for the use of car transport, including staff short term self-drive hire cars. In summary, these items state that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty, subject to the exceptions. Where an exception applies, short-term self-drive hire car use may be used provided that:

- It is for no more than 10 days duration.
- The vehicle is not used for journeys within a city/town where the employer's electorate office or other office is located.
- They are only used on weekdays unless exceptional circumstances apply, and the Senator has approved the use.

The Senators' responses to IPEA have identified some hire car transactions that may not have been approved or may not have been in accordance with the legislative framework.

Summaries of the Senator's responses are below.

**Summary of responses from Senator Tyrrell**

Senator Tyrrell has advised IPEA that 4 of the 59 hire car transactions were completed while you were employed by the Senator, and that all these 4 hire car rentals were approved by the Senator as per Item 3 of the Determination: *all personal employees may travel as directed anywhere within Australia on official business.*

IPEA's analysis of the 4 approved hire cars indicates that 3 of the hire car transactions are in accordance with Item 3 of the Determination, with 1 hire car transaction that may not be in accordance with Item 1 of the Determination.

IPEA will seek further information from Senator Tyrrell on the remaining hire car transaction. If required after receiving Senator Tyrrell's reply, IPEA will contact you with any questions on that remaining hire car use.

**Summary of responses from Senator Lambie**

Senator Lambie has advised IPEA that 55 of the 59 hire car transactions were undertaken while you were employed by her.

IPEA has been advised by the Senator that 6 hire car transactions were approved, however, IPEA's records support a further 12 hire car transaction being certified by either the Senator or an Authorised Person taking the total approved hire cars to 18. IPEA's analysis of the approved hire cars supports 15 of the 18 hire car transactions are in accordance with Item 3 of the Determination.

IPEA has identified that 2 of 18 approved hire car transactions may not be in accordance with Item 1 of the Determination. We will be seeking further information from Senator

Lambie to approve these 2 transactions. If required, following Senator Lambie's reply, IPEA will contact you with any queries relating to those transactions.

In addition, 1 of the 18 approved hire car transactions was for a 12-day rental duration which is inconsistent with 17(d)(i) of the Determination, however, Senator Lambie has approved the hire car use via the completion of an IPEA Short-Term Self-Drive Hire Car Certification. IPEA believes that 2 of the 12 days hire car use is not in accordance with the Determination and have listed the hire car transaction accordingly.

Senator Lambie has also advised IPEA that 37 of the 55 hire car transactions were not approved either by herself or an Authorised Person, and that the Office's preferred mode of road transport is taxis. It therefore appears that these travel expenses were not directed by Senator Lambie, that is, that they did not meet the requirements of Item 3 of the Determination: *all personal employees may travel as directed anywhere within Australia on official business.*

The 38 unapproved hire car transactions are listed at **Attachment B**.

Further, IPEA's analysis of the 38 unapproved hire car transactions has identified that 24 transactions in **Attachment B – Ref: Columns A, B, C & D** may also not be in accordance with other aspects of the Determination as follows:

- 11 hire cars used on a weekend (appears to contravene Item 18 of the Determination). – see **Attachment B – Ref: A**
- 5 rental periods identified where both you and a colleague hired two separate cars for the same rental period for use in apparently similar locations (appears to contravene Item 1 of the Determination). – see **Attachment B – Ref: B**
- 15 hire cars rented where the distance travelled indicates that the hire cars may have been used within a city or town where the employer's electorate or other office is located (appears to contravene Item 17(d)(iii) of the Determination). - see **Attachment B - Ref: C**
- 2 hire periods were for greater than 10 days hire (appears to contravene Item 17(d)(i) of the Determination). – see **Attachment B- Ref: D**
- 5 instances of one-way fees and hire car upgrades incurring additional costs (appears to contravene Item 1 of the Determination). – see **Attachment B – Ref: D**
- 1 instance (on 21 February 2022) where the hire car appears to have been returned to Burnie on Saturday 26 February 2022, the day after you departed from Devonport Airport on Friday 25 February 2022. (appears to contravene Items 1,3,8 and 18 of the Determination) – see **Attachment B - Ref: D & Attachment C** (incl. hire car receipt, CTM Itinerary and flight information).

To assist with the audit, please examine each of the hire car transactions listed at **Attachments B and C** and if you believe the information provided to IPEA by Senator Lambie, or the identified possible breaches of the Determination are incorrect, and you have evidence to the contrary, we request that you provide this information to IPEA.

Specifically, in any response disagreeing with the assessments above, please provide supporting evidence that the hire car transactions were both approved by Senator Lambie or the Authorised Person in accordance with items 1 and 3 of the Determination, and that the use of the hire cars met the requirements under items 8, 16-18 of the Determination.

In addition, for the 5 rental periods identified where both you and a colleague hired separate cars for the same rental period, and for use in similar locations, please provide a response as to why your travel could not be co-ordinated with your colleague's, and why you required your own hire car for the duration of the hire? (see **Attachment B – Ref: B**)

We ask that you provide your response to the questions in this correspondence to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) by **Friday 25 October 2024** or advise us prior to the date if you require an extension.

Should you wish to discuss this matter, please contact [REDACTED] Director of Audit and Assurance, via email at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) or phone on [REDACTED]

Yours sincerely

[REDACTED]

---

**Nicole Pearson**  
Branch Manager  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

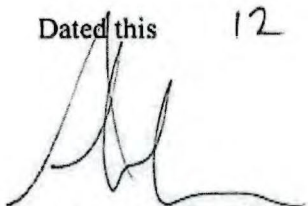
*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/25 made on 27 November 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this 12 day of December . 2018



**ALEX HAWKE**  
Special Minister of State

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget.
6. A Presiding Officer, including a Deputy Presiding Officer, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.

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

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<sup>2</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>5</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and
  - (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;

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<sup>5</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (ii) the vehicle is not used for journeys within Canberra;
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>6</sup>.
20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

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

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<sup>6</sup> For example, it is generally expected that long-stay parking will be used at an airport.

- (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>7</sup> of employees who are Employee Consultative Group<sup>8</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>9</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>10</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>7</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>8</sup> As described at clause 5 of the Enterprise Agreement.

<sup>9</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>10</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>11</sup> or more on personal leave<sup>12</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>13</sup>;

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<sup>11</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>12</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>13</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

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

**SCHEDULE C****Calculation of the Electorate Support Budget**

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
- the electorate staff travel component; and
  - 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:
- 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra;
  - taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
  - an amount for other travel as follows:

Senator/Member	Electorate Size	\$
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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

**Relief staff component**

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

**Terms and Definitions**

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

**Opposition Office Holder** means:

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

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

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

***Regulated ridesharing services*** means a ridesharing service, such as Uber X, operating under regulation in the State or Territory in which the travel occurs<sup>14</sup>.

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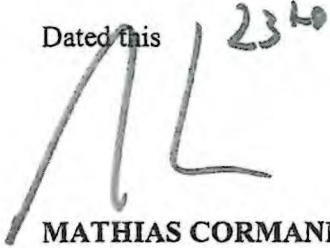
<sup>14</sup> At 1 December 2018, all States and Territories allow regulated ridesharing services to operate.

*Members of Parliament (Staff) Act 1984***TRAVEL AND REPLACEMENT STAFF ARRANGEMENTS  
DURING NEGOTIATIONS FOR A NEW  
COMMONWEALTH MEMBERS OF PARLIAMENT  
STAFF ENTERPRISE AGREEMENT**

I, MATHIAS HUBERT PAUL CORMANN, Minister for Finance, for and on behalf of the Prime Minister, determine under subsections 13(2) and 20(2) of the *Members of Parliament (Staff) Act 1984* (MOP(S) Act) that, with effect on and from the date of this determination:

1. The associated travel costs<sup>1</sup> of an employee:
  - (a) who is a bargaining representative to negotiate an enterprise agreement to replace the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019*; and
  - (b) whose travel is subject to the electorate support budget (ESB),  
are not debited from the ESB of the employing Senator or Member when the employee travels for the purpose of attending a negotiation meeting, provided that the travel to the meeting location is not also for other official business.
2. Where the travel is also for other official business, only the *additional* travel costs associated with the negotiation meeting are not debited from the employing Senator or Member's ESB.
3. A Senator or Member who has an employee that is a bargaining representative may employ replacement staff for up to 20 days at the bargaining representative's classification, or a lower classification. Replacement employment in accordance with this item is not debited from the ESB.
4. Where a bargaining representative resigns or their employment under the MOP(S) Act is terminated, the unused portion of the 20 days is forfeited.
5. The Minister for Finance may approve additional days of replacement employment.
6. This determination revokes at the commencement of the new enterprise agreement.

Dated this 23<sup>rd</sup> day of Oct-2019 2019

  
MATHIAS CORMANN  
Minister for Finance

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<sup>1</sup> 'Associated travel costs' are costs under *Determination 2018/30: Staff travel and relief staff arrangements* (or its successor determinations), including domestic flights and taxis, and entitlements under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019*, including travelling allowance and motor vehicle allowance.

*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this 29<sup>th</sup> day of June 2020

  
MATHIAS CORMANN  
Minister for Finance

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

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

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

**Class of Travel**

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

**Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
  - (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
- 18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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

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

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

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

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
  - (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
  - (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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

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

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

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

**Relief staff component**

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

**Terms and Definitions**

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

**Opposition Office Holder** means:

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

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

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

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

Date of Hire	Employing Senator	FCM/CTM Ticket No	Total Number of Days Hire	Total KM's	Total Cost	Pick Up Location	Drop Off Location	(A) Weekend Hire Car Use Approval Required (Items 3 & 18)	(B) The Hire Car Was Picked Up At The Same Location, Date, and Within A Short-Time of a Colleague Also Hiring a Car For a Similar Period (Items 1 & 3)	(C) Possible Use In Electoral Office Proximity, including Travel To/From Accommodation & Electoral Office (Items 3 & 17(d)(ii))	(D) Other (One-Way Fees/Upgrade Fees/ Hire Period For Greater Than 10 Days Hire) (Items 1, 3, 8, 17(d)(i), 18)	Mr Cameron Amos Responses
6/08/2019	Jacqui Lambie	FCM80328225	3	110	\$ 143.57	Devonport	Devonport	No	No	No	N/a	
14/08/2019	Jacqui Lambie	FCM80557584	2	132	\$ 154.33	Devonport	Devonport	No	No	Yes	N/a	
27/08/2019	Jacqui Lambie	FCM80962514	4	127	\$ 246.49	Devonport	Devonport	No	No	Yes	N/a	
2/09/2019	Jacqui Lambie	FCM81128547	3	123	\$ 203.18	Devonport	Devonport	No	Yes	Yes	N/a	
3/10/2019	Jacqui Lambie	FCM82013459	1	111	\$ 74.24	Devonport	Devonport	No	No	No	N/a	
6/10/2019	Jacqui Lambie	FCM82085947	4	121	\$ 256.95	Devonport	Devonport	Yes	No	Yes	N/a	
28/10/2019	Jacqui Lambie	FCM82674302	4	149	\$ 241.14	Devonport	Devonport	No	No	Yes	N/a	
17/12/2019	Jacqui Lambie	FCM84031757	4	116	\$ 256.18	Devonport	Devonport	Yes	No	Yes	N/a	
26/01/2020	Jacqui Lambie	FCM84596362	3	147	\$ 206.88	Devonport	Devonport	Yes	No	Yes	N/a	
20/02/2020	Jacqui Lambie	FCM85514235	2	134	\$ 155.36	Devonport	Devonport	No	No	Yes	N/a	
16/03/2020	Jacqui Lambie	FCM85642028	5	120	\$ 322.26	Devonport	Devonport	No	No	Yes	N/a	
20/07/2020	Jacqui Lambie	FCM87214022	3	318	\$ 245.04	Hobart APO	Burnie DT	No	No	No	N/a	
2/11/2020	Jacqui Lambie	FCM88719850	4	454	\$ 501.62	Launceston	Launceston	No	No	No	N/a	
15/12/2020	Jacqui Lambie	FCM89755779	3	75	\$ 205.14	Devonport	Devonport	No	No	No	N/a	
18/01/2021	Jacqui Lambie	FCM90291627	5	205	\$ 365.08	Launceston	Devonport	No	No	No	N/a	
8/02/2021	Jacqui Lambie	FCM90830464	5	109	\$ 353.62	Devonport	Devonport	No	No	No	N/a	
3/05/2021	Jacqui Lambie	FCM93679728	5	497	\$ 576.81	Launceston	Launceston	No	No	No	N/a	
26/05/2021	Jacqui Lambie	FCM94564410	2	110	\$ 201.71	Devonport	Devonport	No	No	No	N/a	
8/06/2021	Jacqui Lambie	FCM95108371	3	109	\$ 222.73	Devonport	Devonport	No	No	No	N/a	
18/11/2021	Jacqui Lambie	FCM99723630	29	1115	\$ 1,881.15	Launceston	Devonport	Yes	No	Yes	19 day hire (Items 1 & 17(d)(i))	
24/01/2022	Jacqui Lambie	CTM66959858	2	51	\$ 185.94	Devonport	Burnie	No	No	Yes	N/a	
14/02/2022	Jacqui Lambie	CTM67305477	3	550	\$ 246.06	Devonport	Devonport	No	No	No	N/a	
21/02/2022	Jacqui Lambie	CTM67421399	5	205	\$ 356.57	Devonport	Wynyard	Yes	No	Yes	Hire car returned to Burnie 20/2/2022 (Items 1, 3 & 8, 20)	
21/03/2022	Jacqui Lambie	CTM67992058	5	166	\$ 376.63	Devonport	Devonport	Yes	Yes	No	N/a	
31/03/2022	Jacqui Lambie	CTM68237881	1	383	\$ 73.76	Burnie/Wynyard	Hobart	No	No	No	N/a	
3/04/2022	Jacqui Lambie	CTM72534276	12	1094	\$ 1,308.47	Devonport	Devonport	No	Yes	Yes	12 day hire (Items 1 & 17(d)(i))	
18/04/2022	Jacqui Lambie	CTM76580678	4	83	\$ 452.89	Devonport	Burnie/Wynyard	No	No	Yes	One way fee \$25 (Items 1 & 8)	
9/05/2022	Jacqui Lambie	CTM69063903	7	341	\$ 539.00	Burnie/Wynyard	Burnie/Wynyard	Yes	No	No	N/a	
18/05/2022	Jacqui Lambie	CTM69283746	5	247	\$ 1,171.80	Burnie/Wynyard	Devonport	Yes	No	No	One-way fee \$60 (Items 1 & 8)	
30/05/2022	Jacqui Lambie	CTM70092988	2	112	\$ 259.42	Devonport	Devonport	No	No	No	N/a	
18/08/2022	Jacqui Lambie	CTM71579366	2	79	\$ 203.54	Adelaide APO	Adelaide APO	Yes	No	No	N/a	
29/08/2022	Jacqui Lambie	CTM71905555	3	190	\$ 561.20	Devonport	Devonport	No	No	No	Upgrade fee \$200 (Items 1, 3 & 8)	
13/09/2022	Jacqui Lambie	CTM72286805	4	224	\$ 368.23	Devonport	Launceston	Yes	No	No	N/a	
19/09/2022	Jacqui Lambie	CTM72489248	3	194	\$ 416.72	Devonport	Devonport	No	Yes	No	N/a	
3/10/2022	Jacqui Lambie	CTM72829575	5	240	\$ 550.55	Devonport	Launceston	No	No	No	N/a	
10/10/2022	Jacqui Lambie	CTM73021906	5	237	\$ 827.38	Devonport	Launceston	Yes	No	No	One-way fee \$100 (Items 1 & 8)	
19/12/2022	Jacqui Lambie	CTM74816750	3	47	\$ 397.78	Launceston	Launceston	No	Yes	Yes	Upgrade fee \$50 (Items 1, 3 & 4)	
9/01/2023	Jacqui Lambie	CTM75074696	3	68	\$ 297.92	Launceston	Launceston	No	No	Yes	N/a	



Please quote rental agreement number on all correspondence and remittances

RENTAL AGREEMENT NUMBER  
**P166778382**

**TAX INVOICE**      26FEB22

ACCOUNT NUMBER  
**AV869839529987**

FOR PAYMENT INSTRUCTIONS SEE BELOW

CORP TRAVEL MANAGEMENT BNE  
P O BOX 12005 GEORGE ST  
BRISBANE QLD 4003

**Avis Australia**  
PO Box 246  
MASCOT 1460 NSW  
AUSTRALIA

Enquiries  
1800 141 000  
queries@avis.com.au

RENTED BY <b>AMOS, CAMERON</b>		RESERVATION NUMBER <b>24011182AU6</b>		DISTANCES			
RENTED FROM <b>DEVONPORT AIRPORT</b>	TIME OUT <b>09:45</b>	DATE <b>21FEB22</b>	VEHICLE DETAILS <b>GRY HYUN I30 5AUJ06EM</b>	GP <b>C</b>	OUT <b>32950</b>	IN <b>33155</b>	DRIVEN <b>205</b>
RETURNED TO <b>WYNYARD AIRPORT</b>	TIME IN <b>08:24</b>	DATE <b>26FEB22</b>					
Rental Details RFB			RATE	AMOUNT	TOTAL CHARGES		
5 Day(s)				239.50	239.50		T
Time & Distance					34.00		T
Refuelling Charge					32.50		T
VEHICLE REGISTRATION FEE					7.19		T
PREMIUM LOCATION SURCHARGE							
ADMIN FEE			3.50%		10.96		
GST Charge on Taxable			10.00%		32.42		
Total Charges					----- 356.57		
AVIS AUSTRALIA PO BOX 246 MASCOT NSW 1460 AUSTRALIA W.T.H. PTY. LIMITED A.C.N. 000 165 855, A.B.N. 15 000 165 855 109916200073916				AMOUNT DUE      AUD      356.57			

**HOW TO PAY THIS INVOICE**

**EFT**      PLEASE PROCESS EFT PAYMENT TO  
BANK OF AMERICA BSB: 232-001 A/C: 18595032  
ACCOUNT NAME: WTH PTY LIMITED

AND  
Email remittance to remit@avis.com.au  
supplying details of: EFT payment date, total amount paid,  
company name, account number, rental agreement no/s, amount/s

P166778382

Should you have a query, please contact customer service on: 1800 141 000



Sunday 20 February 2022 06:48 - Brisbane, QLD

**Itinerary for**  
 AMOS/CAMERON MR

**Booking Number:** B10658201  
**PNR Reference:** KKMJRZ  
**Consultant:** CTM After Hours  
**Booked By:** Cameron Amos  
**Departure Date:** 21 Feb 22  
**Debtor:** Independent Parliamentary Expenses Authority (IPEA)  
**Return Date:** 25 Feb 22

**COVID-19 Travel Restrictions & Requirements**

**Federal Government requires all passengers to wear masks on flights and in airports.**  
 You are responsible for ensuring you're aware of any government requirements that apply to your destination, including wearing face masks and coverings

- Please ensure you familiarise yourself with all pre-departure and travel regulations or restrictions for the destination of your travel.
- Some destinations may require you to complete exemption paperwork and/or health assessments prior to travel.
- Some states may require you to enter quarantine or can refuse unauthorised entry

 Further information to assist you can be found via <https://www.travelctm.com/covid-19/>
**CTM CONTACT INFORMATION**

Should you require assistance with booking changes or amendments, please contact CTM 24/7 on the following numbers:

**Within Australia - 1800 187 584**  
**Outside Australia - +61 2 8286 7499**  
**Email: [ipea@travelctm.com](mailto:ipea@travelctm.com)**

Date	Service	Details		
Monday 21 Feb 22	Flight	<b>Airline:</b> QANTAS AIRWAYS <b>Departure Date:</b> Mon 21 Feb 22 at 06:05 <b>Arrival Date:</b> Mon 21 Feb 22 at 07:10 <b>Aircraft:</b> Boeing 717 <b>Class:</b> Y - Economy FLEX <b>Stops:</b> Non-Stop <b>Airline Reference:</b> 69A52K <b>Code Share:</b> /QANTASLINK - NATIONAL JET SYSTEMS <b>Status:</b> Confirmed <b>Baggage:</b> 3 pieces	<b>Flight QF1531</b> CANBERRA, AUSTRALIA MELBOURNE, AUSTRALIA	<b>Details:</b> CANBERRA, AUSTRALIA (TERMINAL - ) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 21-02-2022 06:05, Arrival Time 21-02-2022 07:10 - Travelling time: 1 hr 5 mins - Meal Service: Refreshment
Monday 21 Feb 22	Flight	<b>Airline:</b> QANTAS AIRWAYS <b>Departure Date:</b> Mon 21 Feb 22 at 08:35 <b>Arrival Date:</b> Mon 21 Feb 22 at 09:55 <b>Aircraft:</b> De Havilland Canada DHC-8-300 Dash 8/8Q <b>Class:</b> Y - Economy FLEX <b>Stops:</b> Non-Stop <b>Airline Reference:</b> 69A52K <b>Code Share:</b> /QANTASLINK - EASTERN AUSTRALIA A/L <b>Status:</b> Confirmed <b>Baggage:</b> 3 pieces	<b>Flight QF2051</b> MELBOURNE, AUSTRALIA DEVONPORT, AUSTRALIA	<b>Details:</b> MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) DEVONPORT, AUSTRALIA (TERMINAL - ), Dept Time 21-02-2022 08:35, Arrival Time 21-02-2022 09:55 - Travelling time: 1 hr 20 mins - Meal Service: Refreshment

Sunday 20 February 2022 06:48 - Brisbane, QLD

<b>Monday</b> 21 Feb 22	<b>Car</b>	<b>Car Company:</b>	<b>AVIS RENT A CAR</b>	
		<b>Pick-Up Date:</b>	<b>Mon 21 Feb 22 at 09:55</b>	DEVONPORT, AUSTRALIA
		<b>Drop-off date:</b>	<b>Fri 25 Feb 22 at 17:15</b>	DEVONPORT, AUSTRALIA
		<b>Car Type:</b>	Compact Car (1)	
		<b>Booking Reference:</b>	24011182AU6	
		<b>Pick-Up Address:</b>	TERMINAL BUILDING DEVONPORT 7310 TAS, Australia P-613 6427 9797 F-613 6427 0008	
		<b>Drop-off Address:</b>	TERMINAL BUILDING DEVONPORT 7310 TAS, Australia P-613 6427 9797 F-613 6427 0008	
		<b>Status:</b>	Confirmed	
		<b>Payment Method:</b>	Chargeback to CTM	
		<b>Local Rate:</b>	AUD47.90 Per Day	
		<b>Rate:</b>	AUD47.90 Per Day	
		<b>Duration:</b>	5 (Days)	
		<b>Inclusions:</b>	@AUD47.90 UNL DY XD42.68 UNL XH16.63 UNL	
<b>Friday</b> 25 Feb 22	<b>Flight</b>	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF2058</b>
		<b>Departure Date:</b>	<b>Fri 25 Feb 22 at 17:15</b>	DEVONPORT, AUSTRALIA
		<b>Arrival Date:</b>	<b>Fri 25 Feb 22 at 18:35</b>	MELBOURNE, AUSTRALIA
		<b>Aircraft:</b>	De Havilland Canada DHC-8-300 Dash 8/8Q	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - EASTERN AUSTRALIA A/L	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	DEVONPORT, AUSTRALIA (TERMINAL - ) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 25-02-2022 17:15, Arrival Time 25-02-2022 18:35 - Travelling time: 1 hr 20 mins - Meal Service: Refreshment	
<b>Friday</b> 25 Feb 22	<b>Flight</b>	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF1530</b>
		<b>Departure Date:</b>	<b>Fri 25 Feb 22 at 19:25</b>	MELBOURNE, AUSTRALIA
		<b>Arrival Date:</b>	<b>Fri 25 Feb 22 at 20:30</b>	CANBERRA, AUSTRALIA
		<b>Aircraft:</b>	Boeing 717	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - NATIONAL JET SYSTEMS	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) CANBERRA, AUSTRALIA (TERMINAL - ), Dept Time 25-02-2022 19:25, Arrival Time 25-02-2022 20:30 - Travelling time: 1 hr 5 mins - Meal Service: Refreshment	

**Frequent Flyer Numbers**

AMOS/CAMERON MR

FF QF 1931167603

FF Velocity Frequent Flyer 1123845602

**Ticket Numbers**

TKT QF 6963198161 - AMOS/CAMERON MR - ADULT - CBR-MEL-DPO

TKT QF 6963198162 - AMOS/CAMERON MR - ADULT - DPO-MEL-CBR

Sunday 20 February 2022 06:48 - Brisbane, QLD

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Car	AVIS RENT A CAR - 24011182AU6 DEVONPORT Date: 21 Feb 22/25 Feb 22	217.73	72.25	29.00	318.98
Ticket	QF - Y - Economy FLEX 6963198161 - 19 Feb 22 - ADULT 21 Feb 22 CANBERRA- MELBOURNE- DEVONPORT	624.81	64.55	68.94	758.30
Ticket	QF - Y - Economy FLEX 6963198162 - 19 Feb 22 - ADULT 25 Feb 22 DEVONPORT- MELBOURNE- CANBERRA	624.81	64.55	68.94	758.30
<b>Due</b>		<b>1467.35</b>	<b>201.35</b>	<b>166.88</b>	<b>1835.58</b>
<b>Total Booking Cost Inc Pay Direct</b>				<b>166.88</b>	<b>1835.58</b>

Final Ticket Date: 19 Feb 22

**CTM Global Privacy Policy**

For more information on the CTM Global Privacy Policy please refer to:  
<https://www.travelctm.com/global-privacy-policy/>

**Travel Advice including COVID-19 Guidance.**

For both domestic and international travel we recommend you familiarise yourself with airline and hotel requirements around passenger vaccination requirements, safety, face mask requirement and the need to produce evidence meeting airline/hotel and border control regulations in relation to a negative COVID-19 test both for transit and final destination passengers. This information is subject to change without notice so we recommend you update yourself in relation to the relevant airline/hotel/government policies for your entire journey at each of (i) the time of booking, (ii) as you approach your travel date, and (iii) immediately before travel.

For International Travel it is the passengers responsibility to contact the Department of Foreign Affairs and Trade ("DFAT") or visit their website at <https://www.smartraveller.gov.au> for general travel advice, as well as specific advice (including safety alert levels) relating to the destination you wish to visit or where you are returning to. You can also register your travel plans with DFAT, so that you may be more easily contacted in an emergency.

It is the passengers responsibility to familiarise yourself with the current status to Australia's immigration and border arrangements during the COVID-19 outbreak, available at <https://covid19.homeaffairs.gov.au>.

You acknowledge that you are choosing to travel at a time where you may be exposed to the Coronavirus. It is your own responsibility to acquaint yourself with all relevant travel information, including applicable health risks. You acknowledge that your decision to travel is made based on your own consideration of this information, and you acknowledge and agree that you are aware of, and assume responsibility for, the risks associated with traveling at this time. To the fullest extent permitted by law, we accept no liability in relation to these additional risks

**DOMESTIC BAGGAGE**

Baggage is included in most fare types, please refer to your itinerary for the included baggage allowance on each sector of your booking. Please note Platinum, Gold, Silver frequent flyer members may receive additional baggage concessions

**DOMESTIC CHECK IN (JQ/QF/VA)****JETSTAR**

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 30 minutes prior to scheduled departure time.

<http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in>

NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.

[www.jetstar.com/au/en/planning-and-booking/checking-in/domestic](http://www.jetstar.com/au/en/planning-and-booking/checking-in/domestic)

**QANTAS**

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.

<http://www.qantas.com/au/travel/airlines/checkin/global/en>

**VIRGIN AUSTRALIA**

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24 hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in.

<https://www.virginaustralia.com/au/en/travel-info/bookings/check-in/>

**E-TICKET****E ticket identification required by airlines:**

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.

<b>Friday</b> <b>25 Feb 22</b>	<b>Flight</b>	<b>Airline:</b> <b>Departure Date:</b> <b>Arrival Date:</b> <b>Aircraft:</b> <b>Class:</b> <b>Stops:</b> <b>Airline Reference:</b> <b>Code Share:</b> <b>Status:</b> <b>Baggage:</b> <b>Details:</b>	<b>QANTAS AIRWAYS</b> <b>Fri 25 Feb 22 at 17:15</b> <b>Fri 25 Feb 22 at 18:35</b> De Havilland Canada DHC-8-300 Dash 8/QQ Y - Economy FLEX Non-Stop 69A52K /QANTASLINK - EASTERN AUSTRALIA A/L Confirmed 3 pieces DEVONPORT, AUSTRALIA (TERMINAL - ) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1). Dept Time 25-02-2022 17:15, Arrival Time 25-02-2022 18:35 - Travelling time: 1 hr 20 mins - Meal Service: Refreshment	<b>Flight QF2058</b> DEVONPORT, AUSTRALIA MELBOURNE, AUSTRALIA
<b>Friday</b> <b>25 Feb 22</b>	<b>Flight</b>	<b>Airline:</b> <b>Departure Date:</b> <b>Arrival Date:</b> <b>Aircraft:</b> <b>Class:</b> <b>Stops:</b> <b>Airline Reference:</b> <b>Code Share:</b> <b>Status:</b> <b>Baggage:</b> <b>Details:</b>	<b>QANTAS AIRWAYS</b> <b>Fri 25 Feb 22 at 19:25</b> <b>Fri 25 Feb 22 at 20:30</b> Boeing 717 Y - Economy FLEX Non-Stop 69A52K /QANTASLINK - NATIONAL JET SYSTEMS Confirmed 3 pieces MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) CANBERRA, AUSTRALIA (TERMINAL - ). Dept Time 25-02-2022 19:25, Arrival Time 25-02-2022 20:30 - Travelling time: 1 hr 5 mins - Meal Service: Refreshment	<b>Flight QF1530</b> MELBOURNE, AUSTRALIA CANBERRA, AUSTRALIA

**B.0010658201 (CTM67420869)** Certi

<b>Passenger</b> AMOS/CAMERON MR	<b>TPN Entitlee</b>
<b>TPN</b> 4677730	<b>TPN Entitlee Office</b> LAMBIE, Jacqueline Louise
<b>Entitlee</b> AMOS, Cameron David Veness	<b>Homebase</b> NOT FOUND
<b>Position</b> Personal Staff of Backbencher	<b>Related To</b> LAMBIE, Jacqueline Louise
<b>Classification</b> Adviser	
<b>Entitlement</b> Travel - Fares - Personal employees (ETFA11)	
<b>GST Incl.</b> \$758.30 <b>GST Excl.</b> \$589.36 <b>GST</b> \$68.94 <b>Non-MPS</b> \$0.00 <b>Tax Value</b> \$133.49	

Leg	From	To	Departure	Arrival	Class	Flight	Itin	Flags	TC
1	Devonport	Melbourne	25/02/2022 17:15	25/02/2022 18:35	Y - Economy	QF2058	AIR	DIF	N/A
2	Melbourne	Canberra	25/02/2022 19:25	25/02/2022 20:30	Y - Economy	QF1530	AIR	DIF	N/A



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

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25 September 2024

Mr Cameron Amos



E: Cameron.Amos@aph.gov.au

Dear Mr Amos

**Audit of travel expenses and allowances**

I refer to the correspondence dated 12 February 2024 sent to you by Ms Annwyn Godwin, Chief Executive Officer of the Independent Parliamentary Expenses Authority (IPEA), advising that IPEA is undertaking an audit of your use of travel and travel-related expenses. I am writing to update you on the progress of the audit.

As then advised, the original scope of this audit focussed on your periods of employment with Senator Jacqui Lambie, between 30 May and 26 November 2017 and 1 July 2022 to 2 February 2023, and your period of your employment under a part-time shared staffing arrangement with Senator Tammy Tyrrell, between 26 August 2022 and 2 February 2023.

After a thorough review of your use of MOPS travel resources, IPEA has decided to extend the scope of this audit to the entire period 1 July 2019 to 2 February 2023 (period in scope).

Due to the complexity of the matter, and large quantum of data, IPEA is conducting the audit in stages, to assist all parties with managing our requests for information.

As a first step IPEA is focussing on:

1. your travel expenses during the period you were employed via a part-time shared staffing arrangement (shared employment) with both Senator Lambie and Senator Tyrrell (the Senators), between 26 August 2022 and 2 February 2023.
2. your short-term self-drive hire car (hire car) use between 9 July 2019 to 9 January 2023.

## **1. Shared employment arrangement**

During your period of shared employment with the Senators, IPEA has identified 13 trips for which we require further information. For this purpose, IPEA has requested the Senators to confirm:

- the travel was directed and approved by the employing Senator, or an authorised person in their office.
- the purpose of the travel; and
- the travel was consistent with the requirements of the legislative framework.

The Senators have responded to IPEA, and their responses are currently being assessed. Noting that the guidelines relating to shared employment travel are complex and nuanced, IPEA may need to seek further clarification from the Senators before requesting information from you about those trips. We anticipate that we will be in a position to correspond with you, if necessary, in November 2024 regarding these trips.

## **2. Hire Car Use**

IPEA's analysis of your hire car use between 9 July 2019 to 9 January 2023 has identified that you used hire cars on 59 occasions. IPEA has consulted with the Senators to ascertain whether all your hire car use was approved and is consistent with the legislative framework.

This includes complying with the conditions pertaining to parliamentarian's staff travel set out in:

- Determination 2018/30: Staff Travel and Relief Staff Arrangements (Determination), which was in force until 22 October 2019.
- Determination 2019/22: Staff Travel and Relief Staff Arrangements (Determination), which was in force until 28 June 2020.
- Determination 2020/15: Staff Travel and Relief Staff Arrangements (Determination), which was in force until 29 June 2023.

We have attached a copy of each of the Determinations to this correspondence at **Attachment A**.

The Determinations detail circumstances under which staff travel expenses may be used, including the requirements of travel. It is important to note that the Determination does not allow IPEA discretion in interpreting or administering the above provisions.

Key sections of the Determinations are outlined below:

Items 1,3 and 4 which provide that employees may travel as directed anywhere within Australia on official business by the most efficient direct route.

Items 16, 17, and 18 provide the requirements for the use of car transport, including staff short term self-drive hire cars. In summary, these items state that it is an employee's responsibility to transport him or herself to and from work for his or her normal hours of duty, subject to the exceptions. Where an exception applies, short-term self-drive hire car use may be used provided that:

- It is for no more than 10 days duration.
- The vehicle is not used for journeys within a city/town where the employer's electorate office or other office is located.
- They are only used on weekdays unless exceptional circumstances apply, and the Senator has approved the use.

The Senators' responses to IPEA have identified some hire car transactions that may not have been approved or may not have been in accordance with the legislative framework.

Summaries of the Senator's responses are below.

#### **Summary of responses from Senator Tyrrell**

Senator Tyrrell has advised IPEA that 4 of the 59 hire car transactions were completed while you were employed by the Senator, and that all these 4 hire car rentals were approved by the Senator as per Item 3 of the Determination: *all personal employees may travel as directed anywhere within Australia on official business.*

IPEA's analysis of the 4 approved hire cars indicates that 3 of the hire car transactions are in accordance with Item 3 of the Determination, with 1 hire car transaction that may not be in accordance with Item 1 of the Determination.

IPEA will seek further information from Senator Tyrrell on the remaining hire car transaction. If required after receiving Senator Tyrrell's reply, IPEA will contact you with any questions on that remaining hire car use.

#### **Summary of responses from Senator Lambie**

Senator Lambie has advised IPEA that 55 of the 59 hire car transactions were undertaken while you were employed by her.

IPEA has been advised by the Senator that 6 hire car transactions were approved, however, IPEA's records support a further 12 hire car transaction being certified by either the Senator or an Authorised Person taking the total approved hire cars to 18. IPEA's analysis of the approved hire cars supports 15 of the 18 hire car transactions are in accordance with Item 3 of the Determination.

IPEA has identified that 2 of 18 approved hire car transactions may not be in accordance with Item 1 of the Determination. We will be seeking further information from Senator

Lambie to approve these 2 transactions. If required, following Senator Lambie's reply, IPEA will contact you with any queries relating to those transactions.

In addition, 1 of the 18 approved hire car transactions was for a 12-day rental duration which is inconsistent with 17(d)(i) of the Determination, however, Senator Lambie has approved the hire car use via the completion of an IPEA Short-Term Self-Drive Hire Car Certification. IPEA believes that 2 of the 12 days hire car use is not in accordance with the Determination and have listed the hire car transaction accordingly.

Senator Lambie has also advised IPEA that 37 of the 55 hire car transactions were not approved either by herself or an Authorised Person, and that the Office's preferred mode of road transport is taxis. It therefore appears that these travel expenses were not directed by Senator Lambie, that is, that they did not meet the requirements of Item 3 of the Determination: *all personal employees may travel as directed anywhere within Australia on official business.*

The 38 unapproved hire car transactions are listed at **Attachment B**.

Further, IPEA's analysis of the 38 unapproved hire car transactions has identified that 24 transactions in **Attachment B – Ref: Columns A, B, C & D** may also not be in accordance with other aspects of the Determination as follows:

- 11 hire cars used on a weekend (appears to contravene Item 18 of the Determination). – see **Attachment B – Ref: A**
- 5 rental periods identified where both you and a colleague hired two separate cars for the same rental period for use in apparently similar locations (appears to contravene Item 1 of the Determination). – see **Attachment B – Ref: B**
- 15 hire cars rented where the distance travelled indicates that the hire cars may have been used within a city or town where the employer's electorate or other office is located (appears to contravene Item 17(d)(iii) of the Determination). - see **Attachment B - Ref: C**
- 2 hire periods were for greater than 10 days hire (appears to contravene Item 17(d)(i) of the Determination). – see **Attachment B- Ref: D**
- 5 instances of one-way fees and hire car upgrades incurring additional costs (appears to contravene Item 1 of the Determination). – see **Attachment B – Ref: D**
- 1 instance (on 21 February 2022) where the hire car appears to have been returned to Burnie on Saturday 26 February 2022, the day after you departed from Devonport Airport on Friday 25 February 2022. (appears to contravene Items 1,3,8 and 18 of the Determination) – see **Attachment B - Ref: D & Attachment C** (incl. hire car receipt, CTM Itinerary and flight information).

To assist with the audit, please examine each of the hire car transactions listed at **Attachments B and C** and if you believe the information provided to IPEA by Senator Lambie, or the identified possible breaches of the Determination are incorrect, and you have evidence to the contrary, we request that you provide this information to IPEA.

Specifically, in any response disagreeing with the assessments above, please provide supporting evidence that the hire car transactions were both approved by Senator Lambie or the Authorised Person in accordance with items 1 and 3 of the Determination, and that the use of the hire cars met the requirements under items 8, 16-18 of the Determination.

In addition, for the 5 rental periods identified where both you and a colleague hired separate cars for the same rental period, and for use in similar locations, please provide a response as to why your travel could not be co-ordinated with your colleague's, and why you required your own hire car for the duration of the hire? (see **Attachment B – Ref: B**)

We ask that you provide your response to the questions in this correspondence to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) by **Friday 25 October 2024** or advise us prior to the date if you require an extension.

Should you wish to discuss this matter, please contact [REDACTED] Director of Audit and Assurance, via email at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) or phone on [REDACTED]

Yours sincerely

[REDACTED]

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**Nicole Pearson**  
Branch Manager  
Transparency, Assurance and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

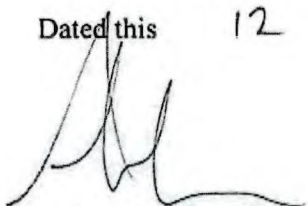
***Members of Parliament (Staff) Act 1984***

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/25 made on 27 November 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this 12 day of December . 2018



**ALEX HAWKE**  
Special Minister of State

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget.
6. A Presiding Officer, including a Deputy Presiding Officer, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.

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

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<sup>2</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>5</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and
  - (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;

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<sup>5</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (ii) the vehicle is not used for journeys within Canberra;
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>6</sup>.
20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

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

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<sup>6</sup> For example, it is generally expected that long-stay parking will be used at an airport.

- (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>7</sup> of employees who are Employee Consultative Group<sup>8</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>9</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>10</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>7</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>8</sup> As described at clause 5 of the Enterprise Agreement.

<sup>9</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>10</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>11</sup> or more on personal leave<sup>12</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>13</sup>;

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<sup>11</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>12</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>13</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

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

**SCHEDULE C****Calculation of the Electorate Support Budget**

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
- the electorate staff travel component; and
  - 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:
- 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
  - 110 nights of travelling allowance at the rate applicable to Canberra;
  - taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
  - an amount for other travel as follows:

Senator/Member	Electorate Size	\$
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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

**Relief staff component**

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

**Terms and Definitions**

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

**Opposition Office Holder** means:

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

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

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

***Regulated ridesharing services*** means a ridesharing service, such as Uber X, operating under regulation in the State or Territory in which the travel occurs<sup>14</sup>.

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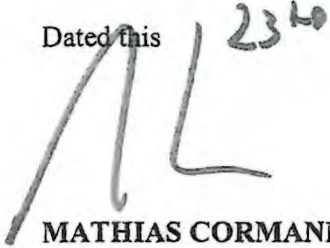
<sup>14</sup> At 1 December 2018, all States and Territories allow regulated ridesharing services to operate.

*Members of Parliament (Staff) Act 1984***TRAVEL AND REPLACEMENT STAFF ARRANGEMENTS  
DURING NEGOTIATIONS FOR A NEW  
COMMONWEALTH MEMBERS OF PARLIAMENT  
STAFF ENTERPRISE AGREEMENT**

I, MATHIAS HUBERT PAUL CORMANN, Minister for Finance, for and on behalf of the Prime Minister, determine under subsections 13(2) and 20(2) of the *Members of Parliament (Staff) Act 1984* (MOP(S) Act) that, with effect on and from the date of this determination:

1. The associated travel costs<sup>1</sup> of an employee:
  - (a) who is a bargaining representative to negotiate an enterprise agreement to replace the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019*; and
  - (b) whose travel is subject to the electorate support budget (ESB),  
are not debited from the ESB of the employing Senator or Member when the employee travels for the purpose of attending a negotiation meeting, provided that the travel to the meeting location is not also for other official business.
2. Where the travel is also for other official business, only the *additional* travel costs associated with the negotiation meeting are not debited from the employing Senator or Member's ESB.
3. A Senator or Member who has an employee that is a bargaining representative may employ replacement staff for up to 20 days at the bargaining representative's classification, or a lower classification. Replacement employment in accordance with this item is not debited from the ESB.
4. Where a bargaining representative resigns or their employment under the MOP(S) Act is terminated, the unused portion of the 20 days is forfeited.
5. The Minister for Finance may approve additional days of replacement employment.
6. This determination revokes at the commencement of the new enterprise agreement.

Dated this 23<sup>rd</sup> day of OCT-2019 2019

  
MATHIAS CORMANN

Minister for Finance

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<sup>1</sup> 'Associated travel costs' are costs under *Determination 2018/30: Staff travel and relief staff arrangements* (or its successor determinations), including domestic flights and taxis, and entitlements under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019*, including travelling allowance and motor vehicle allowance.

*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this 29<sup>th</sup> day of June 2020

  
MATHIAS CORMANN  
Minister for Finance

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

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

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

**Class of Travel**

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

**Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
  - (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
- 18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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

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

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

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

<sup>11</sup> For example, from Canberra to Merimbula.

## **SCHEDULE B**

### **Relief Staff Arrangements**

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
  - (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
  - (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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

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

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

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

**Relief staff component**

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

**Terms and Definitions**

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

**Opposition Office Holder** means:

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

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

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

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

Date of Hire	Employing Senator	FCM/CTM Ticket No	Total Number of Days Hire	Total KM's	Total Cost	Pick Up Location	Drop Off Location	(A) Weekend Hire Car Use Approval Required (Items 3 & 18)	(B) The Hire Car Was Picked Up At The Same Location, Date, and Within A Short-Time of a Colleague Also Hiring a Car For a Similar Period (Items 1 & 3)	(C) Possible Use In Electoral Office Proximity, including Travel To/From Accommodation & Electoral Office (Items 3 & 17(d)(ii))	(D) Other (One-Way Fees/Upgrade Fees/ Hire Period For Greater Than 10 Days Hire) (Items 1, 3, 8, 17(d)(i), 18)	Mr Cameron Amos Responses
6/08/2019	Jacqui Lambie	FCM80328225	3	110	\$ 143.57	Devonport	Devonport	No	No	No	N/a	
14/08/2019	Jacqui Lambie	FCM80557584	2	132	\$ 154.33	Devonport	Devonport	No	No	Yes	N/a	
27/08/2019	Jacqui Lambie	FCM80962514	4	127	\$ 246.49	Devonport	Devonport	No	No	Yes	N/a	
2/09/2019	Jacqui Lambie	FCM81128547	3	123	\$ 203.18	Devonport	Devonport	No	Yes	Yes	N/a	
3/10/2019	Jacqui Lambie	FCM82013459	1	111	\$ 74.24	Devonport	Devonport	No	No	No	N/a	
6/10/2019	Jacqui Lambie	FCM82085947	4	121	\$ 256.95	Devonport	Devonport	Yes	No	Yes	N/a	
28/10/2019	Jacqui Lambie	FCM82674302	4	149	\$ 241.14	Devonport	Devonport	No	No	Yes	N/a	
17/12/2019	Jacqui Lambie	FCM84031757	4	116	\$ 256.18	Devonport	Devonport	Yes	No	Yes	N/a	
26/01/2020	Jacqui Lambie	FCM84596362	3	147	\$ 206.88	Devonport	Devonport	Yes	No	Yes	N/a	
20/02/2020	Jacqui Lambie	FCM85514235	2	134	\$ 155.36	Devonport	Devonport	No	No	Yes	N/a	
16/03/2020	Jacqui Lambie	FCM85642028	5	120	\$ 322.26	Devonport	Devonport	No	No	Yes	N/a	
20/07/2020	Jacqui Lambie	FCM87214022	3	318	\$ 245.04	Hobart APO	Burnie DT	No	No	No	N/a	
2/11/2020	Jacqui Lambie	FCM88719850	4	454	\$ 501.62	Launceston	Launceston	No	No	No	N/a	
15/12/2020	Jacqui Lambie	FCM89755779	3	75	\$ 205.14	Devonport	Devonport	No	No	No	N/a	
18/01/2021	Jacqui Lambie	FCM90291627	5	205	\$ 365.08	Launceston	Devonport	No	No	No	N/a	
8/02/2021	Jacqui Lambie	FCM90830464	5	109	\$ 353.62	Devonport	Devonport	No	No	No	N/a	
3/05/2021	Jacqui Lambie	FCM93679728	5	497	\$ 576.81	Launceston	Launceston	No	No	No	N/a	
26/05/2021	Jacqui Lambie	FCM94564410	2	110	\$ 201.71	Devonport	Devonport	No	No	No	N/a	
8/06/2021	Jacqui Lambie	FCM95108371	3	109	\$ 222.73	Devonport	Devonport	No	No	No	N/a	
18/11/2021	Jacqui Lambie	FCM99723630	29	1115	\$ 1,881.15	Launceston	Devonport	Yes	No	Yes	19 day hire (Items 1 & 17(d)(i))	
24/01/2022	Jacqui Lambie	CTM66959858	2	51	\$ 185.94	Devonport	Burnie	No	No	Yes	N/a	
14/02/2022	Jacqui Lambie	CTM67305477	3	550	\$ 246.06	Devonport	Devonport	No	No	No	N/a	
21/02/2022	Jacqui Lambie	CTM67421399	5	205	\$ 356.57	Devonport	Wynyard	Yes	No	Yes	Hire car returned to Burnie 20/2/2022 (Items 1, 3 & 8, 20)	
21/03/2022	Jacqui Lambie	CTM67992058	5	166	\$ 376.63	Devonport	Devonport	Yes	Yes	No	N/a	
31/03/2022	Jacqui Lambie	CTM68237881	1	383	\$ 73.76	Burnie/Wynyard	Hobart	No	No	No	N/a	
3/04/2022	Jacqui Lambie	CTM72534276	12	1094	\$ 1,308.47	Devonport	Devonport	No	Yes	Yes	12 day hire (Items 1 & 17(d)(i))	
18/04/2022	Jacqui Lambie	CTM76580678	4	83	\$ 452.89	Devonport	Burnie/Wynyard	No	No	Yes	One way fee \$25 (Items 1 & 8)	
9/05/2022	Jacqui Lambie	CTM69063903	7	341	\$ 539.00	Burnie/Wynyard	Burnie/Wynyard	Yes	No	No	N/a	
18/05/2022	Jacqui Lambie	CTM69283746	5	247	\$ 1,171.80	Burnie/Wynyard	Devonport	Yes	No	No	One-way fee \$60 (Items 1 & 8)	
30/05/2022	Jacqui Lambie	CTM70092988	2	112	\$ 259.42	Devonport	Devonport	No	No	No	N/a	
18/08/2022	Jacqui Lambie	CTM71579366	2	79	\$ 203.54	Adelaide APO	Adelaide APO	Yes	No	No	N/a	
29/08/2022	Jacqui Lambie	CTM71905555	3	190	\$ 561.20	Devonport	Devonport	No	No	No	Upgrade fee \$200 (Items 1, 3 & 8)	
13/09/2022	Jacqui Lambie	CTM72286805	4	224	\$ 368.23	Devonport	Launceston	Yes	No	No	N/a	
19/09/2022	Jacqui Lambie	CTM72489248	3	194	\$ 416.72	Devonport	Devonport	No	Yes	No	N/a	
3/10/2022	Jacqui Lambie	CTM72829575	5	240	\$ 550.55	Devonport	Launceston	No	No	No	N/a	
10/10/2022	Jacqui Lambie	CTM73021906	5	237	\$ 827.38	Devonport	Launceston	Yes	No	No	One-way fee \$100 (Items 1 & 8)	
19/12/2022	Jacqui Lambie	CTM74816750	3	47	\$ 397.78	Launceston	Launceston	No	Yes	Yes	Upgrade fee \$50 (Items 1, 3 & 4)	
9/01/2023	Jacqui Lambie	CTM75074696	3	68	\$ 297.92	Launceston	Launceston	No	No	Yes	N/a	



Please quote rental agreement number on all correspondence and remittances

RENTAL AGREEMENT NUMBER  
**P166778382**

**TAX INVOICE**      26FEB22

ACCOUNT NUMBER  
**AV869839529987**

FOR PAYMENT INSTRUCTIONS SEE BELOW

CORP TRAVEL MANAGEMENT BNE  
P O BOX 12005 GEORGE ST  
BRISBANE QLD 4003

**Avis Australia**  
PO Box 246  
MASCOT 1460 NSW  
AUSTRALIA

Enquiries  
1800 141 000  
queries@avis.com.au

RENTED BY <b>AMOS, CAMERON</b>		RESERVATION NUMBER <b>24011182AU6</b>		DISTANCES			
RENTED FROM <b>DEVONPORT AIRPORT</b>	TIME OUT <b>09:45</b>	DATE <b>21FEB22</b>	VEHICLE DETAILS <b>GRY HYUN I30 5AUJ06EM</b>	GP <b>C</b>	OUT <b>32950</b>	IN <b>33155</b>	DRIVEN <b>205</b>
RETURNED TO <b>WYNYARD AIRPORT</b>	TIME IN <b>08:24</b>	DATE <b>26FEB22</b>					
<b>Rental Details RFB</b>				<b>RATE</b>	<b>AMOUNT</b>	<b>TOTAL CHARGES</b>	
5 Day(s)					239.50	239.50	T
Time & Distance						34.00	T
Refuelling Charge						32.50	T
VEHICLE REGISTRATION FEE						7.19	T
PREMIUM LOCATION SURCHARGE							
ADMIN FEE				3.50%		10.96	
GST Charge on Taxable				10.00%		32.42	
<b>Total Charges</b>						<b>356.57</b>	
AVIS AUSTRALIA PO BOX 246 MASCOT NSW 1460 AUSTRALIA W.T.H. PTY. LIMITED A.C.N. 000 165 855, A.B.N. 15 000 165 855 109916200073916				<b>AMOUNT DUE</b>		<b>AUD</b>	<b>356.57</b>

**HOW TO PAY THIS INVOICE**

**EFT**      PLEASE PROCESS EFT PAYMENT TO  
BANK OF AMERICA BSB: 232-001 A/C: 18595032  
ACCOUNT NAME: WTH PTY LIMITED

AND  
Email remittance to remit@avis.com.au  
supplying details of: EFT payment date, total amount paid,  
company name, account number, rental agreement no/s, amount/s

P166778382

Should you have a query, please contact customer service on: 1800 141 000



Sunday 20 February 2022 06:48 - Brisbane, QLD

**Itinerary for**  
 AMOS/CAMERON MR

**Booking Number:** B10658201  
**PNR Reference:** KKMJRZ  
**Consultant:** CTM After Hours  
**Booked By:** Cameron Amos  
**Departure Date:** 21 Feb 22  
**Debtor:** Independent Parliamentary Expenses Authority (IPEA)  
**Return Date:** 25 Feb 22

**COVID-19 Travel Restrictions & Requirements**

**Federal Government requires all passengers to wear masks on flights and in airports.**  
 You are responsible for ensuring you're aware of any government requirements that apply to your destination, including wearing face masks and coverings

- Please ensure you familiarise yourself with all pre-departure and travel regulations or restrictions for the destination of your travel.
- Some destinations may require you to complete exemption paperwork and/or health assessments prior to travel.
- Some states may require you to enter quarantine or can refuse unauthorised entry

 Further information to assist you can be found via <https://www.travelctm.com/covid-19/>
**CTM CONTACT INFORMATION**

Should you require assistance with booking changes or amendments, please contact CTM 24/7 on the following numbers:

**Within Australia - 1800 187 584**  
**Outside Australia - +61 2 8286 7499**  
**Email: [ipea@travelctm.com](mailto:ipea@travelctm.com)**

Date	Service	Details		
Monday 21 Feb 22	Flight	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF1531</b>
		<b>Departure Date:</b>	<b>Mon 21 Feb 22 at 06:05</b>	<b>CANBERRA, AUSTRALIA</b>
		<b>Arrival Date:</b>	<b>Mon 21 Feb 22 at 07:10</b>	<b>MELBOURNE, AUSTRALIA</b>
		<b>Aircraft:</b>	Boeing 717	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - NATIONAL JET SYSTEMS	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	CANBERRA, AUSTRALIA (TERMINAL - ) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 21-02-2022 06:05, Arrival Time 21-02-2022 07:10 - Travelling time: 1 hr 5 mins - Meal Service: Refreshment	
Monday 21 Feb 22	Flight	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF2051</b>
		<b>Departure Date:</b>	<b>Mon 21 Feb 22 at 08:35</b>	<b>MELBOURNE, AUSTRALIA</b>
		<b>Arrival Date:</b>	<b>Mon 21 Feb 22 at 09:55</b>	<b>DEVONPORT, AUSTRALIA</b>
		<b>Aircraft:</b>	De Havilland Canada DHC-8-300 Dash 8/8Q	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - EASTERN AUSTRALIA A/L	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) DEVONPORT, AUSTRALIA (TERMINAL - ), Dept Time 21-02-2022 08:35, Arrival Time 21-02-2022 09:55 - Travelling time: 1 hr 20 mins - Meal Service: Refreshment	

Sunday 20 February 2022 06:48 - Brisbane, QLD

<b>Monday</b> 21 Feb 22	<b>Car</b>	<b>Car Company:</b>	<b>AVIS RENT A CAR</b>	
		<b>Pick-Up Date:</b>	<b>Mon 21 Feb 22 at 09:55</b>	DEVONPORT, AUSTRALIA
		<b>Drop-off date:</b>	<b>Fri 25 Feb 22 at 17:15</b>	DEVONPORT, AUSTRALIA
		<b>Car Type:</b>	Compact Car (1)	
		<b>Booking Reference:</b>	24011182AU6	
		<b>Pick-Up Address:</b>	TERMINAL BUILDING DEVONPORT 7310 TAS, Australia P-613 6427 9797 F-613 6427 0008	
		<b>Drop-off Address:</b>	TERMINAL BUILDING DEVONPORT 7310 TAS, Australia P-613 6427 9797 F-613 6427 0008	
		<b>Status:</b>	Confirmed	
		<b>Payment Method:</b>	Chargeback to CTM	
		<b>Local Rate:</b>	AUD47.90 Per Day	
		<b>Rate:</b>	AUD47.90 Per Day	
		<b>Duration:</b>	5 (Days)	
		<b>Inclusions:</b>	@AUD47.90 UNL DY XD42.68 UNL XH16.63 UNL	
<b>Friday</b> 25 Feb 22	<b>Flight</b>	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF2058</b>
		<b>Departure Date:</b>	<b>Fri 25 Feb 22 at 17:15</b>	DEVONPORT, AUSTRALIA
		<b>Arrival Date:</b>	<b>Fri 25 Feb 22 at 18:35</b>	MELBOURNE, AUSTRALIA
		<b>Aircraft:</b>	De Havilland Canada DHC-8-300 Dash 8/8Q	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - EASTERN AUSTRALIA A/L	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	DEVONPORT, AUSTRALIA (TERMINAL - ) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 25-02-2022 17:15, Arrival Time 25-02-2022 18:35 - Travelling time: 1 hr 20 mins - Meal Service: Refreshment	
<b>Friday</b> 25 Feb 22	<b>Flight</b>	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight QF1530</b>
		<b>Departure Date:</b>	<b>Fri 25 Feb 22 at 19:25</b>	MELBOURNE, AUSTRALIA
		<b>Arrival Date:</b>	<b>Fri 25 Feb 22 at 20:30</b>	CANBERRA, AUSTRALIA
		<b>Aircraft:</b>	Boeing 717	
		<b>Class:</b>	Y - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	69A52K	
		<b>Code Share:</b>	/QANTASLINK - NATIONAL JET SYSTEMS	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	3 pieces	
		<b>Details:</b>	MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) CANBERRA, AUSTRALIA (TERMINAL - ), Dept Time 25-02-2022 19:25, Arrival Time 25-02-2022 20:30 - Travelling time: 1 hr 5 mins - Meal Service: Refreshment	

**Frequent Flyer Numbers**

AMOS/CAMERON MR

FF QF 1931167603

FF Velocity Frequent Flyer 1123845602

**Ticket Numbers**

TKT QF 6963198161 - AMOS/CAMERON MR - ADULT - CBR-MEL-DPO

TKT QF 6963198162 - AMOS/CAMERON MR - ADULT - DPO-MEL-CBR

Sunday 20 February 2022 06:48 - Brisbane, QLD

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Car	AVIS RENT A CAR - 24011182AU6 DEVONPORT Date: 21 Feb 22/25 Feb 22	217.73	72.25	29.00	318.98
Ticket	QF - Y - Economy FLEX 6963198161 - 19 Feb 22 - ADULT 21 Feb 22 CANBERRA- MELBOURNE- DEVONPORT	624.81	64.55	68.94	758.30
Ticket	QF - Y - Economy FLEX 6963198162 - 19 Feb 22 - ADULT 25 Feb 22 DEVONPORT- MELBOURNE- CANBERRA	624.81	64.55	68.94	758.30
<b>Due</b>		<b>1467.35</b>	<b>201.35</b>	<b>166.88</b>	<b>1835.58</b>
<b>Total Booking Cost Inc Pay Direct</b>				<b>166.88</b>	<b>1835.58</b>

Final Ticket Date: 19 Feb 22

**CTM Global Privacy Policy**

For more information on the CTM Global Privacy Policy please refer to:  
<https://www.travelctm.com/global-privacy-policy/>

**Travel Advice including COVID-19 Guidance.**

For both domestic and international travel we recommend you familiarise yourself with airline and hotel requirements around passenger vaccination requirements, safety, face mask requirement and the need to produce evidence meeting airline/hotel and border control regulations in relation to a negative COVID-19 test both for transit and final destination passengers. This information is subject to change without notice so we recommend you update yourself in relation to the relevant airline/hotel/government policies for your entire journey at each of (i) the time of booking, (ii) as you approach your travel date, and (iii) immediately before travel.

For International Travel it is the passengers responsibility to contact the Department of Foreign Affairs and Trade ("DFAT") or visit their website at <https://www.smartraveller.gov.au> for general travel advice, as well as specific advice (including safety alert levels) relating to the destination you wish to visit or where you are returning to. You can also register your travel plans with DFAT, so that you may be more easily contacted in an emergency.

It is the passengers responsibility to familiarise yourself with the current status to Australia's immigration and border arrangements during the COVID-19 outbreak, available at <https://covid19.homeaffairs.gov.au>.

You acknowledge that you are choosing to travel at a time where you may be exposed to the Coronavirus. It is your own responsibility to acquaint yourself with all relevant travel information, including applicable health risks. You acknowledge that your decision to travel is made based on your own consideration of this information, and you acknowledge and agree that you are aware of, and assume responsibility for, the risks associated with traveling at this time. To the fullest extent permitted by law, we accept no liability in relation to these additional risks

**DOMESTIC BAGGAGE**

Baggage is included in most fare types, please refer to your itinerary for the included baggage allowance on each sector of your booking. Please note Platinum, Gold, Silver frequent flyer members may receive additional baggage concessions

**DOMESTIC CHECK IN (JQ/QF/VA)****JETSTAR**

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 30 minutes prior to scheduled departure time.

<http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in>

NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.

[www.jetstar.com/au/en/planning-and-booking/checking-in/domestic](http://www.jetstar.com/au/en/planning-and-booking/checking-in/domestic)

**QANTAS**

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.

<http://www.qantas.com/au/travel/airlines/checkin/global/en>

**VIRGIN AUSTRALIA**

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24 hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in.

<https://www.virginaustralia.com/au/en/travel-info/bookings/check-in/>

**E-TICKET****E ticket identification required by airlines:**

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.

<b>Friday</b> <b>25 Feb 22</b>	<b>Flight</b>	<b>Airline:</b> <b>Departure Date:</b> <b>Arrival Date:</b> <b>Aircraft:</b> <b>Class:</b> <b>Stops:</b> <b>Airline Reference:</b> <b>Code Share:</b> <b>Status:</b> <b>Baggage:</b> <b>Details:</b>	<b>QANTAS AIRWAYS</b> <b>Fri 25 Feb 22 at 17:15</b> <b>Fri 25 Feb 22 at 18:35</b> De Havilland Canada DHC-8-300 Dash 8/QQ Y - Economy FLEX Non-Stop 69A52K /QANTASLINK - EASTERN AUSTRALIA A/L Confirmed 3 pieces DEVONPORT, AUSTRALIA (TERMINAL - ) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1). Dept Time 25-02-2022 17:15, Arrival Time 25-02-2022 18:35 - Travelling time: 1 hr 20 mins - Meal Service: Refreshment	<b>Flight QF2058</b> DEVONPORT, AUSTRALIA MELBOURNE, AUSTRALIA
<b>Friday</b> <b>25 Feb 22</b>	<b>Flight</b>	<b>Airline:</b> <b>Departure Date:</b> <b>Arrival Date:</b> <b>Aircraft:</b> <b>Class:</b> <b>Stops:</b> <b>Airline Reference:</b> <b>Code Share:</b> <b>Status:</b> <b>Baggage:</b> <b>Details:</b>	<b>QANTAS AIRWAYS</b> <b>Fri 25 Feb 22 at 19:25</b> <b>Fri 25 Feb 22 at 20:30</b> Boeing 717 Y - Economy FLEX Non-Stop 69A52K /QANTASLINK - NATIONAL JET SYSTEMS Confirmed 3 pieces MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) CANBERRA, AUSTRALIA (TERMINAL - ). Dept Time 25-02-2022 19:25, Arrival Time 25-02-2022 20:30 - Travelling time: 1 hr 5 mins - Meal Service: Refreshment	<b>Flight QF1530</b> MELBOURNE, AUSTRALIA CANBERRA, AUSTRALIA

**B.0010658201 (CTM67420869)** Certi

<b>Passenger</b> AMOS/CAMERON MR	<b>TPN Entitlee</b>																														
<b>TPN</b> 4677730	<b>TPN Entitlee Office</b> LAMBIE, Jacqueline Louise																														
<b>Entitlee</b> AMOS, Cameron David Veness	<b>Homebase</b> NOT FOUND																														
<b>Position</b> Personal Staff of Backbencher	<b>Related To</b> LAMBIE, Jacqueline Louise																														
<b>Classification</b> Adviser																															
<b>Entitlement</b> Travel - Fares - Personal employees (ETFA11)																															
<b>GST Incl.</b> \$758.30 <b>GST Excl.</b> \$589.36 <b>GST</b> \$68.94 <b>Non-MPS</b> \$0.00 <b>Tax Value</b> \$133.49																															
<table border="1" style="width: 100%;"> <tr> <td>Leg Pt 1</td> <td>Leg Pt 2</td> <td>Payment</td> </tr> </table>		Leg Pt 1	Leg Pt 2	Payment																											
Leg Pt 1	Leg Pt 2	Payment																													
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# Response to letter from IPEA regarding claims made by Senator Lambie over inappropriate use of hire cars

## General response to letter dated 23 September 2024

It would be enormously self-destructive and irresponsible for me to act in any way that might bring Senator Lambie into disrepute.

Senator Lambie was during the time of my employment an independent. Independents are not held to the same standards by the public as are the major parties; major parties are presumed to have noses in troughs, so to speak. Independents are required to be cleanskins. You cannot run to hold the others accountable if you yourself are muddying yourself in the same muck. Your nose must be clean.

The damage that would be inflicted on Senator Lambie (and, through her, on myself, and on Senator Lambie's team) should any expense misuse occur would therefore be disproportionate relative to the damage that would be inflicted on a major party parliamentarian.

Throughout my employment in Senator Lambie's office I was acutely aware that we, as a collective team, had to not only be entirely above board but be *seen* to be entirely above-board. I was aware that the risk of Senator Lambie employing a person that was abusing the taxpayer's trust by taking advantage of travel expenses for their own personal benefit would be extraordinary and unjustifiable; I would routinely express to others that we, as an office, would not tolerate what would otherwise be tolerable in another office.

I knew, as did others in the team, that Senator Lambie's ability to prosecute an argument that she is not like other politicians in Canberra relied on her being seen to not act in the same way as other politicians in Canberra. I wanted to do everything I could in my position to ensure that the standard was set.

I can say unequivocally, without exception, that I have never, ever claimed an expense to which I was not entitled. Indeed, I have frequently *not* claimed expenses to which I am entitled, because I do not think that claiming them is a good look.

It is not within my character to do so. I am by no means a saint, but I am also by no means a thief. I do not rip off taxpayers by claiming unreasonable expenses or living large off their chequebook.

But if this is not persuasive, I can also speak to self-interest.

My employment with Senator Lambie relied on Senator Lambie being electable: if she is not elected, I am not employed in her office.

Were any action to occur that would jeopardise her electability, and were I to be responsible for it, it would be an act of self-sabotage for no discernible benefit to myself, but with clear risk to my self-interest of remaining employed by Senator Lambie.

I do not stand to benefit financially from hiring a vehicle. I receive no monetary advantage for doing so. If, in the pursuit of zero financial benefit, I impose on myself and my employer a financial risk, what would the motivation be? How would it be a rational act for me to abuse the generosity of the taxpayer, callously, and repeatedly, for no benefit, and significant risk? When the alternative would be to simply engage the services of a taxi and have someone *else* drive me, rather than have me drive myself? A taxi would mean I do less work.

It does not cohere to any model of decision-making that I would decide to take a course that is more difficult than the simplest option with the least resistance or effort required unless I anticipate that I will receive some benefit for having taken the more difficult option. There is no benefit to derive here. To believe that I repeatedly hired cars in wilful defiance of the wishes of my employer, with disregard to her stated preferences, is to suggest that I acted without any regard to my own self-interest, in an irrational way, for four years.

And prior to working with Senator Lambie, I did not act in this way. And when I stopped working for Senator Lambie, I no longer acted in this way.

To believe this account of events is to believe that some prolonged bout of insanity overcame me, for four years, but only to such a narrow and specific extent that it limited itself only to the use of parliamentary travel expenses.

## Direct response to letter dated 23 September 2024

**“Senator Lambie has advised IPEA that 55 of the 59 hire car transactions were undertaken while you were employed by her.”**

What was the specific advice that she provided to determine this? I ask as, during the period where I was employed by both Senator Lambie and Senator Tyrrell, hire cars were used on days I was working for both.

I am not clear what the definition of a ‘hire car transaction’ is, within this sentence. Are you referring to the specific date at which the charge was made?

I ask because presumably what is in question is not the charge but the use; the charge only becomes questionable based on the use, and the use is what is being claimed was not appropriate. I would have thought, then, that the *use*, which would presumably overlap between both Senator Lambie and Senator Tyrrell, would be what matters in determining the relevant employer for any given period.

If the *use* is not being relied upon to determine the distribution of hire car instances between Senator Lambie and Senator Tyrrell, what is being relied upon in its absence? It cannot be the identity of the employer (or their authorised officer) as it is claimed only 18 of the 55 instances are approved by Senator Lambie. Were they not approved by anybody else, then? Were my travel claims for these periods not submitted and processed successfully, which would include the hire car usage? If they were, whose office approved these claims?

**“IPEA has been advised by the Senator [Lambie] that 6 hire car transactions were approved, however, IPEA's records support a further 12 hire car transaction being certified by either the Senator or an Authorised Person taking the total approved hire cars to 18.”**

How was it determined that Senator Lambie’s original claim was incorrect? Senator Lambie made the specific claim that only six were approved, it seems. On what basis did IPEA then determine that her claim was incorrect? If she approved them herself, or they were approved by an Authorised Person, does that indicate that her memory of the period might have been found to be cloudy?

I genuinely am unsure how she determined that only six were approved. Did she not have access to information that IPEA had access to? Was she supplied a list of hire car transactions by IPEA? Was she asked to categorize them?

This matters because her credibility in making claims that claims were not approved needs to be established. If there is evidence in getting to this stage that she has not made credible claims with regard to the use of hire cars, why are we simply taking as gospel what she says with respect to the other 37? Has she been made to check evidence to a higher standard than whatever standard was applied in her claim that six were approved?

**“Senator Lambie has also advised IPEA that 37 of the 55 hire car transactions were not approved either by herself or an Authorised Person, and that the Office's preferred mode of road transport is taxis.”**

My assumption is that this advice from Senator Lambie came in a subsequent revision to her original advice – which, I assume, was that only six of the 55 transactions were approved herself or by an Authorised Person. If the order is reversed or the claims were made simultaneously then that would demonstrate malice.

In order to receive any travel allowance for the period where I am away overnight on business as directed by my employer, my employer or an authorised person thereof is required to approve my claim. For these 37 hire car transactions, did Senator Lambie or an authorised person she has delegated with such responsibility approve the claim?

I cannot comprehend how it can be seriously claimed that any hire car transaction was not approved by Senator Lambie or her authorised person, unless they are approved by some other person. If they were not approved by anybody, then would I not have been charged with the cost myself? I am unfamiliar with the processes of IPEA but presumably I cannot charge the cost of a hire car to the public without some paperwork to say that the use of said hire car was for some public purpose.

**“5 rental periods identified where both you and a colleague hired two separate cars for the same rental period for use in apparently similar locations (appears to contravene Item 1 of the Determination). – see Attachment B – Ref: B”**

I would respond to this in two ways:

1. Does not the evidence that multiple employees, for overlapping periods, and as a repeated pattern of behaviour, utilised hire cars in a similar area, suggest that the use of hire cars was not, as Senator Lambie claims, irregular and in violation of her stated preference for taxis? How can it be that separate employees all took the use of hire cars to be fully directed by Senator Lambie, but that Senator Lambie is claiming to have not directed any of those instances? Does this invite scepticism?
2. The attachment to which you refer does not specify which of the instances of hire car use overlap with the hire car use of any other employee. I am not sure which instances I should seek to explain. I am further unclear on the response requested: am I to explain my use of the hire car, or theirs? Whose usage is inappropriate? I was not the authorised officer in Senator Lambie's office and had no visibility of who hired a vehicle, when, or for what purpose. Senator Lambie was emailed every booking of every hire vehicle for the relevant period; I was not. She had total visibility of every hire car that was booked by every staff member, but my total *lack* of visibility leaves me unable to answer questions regarding the purpose of hire car usage other than my own.

**"5 instances of one-way fees and hire car upgrades incurring additional costs (appears to contravene Item 1 of the Determination). – see Attachment B – Ref: D"**

I cannot see where these one-way fees were incurred, due to the quality of the scan. This is what I can parse:

N/a
43 Day Hire (Items 3 & 17) (1)
N/a
N/a
One way returned to Devonport 29/2/2022 (Items 1, 3, 4 & 21)
N/a
N/a
17 Day Hire (Items 7 & 17) (1)
One way fee 225 (Items 1 & 2)
N/a
One-way fee 240 (Items 1 & 3)
N/a
N/a
Upgrade fee 200 (Items 1, 3 & 3)
N/a
N/a
N/a
One-way fee 2100 (Items 1 & 3)
Upgrade fee 200 (Items 1, 3 & 2)

From this, I *believe* that upgrade fees were incurred for:

- A booking on 19 December 2022, picking up and returning from Launceston;
- A booking on 29 August 2022, picking up and returning from Devonport.

Further, it *appears* a one-way fee was incurred for:

- A Booking on 10 October 2022, picking up at Devonport and dropping off at Launceston;
- A booking on 18 May 2022, picking up at Wynyard and dropping off at Devonport
- A booking on 21 February 2022, picking up at Devonport and dropping off at Wynyard;
- A booking on 18 November 2021, picking up at Launceston and dropping off at Devonport.

If this list is inconclusive please advise the instances I have inadvertently omitted so I may address them.

I will deal with upgrade fees first:

## Upgrade fees

I was never informed of any upgrade fees being levied against my account. I am confident that I never requested any upgrade, and was never asked if I would like to request one. Whenever I was asked if I had a preference for vehicle, I would always request the cheapest possible vehicle. I have evidence and examples of these requests, though I am not sure how material they may be.

I would assume that I cannot be held responsible for an upgrade fee charged without my knowledge that I did not request, approve or become aware of subsequent to the booking being made. As of time of writing, I genuinely have no idea which bookings these correspond to.

The only instance of an upgrade I can think of that *may* meet this criteria was once, in picking up a vehicle from Devonport Airport, i was asked if I'd like to use one of Avis' new fleet of electric vehicles (I believe it was Avis, though it may have been Hertz — I'm only about 60 per cent confident).

I was only asked this at the booking desk, within the baggage terminal.

I asked if there was any additional cost to the booking. I was informed that there was not, that it was a trial that the company was running, and that there was no extra cost for using it. I said, in that case, that would be great.

The vehicle in question was a Polestar Model 2, I believe. I only drove it once and was never offered any other upgrade.

This is the only instance I can think of, and even this instance I expressly checked first that the upgrade would not incur any additional cost.

## Consideration of value for money

Employees are required to seek value for money for all travel costs incurred.

This requirement is spelled out by IPEA itself:

*"As defined under the Domestic travel Guideline, all employees must seek the most efficient, effective, economical and ethical use of public money when arranging travel and other commitments, making reasonable efforts to reduce the overall cost to the Commonwealth."*<sup>1</sup>

If my having used a hire car resulted in a saving to the taxpayer, then it must surely be considered value for money.

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<sup>1</sup> <https://www.ipea.gov.au/travel/self-drive-car-hire>

But, the inverse also applies.

If I were to use something *other* than a hire car, *at additional cost to the taxpayer*, then I would not have sought to make reasonable efforts to reduce the overall cost to the Commonwealth. I would have not sought the most economical use of public money when arranging travel. In short, if I were to engage in a form of domestic travel that was more expensive than the cheapest available option (holding efficiency, effectiveness and ethical considerations constant between the competing forms of transportation), then I would be in breach of the obligations.

But when your employer claims (without basis, it's possibly worth adding!) that they directed you to breach your obligations to the Commonwealth by arranging a travel option that does not reduce the overall cost to the taxpayer, and you *do not act consistently with that direction*, you as an employer are damned both ways. If you disobey your employer's instruction, you are liable to be asked to repay the cost to the taxpayer of the form of transport which you took in breach of the guidelines. If you obey it, you are liable to be asked to repay the cost to the taxpayer that you have charged in excess of the mode that the guidelines would stipulate.

For whatever it is worth, this is a conundrum that never materialised, because Senator Lambie expected all of her staff to hire a vehicle when travelling in Tasmania. As you note, on more than one instance, I was not the only staff member in Tasmania at the time, and I had my own hire car.

Perhaps Senator Lambie somehow failed to mention to *all of her staff* that this was her expectation; surely we cannot be penalised for this.

If, however, she did not mention to staff that her preference is for us to use taxis, perhaps this would explain why none of us were using taxis. And why we used hire cars repeatedly.

One wonders what would motivate Senator Lambie to claim she never approved the use of my hire cars.

Regardless, I have always acted with respect for value for money for the taxpayer. This is an obligation I have taken seriously throughout my professional career.

## Value for money via hire cars

The cost of a taxi from Devonport Airport, the scheduled dropoff location, to Launceston Airport, the scheduled airport for my flight departure, is between \$209 and \$292<sup>2</sup>:

The screenshot shows the Taxifare Calculator interface. At the top left is a logo of a yellow taxi with a dollar sign on its roof, next to the text "TAXIFARE CALCULATOR". Below the logo is an orange navigation bar with "Home" and "Rates" buttons. The main form area has the following fields:

- FROM:** Launceston Airport (LST)
- TO:** Hotel Grand Chancellor, 29 Cameron St., Launceston
- CITY:** Launceston (dropdown menu)
- DAY:** Monday (dropdown menu)
- TIME:** 12 : 36 (dropdown menus)

Below the form is an orange button labeled "Estimate Taxi Fare".

At the bottom of the screenshot, the results are displayed in a white box with a light blue border:

ESTIMATED FARE	DISTANCE	DURATION
<b>\$208.87 to \$292.42</b>	105.81 KM	72.81 mins

To avoid the \$100 one-way fee, an option available to me would be to drive the vehicle to Devonport Airport, then drop it off there. That would reduce the cost of the booking by \$100, relative to what was finally charged to the taxpayer. However, I would then be at Devonport Airport. I was in Launceston at the time. The cost of fuel for 106km of driving would be required to be factored in (without knowing the vehicle make and model, I assume an average of 8 litres per 100km driven, [which is at the lower-end of the midrange for Australian passenger vehicles in 2022](#)). The Tasmanian average fuel price in July 2022 was [191.9 cents per litre](#). The cost of fuel, then, of making the drive from Launceston to Devonport would be \$16.27.

<sup>2</sup> Screenshot captured 9 December 2024 from <https://www.taxifare.com.au/>

Having made the drive to Devonport, I would then require some means of getting back to Launceston. I cannot hire a car to drive myself – that would defeat the purpose – so I would instead be left with using a taxi. The cost of the taxi – between \$209 and \$292 – plus the cost of the fuel to drop off the vehicle – \$16.27 – would mean the taxpayer would be paying \$225–\$308 on my behalf, so that I might save them \$100 in a one-off charge.

I have previously been advised by IPEA directly that use of a taxi was not consistent with the obligation to ‘travel by the most efficient direct route available’

On 2 June 2023, I missed a flight from Devonport, and required some means to get from Devonport to Launceston Airport, so I could catch the next flight out. Facing a dilemma, and not wanting to charge the taxpayer for something that was outside the rules, I phoned and emailed IPEA seeking advice whether it would be preferable to use a taxi or a hire car. I was advised then that “under the *Staff Travel and Relief Staff Arrangements Determination 2020/15*, when travelling on official business as directed by your employing parliamentarian you may use a taxi or a hire car to travel by the most efficient direct route available.”

I did not find this especially illuminating, as I saw arguments that a hire car would be considered unreasonable, and that a taxi would also be considered unreasonable. I did not want to find myself defending a decision down the track that I felt was thorny and impossible irrespective of the choice that was made (the irony is not lost on me that I would nonetheless find myself here).

So, I attached quotes of the cost of a taxi from Devonport to Launceston Airport. I asked: “For clarity, which is the most efficient direct route available? I’ve been advised the hire car costs \$98 and the taxi costs between \$210–\$298.”

This was the response I received:

*Thanks for your email – it would appear from the information you have provided, that **a hire car is the most cost effective option** and would meet the definition of ‘efficient and direct’.*

*Please attempt to book your hire car through CTM in the first instance so that all costs are covered. If you are not able to do this, you may hire the car personally and seek reimbursement from IPEA. **If you are unable to hire a car, then the next most efficient option is to take a taxi.**<sup>3</sup>*

This response suggests two things that I believe are material to the allegations before me now:

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<sup>3</sup> Emphasis added.

1. IPEA was of the view that the cost of a taxi from Devonport to Launceston was not justifiable, *based on price*.
  - a. I say that it is not justifiable because it follows logically that if *Staff Travel and Relief Staff Arrangements Determination 2020/15* specifies that employees must utilise the most efficient direct mode of transport, it is not at the discretion of that employee to instead take the **second-most** efficient direct mode of transport.
2. The advice that a taxi would represent **the “next most efficient option”** suggests that I would be in breach of the rules if I were to utilise a taxi when a hire car was available for an equivalent trip, *based on price*.
3. The determination of the most efficient direct mode of transport is **based on price** because no other information was provided to IPEA, in order for IPEA to determine that the hire car represented the preferred option in this instance. I provided the price of a hire car, the price of a taxi, and no other information. If information other than the information I provided in this email was relied upon to determine that the hire car was to be preferred, the email itself denies this is the case. The email states that the determination of which mode of transport was the most efficient (and therefore, the mode of transport that is within the rules) was “based on the information [I] have provided”.

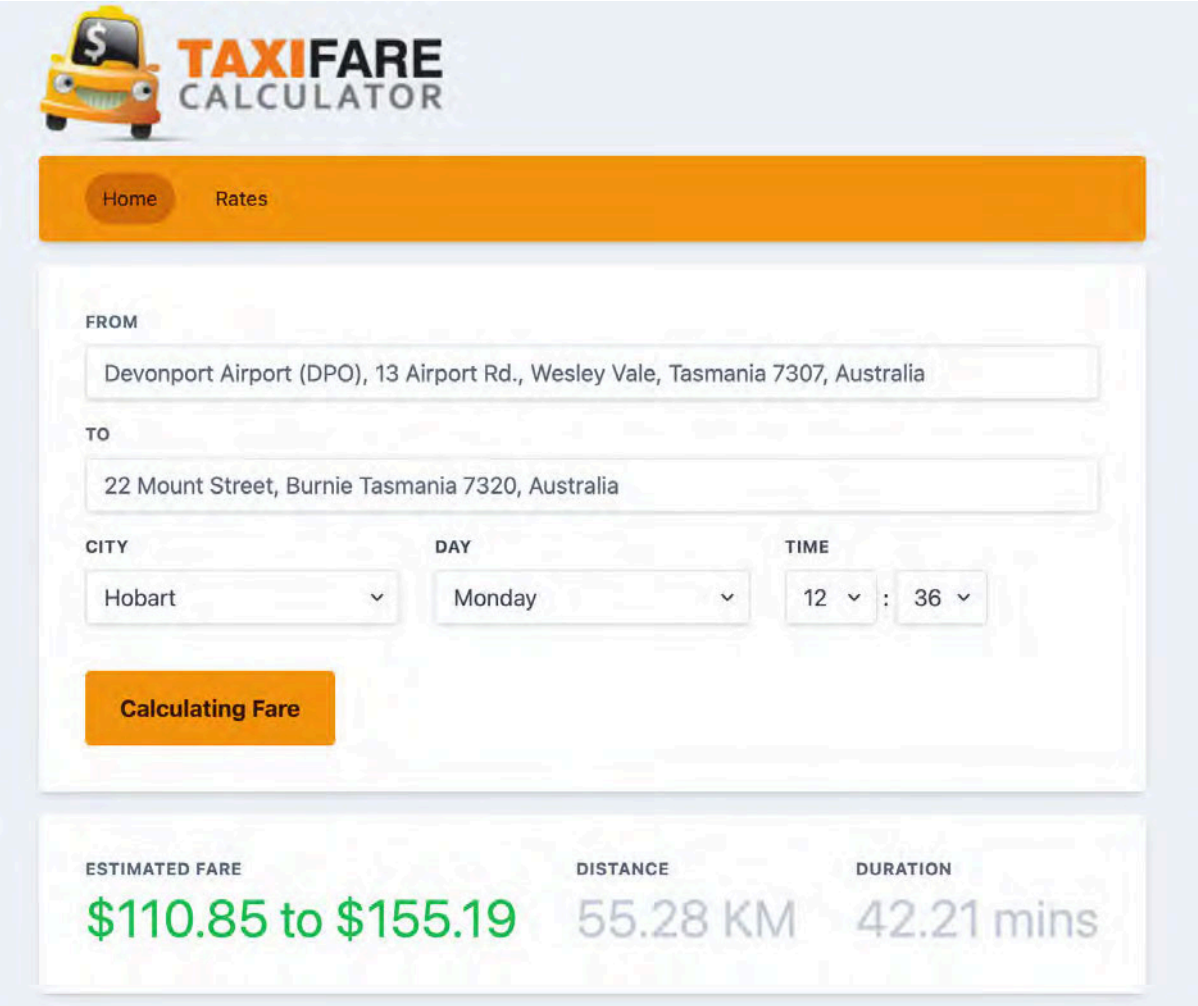
So what is most important to take from this is that hire cars are preferable to taxis, when a mode of road transport is required, and the hire car is more affordable than the taxi. I would not assume that a hire car would be preferable even if a taxi was more affordable; this is an extrapolation based on what I have available to me.

With this information, it is worth assessing whether replicating any of the other hire car instances in question would be value for money via the use of a taxi.

Some of these instances that are marked in red in Attachment B are, I presume, costs in question.

For example, I review the booking dated 2 September 2022, with a total cost of \$203.18 for three days of hire.

This cost for three days is less than the cost of a taxi return trip from Devonport to Burnie<sup>4</sup>:



The screenshot shows the TAXIFARE CALCULATOR interface. At the top left is a logo of a yellow taxi with a dollar sign on its roof. The text 'TAXIFARE CALCULATOR' is displayed in large, bold letters. Below the logo is a navigation bar with 'Home' and 'Rates' buttons. The main form area contains the following fields:

- FROM:** Devonport Airport (DPO), 13 Airport Rd., Wesley Vale, Tasmania 7307, Australia
- TO:** 22 Mount Street, Burnie Tasmania 7320, Australia
- CITY:** Hobart (dropdown menu)
- DAY:** Monday (dropdown menu)
- TIME:** 12 : 36 (dropdown menus)

Below the form is an orange button labeled 'Calculating Fare'. At the bottom of the screenshot, a summary box displays the following information:

ESTIMATED FARE	DISTANCE	DURATION
\$110.85 to \$155.19	55.28 KM	42.21 mins

The cost of a return fare would be between \$220 and \$310. Any *other* transport that is required for the time in which the hire car is booked would *also* incur a taxi fee.

The cost of the bookings on 6 October 2019, 17 December 2019, and 26 January 2020 are all within this band.

The cost of the booking on 3 April 2022, which extended for 12 days and involved 1,094km driven, would have cost \$2,319 if done in a taxi, entirely within the lowest tariff rate, and with no waiting time included. The use of a hire car, instead, cost \$,1308.

There is a saving of \$1,011 by having used that hire car.

**Were I to have used a taxi, the question I would be having to answer is why I billed the taxpayer an extra \$1,000 for the duration.**

<sup>4</sup> Screenshot captured 9 December 2024 from <https://www.taxifare.com.au/>

This is what I find confusing about this process: is my use of a hire car inconsistent with the rules that I am seeking to follow? Should I have instead used a taxi for that period, irrespective of the price? Because I am operating here under the assumption that I am to seek value for money, and I would have thought it harder to defend an option that unnecessarily costs the taxpayer more than would otherwise be required by the alternative, than to defend an option that costs less.

[REDACTED]

### Regional Tasmania's taxi services (and alternative road transport options)

Item 11(c) explicitly acknowledges: "Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints."

In a number of my early visits to Devonport Airport, I was surprised to find that there were *no* taxis awaiting passengers.

This was not unusual. Taxi services in Tasmania's north-west coast are distributed strangely; they operate as local monopolies, as a cooperative, where owners of each region agree not to compete with each other, by limiting their drivers to operate only in specific regions. Devonport drivers are not to drive in Burnie, and vice versa.

This might be why there is little interest in trips from Devonport to Burnie.

Another potential reason might be that, if there is an expectation that the number of people who are arriving early in the morning into Devonport is small, the probability that you will earn a fare is also small. The wait does not justify the value.

Regardless, when I expressed my surprise that taxi services were not reliable, I was told this was to be expected on the north-west coast. I was told that my two options were to book a taxi in advance, or *to hire a car*.

I did not proactively hire a car without first being told this option was available to me.

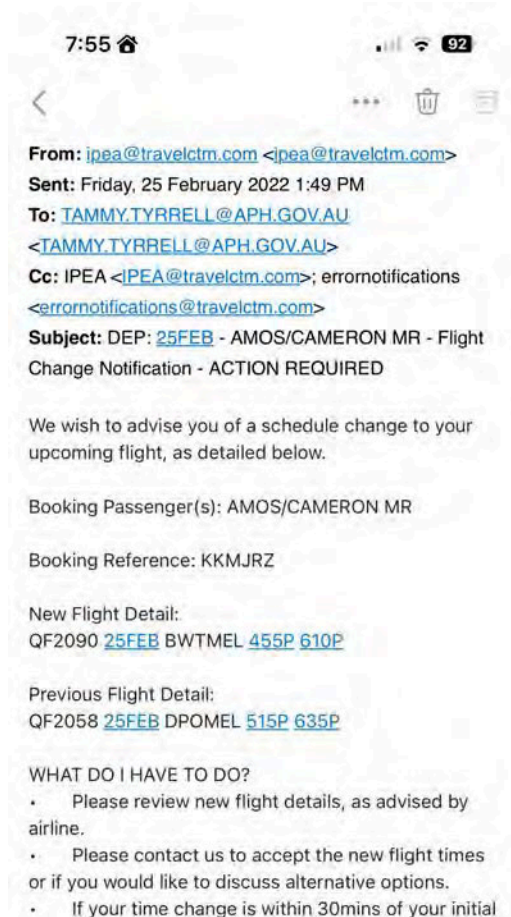
I also occasionally booked taxis in advance. The last time I did this, from memory, was when I could not actually book anybody: the booking did not arrive, and I was left at the airport with no way of getting to work. There are no buses, there are no trains, there are no internal flights from Devonport to Burnie.

- 1 instance (on 21 February 2022) where the hire car appears to have been returned to Burnie on Saturday 26 February 2022, the day after you departed from Devonport Airport on Friday 25 February 2022. (appears to contravene Items 1,3,8 and 18 of the Determination) – see **Attachment B - Ref: D & Attachment C** (incl. hire car receipt, CTM Itinerary and flight information).

This appears to be an error in IPEA's data. I did **not** depart from Devonport Airport on Friday 25 February 2022. I departed from **Burnie** Airport on Friday 25 February 2022.

The flight booking was changed on the day by Qantas, the flight operator, and not at my request. The original booking (which you include in the attachment) does not feature this change.

I attach a screenshot to corroborate this:



I am stretching my memory back to go back to a single afternoon in February 2022 that was hitherto unremarkable, but from memory the Avis depot was not staffed at the time that I sought to drop off the vehicle (this was during COVID lockdowns so it is possible that the staffing was lower than it would ordinarily be). You will note that my flight was late in the day, and that there is a strong probability that they did not anticipate that they would be required to handle a dropoff, or be staffed.

I expect the booking was not updated to notify Avis that the vehicle would be dropped off at Burnie Airport. If the booking was not amended by the booking agent to update the dropoff location, it would not show up in the system upon which you are relying to make the claim that I dropped the vehicle off in Wynard on the 26th, despite flying out from a different airport the previous day. This may explain why they were not fully staffed, or closed entirely. Burnie Airport is a small regional airport and does not have the same traffic as Devonport Airport. This would not be an extraordinary circumstance.

If the Avis depot was not staffed at the time of my dropoff, the procedure to follow is to drop the vehicle keys in a chute in the locked door of the Avis office. The keys would then be retrieved by the person on staff the next time that the office was staffed.

The person on staff would have no way of knowing the time that the keys were dropped in the chute before they are retrieved. They would not know if they were dropped in the chute a minute after the office closed, or a minute before it re-opened. Presumably, the company bills in the way that is most favourable to them: namely, to bill for the hire of the vehicle for the longest possible period of time. This would mean, then, that they would not consider the vehicle to be returned until the keys are in the custody of an Avis representative. This would explain why it is labelled as 'returned' on the day after the flight left.

## If this process is to continue, it should continue in public

My obvious preference is for this to conclude so that I can get on with doing my job but I understand that IPEA has a role and should execute that role impartially. I understand that this is simply a requirement, and there is not any discretion available in deciding whether or not to pursue an allegation.

I understand further that IPEA makes its own inquiries to independently test claims, and I have no doubt that some testing of the claims made by Senator Lambie has occurred.

But because the process that IPEA is obliged to pursue is structurally tipped in the favour of the employer and tipped against the employee, I would hope that IPEA's discretion (to the limited extent to which it is available) could be used in a decision that is available to it: namely, to publish the outcome of any investigation, should it believe it be in the public interest to do so.

I would hope that all correspondence IPEA has received by parties to this investigation would be made public, along with any findings made by IPEA.

I have this hope knowing that it may result in an adverse finding against me being made public. I am aware of this risk, and it does not have any bearing on my preference.

I wish for the result to be made public, but I think also that if the investigation is to be made public, **all parties to the investigation should be made aware of that at the earliest possible moment, so that they can decide how they would like to proceed.**

It would not be reasonable for IPEA to commit to making an investigation public but not advise those whose correspondence would be published as part of that commitment of the decision. Relevant parties to the investigation should be made aware so that they can decide how best to engage with the investigation with this information in mind.

I think that making this investigation public would serve the public interest as it would draw attention to the structural inequalities that exist within this process<sup>5</sup>

## There is no procedural fairness to this process

### The burden is on the accused to prove their innocence

One of the requirements for travel to be consistent with the guidelines is for it to be directed by the employing parliamentarian.

If the employing parliamentarian signs a travel claim, or has a travel claim signed on their behalf, that presumably indicates that the claim was directed.

This is not the interpretation being followed here.

Instead, there is a grossly expansionist reading of the guidelines at play, which allows for the employing parliamentarian to retrospectively *withdraw* that approval, years after the fact, and do so simply by claiming that they did not approve it. No further evidentiary basis for the reversal is required from the employing parliamentarian.

In doing so, the evidentiary burden shifts to the employee. The employee must then prove, potentially years later, that their travel was directed by their employer, when their employer is denying it is the case. The travel documentation that would normally substantiate that claim (as it carries the signature of the person who either directed the travel or the authorised officer that the employer has designated to be trusted enough to sign on their behalf when they are not available) is considered invalid and irrelevant.

It should be noted that there is no procedural requirement — to my knowledge, at least — that an employee should be expected to document, or request in writing, at every request for travel, something from the employer directly that says that they are authorising this travel. But in the absence of this, and bearing in mind that such an obligation would be extraordinarily onerous on all parties involved, what is an employee to rely upon?

The employee is expected to prove that travel that they undertook was directed by a person who does not agree it was directed by them. What evidence could be sufficient to challenge the employer's version of events?

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<sup>5</sup> I should stress that I do not hold IPEA accountable for what I call these inequalities. I do not think that IPEA constructs the system in which it operates, and I recognise that IPEA's role is one that is set out *for* it, rather than *by* it. I make these comments in the hope that they might inspire some sense of fairness out of a process that is currently being, or *is able to be*, abused by bad-faith actors to harm others without fear of penalty or blowback.



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[REDACTED]

**This process is a foregone conclusion**

*There is no threshold for potential evidence that can prove that travel was directed by an employer if the employer is prepared to say that they did not direct it.*

If the employer simply claims that they did not direct the travel, after the fact, then I cannot comprehend what I could conjure, with access to all documentation available, that would disprove that. This is why we do not ask defendants to disprove their guilt. We do not expect people to prove that they did not do some thing, but that the presumption should be that the thing being alleged did not occur, until it can be proven to have occurred.

In a circumstance where proof is not required, and it is simply required that on the balance of probabilities a thing is likely to have occurred, the consideration of what is 'likely' requires a balancing of what is likely against what is unlikely.

There appears to be no effort to balance the likelihood of Senator Lambie's allegations against how likely they are to be false.

Under normal circumstances, I would have thought that the various travel claims that include the use of a hire car and were signed off on by Senator Lambie or an authorised officer thereof would have satisfied IPEA that the travel in question was legitimate. This obviously is not those circumstances.

I do not know the basis on which Senator Lambie's approval of my travel and hire car expenses has subsequently been deemed to be incorrect or false or in some ways ingenuine.

If Senator Lambie says that she did not authorise those claims, and that her authorised officer did not, then they would not have been approved. So it cannot be that.

If she says that they were approved, but they were signed as a forgery, then how would I prove that they were not? What possible evidence could I reasonably be expected to produce to say that the signature on the document I do not have access to is a legitimate one?

If she says they were not forged, but they were instead signed legitimately but subsequently changed to justify travel that was not on the document she signed, how could *this* claim be disproved?

I am asked to provide:

*"supporting evidence that the hire car transactions were both approved by Senator Lambie or the Authorised Person in accordance with items 1 and 3 of the Determination, and that the use of the hire cars met the requirements under items 8, 16-18 of the Determination."*

What would supporting evidence look like, that would be sufficient to disprove Senator Lambie directly stating that she did not approve the transactions? Short of a statutory declaration from Senator Lambie stating that she approves it, anything less would be insufficient:

- An email from her official email account would not be sufficient as she is one of many people with access to it;
- A voicemail from her requesting that I make some transaction would not be sufficient as there would be no way of proving its authenticity;
- A text message could be photoshopped;
- Witness accounts from five years ago are not always reliable, and even if they were, the people whose employment relies on remaining in her current good graces are not going to support any claim against her — especially having seen what happens to employees she no longer likes.

And so, in recognition that I cannot with absolute certainty prove that Senator Lambie did what she now claims she did not do, my response has instead focused on how reasonable it is to assume it to be the case.

My response to these allegations has spoken to the defensibility of the individual claims on the basis of factual errors, consideration of value for money, adherence to direct instruction from IPEA relating to the use of hire cars over taxis, and the reliability of the taxi services within regional Tasmania.

[REDACTED]

Senator Lambie's argument seems to simply be that she should be trusted when she says she did not approve these expenses. There is no evidential burden on her to prove this. It falls entirely on me to disprove them.

And it is a burden that is impossible, because the rules are really clear. If the employer does not direct the travel, the travel is not within the rules. If the employer has the capacity to rescind their approval of the travel after the travel has occurred, then the employee has no protection against this rescinding. The employee is financially reliant on the goodwill of the employer, for years after their employment relationship has ended. The employer can, for any reason, at any time, decide to financially harm the employee (or former employee) and do so without any risk to their own reputation, their own financial standing, or their own political interests. The employee can best hope to be exonerated silently.

[REDACTED]

[REDACTED]

[REDACTED] It is not sufficient to prove that Senator Lambie directed the travel; it must be proved that the travel, after being directed, represented the use of the most direct efficient mode of transportation.

I would hope that the arguments above would speak to my belief that my actions are consistent with that expectation.

## Conclusion

In summary:

1. If this hinges on Senator Lambie having not directed me to use hire cars, she should be made to supply some evidence of this. If there is no evidence of this, she should be made to provide a statutory declaration to that effect. If she is unable or unwilling to do either of those things, and this investigation hinges on that claim, then the claim cannot be assumed to have some basis in fact.
2. If this does not hinge on Senator Lambie having not directed me to use hire cars, what difference does any other question you are putting to me make? If two employees both used a hire car for an overlapping period, for example, and it is subsequently found that this is justifiable, *the underlying use of the hire car is still an issue because it was not directed*. The same applies to all other questions. My having some satisfactory explanation does not matter as these are supplementary concerns and do not go to the primary concern.

Because this is a foregone conclusion, and because I am being asked to disprove a negative, I know I will be required to end up repaying something, paying some penalty, being publicly shamed, etc.

At the outset of this process I asked repeatedly if there was ever any circumstance where travel, or costs associated with that travel, could be deemed to be within the guidelines if the employer turns around and says they did not direct it.

I was told, then, that IPEA cannot engage in hypotheticals.

I would ask you to reconsider. Clearly this is not a hypothetical now. Clearly, my former employer is intent on claiming that she did not direct me to incur certain costs.

I am now being asked to demonstrate that these costs were within the guidelines.

*To what end?*

If it cannot ever be within the guidelines if the employing member or Senator did not direct it, then what is this process for? What are we doing here?

On my reading of the guidelines, the employer has absolute discretion to decide if something is outside the guidelines, simply by saying that they did not direct it. There is no circumstance where something is 'official business' if the employer did not direct the employee to undertake it. If the expense incurred was not in the course of official business it cannot be justified. This is clear.

So what are we doing? Senator Lambie says it was not directed. My mistake was to not get, in writing, every time, and store it away in a lock box for time immemorial, evidence that she did direct it.

But my mistake means my ability to demonstrate that she did direct it is compromised, and the evidential burden shifts to me, with no evidential burden on her in making the claim. I am responding to a claim, made without evidence, and the assumption is that, if I also have no evidence, I am wrong. This is clear — I am not elected, after all.

And I don't have enough evidence to disprove every instance.

So, at what point do I get to know what I'm on the hook for?

I would like to be able to afford any penalty I'm going to have to repay, and not go bankrupt in the process, if it can be avoided.

But without being able to save and budget for the inevitable hit to my savings I am left with a degree of uncertainty that feels like punishment over and above whatever penalty I will have to eventually absorb.

Can somebody in IPEA tell me if there's ever a way that an employee's travel can be within the guidelines if their employer at the time denies having directed it? Or, if that's too vague, perhaps this construction is easier: what would I have to demonstrate to show that my travel was within the guidelines if I cannot demonstrate that my employing member directed it explicitly?

If the answer to the first is no, or if the answer to the second is nothing, then at least I can stop spending so much time on this. Hopefully IPEA can too. Maybe we can all just skip to the end.

**Cameron Amos**

18 December 2024

OFFICIAL:Sensitive



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

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1 July 2025

Mr Cameron Amos

Email: Cameron.Amos@aph.gov.au

Dear Mr Amos

**Audit of travel expenses and allowances between 1 July 2019 and 2 February 2023**

Thank you for your email correspondence of 12 and 13 February 2024 and 19 December 2024 regarding the Audit of your travel expenses and allowances between 1 July 2019 and 2 February 2023.

I note that your responses indicate that your ability to respond to IPEA's questions are limited by the fact that you no longer have access to your email and diary from the time that you worked for Senator Lambie. I also note that you believe that Senator Lambie is attempting to "weaponise IPEA processes against former employees with whom she is disgruntled". Please be assured that in making its assessment IPEA only considers the relevant legislation, instruments and Determination in reaching its conclusion.

Although your previous correspondence has not directly answered IPEA's questions it has provided helpful context. Based on that information, IPEA has been able to narrow the range of expenses (Attachment A) and issues that remain in question for this audit. I also have some general questions which would assist me to finalise the audit. The issue and questions for each are set out below.

Issue relating to the duration of car hire

The *Members of Parliament Staff Act 1984 Determinations 2018/30 and 2020/15, Staff Travel and Relief Staff Arrangements*, which were in force at the time of your hire car use, state at clause 17 that employees travelling as directed on official business may use hire cars but the hire must not be for more than 10 days.

OFFICIAL:Sensitive

Attachment A contains two expenses for hire cars in excess of 10 days which would make those expenses recoverable as they are outside what is allowed under the travel determination.

**Question 1: Is there any further information that you wish to provide IPEA in relation to these expenses?**

Issues relating to purpose of travel

The *Members of Parliament Staff Act 1984 Determination 2018/30 and 2020/15, Staff Travel and Relief Staff Arrangements* states at clause 3 (All personal employees may travel as directed anywhere within Australia on official business) that a member of parliament staff may only travel at the direction of their employing parliamentarian or an authorised person acting on behalf of that parliamentarian. Senator Lambie has indicated that she did not authorise some travel by hire car.

**Question 2. Can you confirm for me in writing that you are not able to access your email and diary from the time that you worked for Senator Lambie?**

**Question 3: Given you do not have access to your diary or email from this time can you provide as much information as you can about why you were likely to have undertaken this travel (for example office relief, electorate duties on behalf of the Senator)?**

General

You have regularly hired cars for your travel in Tasmania and indicated this was due to issues that fall under clause 16 of the *Members of Parliament Staff Act 1984 Determination 23/10 Staff Travel and Relief Staff Arrangements*. I note the provisions of clause 16 of the *Determination 23/10* are identical to clause 16 in the earlier Determinations (2018/30 and 2020/15) which were in force at the time of your hire car use.

**Question 4. Can you provide IPEA with more information about the availability of public transport and taxi services in the locations you arrived at, stayed and travelled from to the airport, in order for IPEA to make an assessment under clause 16(b)?**

**Question 5. Given that some of the locations that you travelled to and from have a level of remoteness. Can you provide IPEA with more information about personal safety reasons that would assist IPEA to assess this element under clause 16(a).**

IPEA asks that you provide your response to the five questions in this correspondence to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) by close of business **Friday 25 July 2025**, or advise us prior to the date if you require an extension.

Should you wish to discuss this matter, please contact [REDACTED] Director, Assurance and Audit via email at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) or phone on [REDACTED]

Yours sincerely

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**Nicole Pearson**

Chief, Transparency, Integrity and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

**Attachments**

**Attachment A** – car hire more than 10 days

**Attachment B** - *Members of Parliament (Staff) Act 1984* Staff Travel and Relief Staff Arrangements Determinations 2018/30

**Attachment C** - *Members of Parliament (Staff) Act 1984* Staff Travel and Relief Staff Arrangements Determinations 2020/15

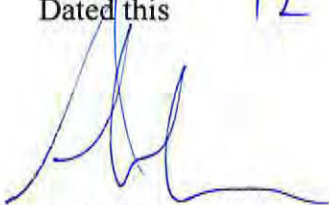
*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/25 made on 27 November 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this 12 day of December . 2018



**ALEX HAWKE**  
**Special Minister of State**

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget.
6. A Presiding Officer, including a Deputy Presiding Officer, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.

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

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<sup>2</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>5</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and
  - (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;

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<sup>5</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (ii) the vehicle is not used for journeys within Canberra;
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>6</sup>.
20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

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

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<sup>6</sup> For example, it is generally expected that long-stay parking will be used at an airport.

- (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>7</sup> of employees who are Employee Consultative Group<sup>8</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>9</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>10</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>7</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>8</sup> As described at clause 5 of the Enterprise Agreement.

<sup>9</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>10</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
  - (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
  - (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>11</sup> or more on personal leave<sup>12</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>13</sup>;

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<sup>11</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>12</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>13</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

#### **Relief staff component**

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

#### **Terms and Definitions**

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

***Opposition Office Holder*** means:

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

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

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

***Regulated ridesharing services*** means a ridesharing service, such as Uber X, operating under regulation in the State or Territory in which the travel occurs<sup>14</sup>.

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<sup>14</sup> At 1 December 2018, all States and Territories allow regulated ridesharing services to operate.

*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this <sup>29<sup>th</sup></sup> day of <sup>JUNE</sup> 2020

  
**MATHIAS CORMANN**  
Minister for Finance

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
  - (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
- 18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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

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

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

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

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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

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

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

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

### **Relief staff component**

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

### **Terms and Definitions**

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

***Opposition Office Holder*** means:

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

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

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

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

Date of Hire	FCM/CTM Ticket No	Total No Days	Total Cost	Excess Days	Pick Up	Drop Off	Mr Amos' Responses
18/11/2021	FCM99723630	29	\$ 1,881.15	19	Launceston	Devonport	
3/04/2022	CTM72534276	12	\$ 1,308.47	2	Devonport	Devonport	

**From:** [Pearson, Nicole](#)  
**To:** [cameron.amos@aph.gov.au](mailto:cameron.amos@aph.gov.au)  
**Cc:** [Assurance](#)  
**Subject:** FW: IPEA Correspondence to Mr Amos 1 July 2025 [SEC=OFFICIAL]  
**Date:** Wednesday, 30 July 2025 3:55:32 PM  
**Attachments:** [Letter IPEA to Mr Amos 1 July 2025.pdf](#)  
[determination 2018 30 staff travel and relief staff arrangements.pdf](#)  
[determination 2020 15 staff travel and relief staff arrangements.pdf](#)  
[Attachment A.pdf](#)

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**OFFICIAL**

Good Afternoon Cameron,

I was expecting a response from you to my correspondence attached by Friday 25 July. Can you let me know if you require further time to respond?

Kind regards

---

**Nicole Pearson**

Chief of Transparency, Integrity and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

**T:** [REDACTED]  
[REDACTED]

**E:** [REDACTED]@ipea.gov.au

**W:** [www.ipea.gov.au](http://www.ipea.gov.au)

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

A close up of a black screen? ? Description automatically generated



**From:** Pearson, Nicole  
**Sent:** Tuesday, 1 July 2025 3:19 PM  
**To:** [cameron.amos@aph.gov.au](mailto:cameron.amos@aph.gov.au)  
**Cc:** Assurance  
**Subject:** IPEA Correspondence to Mr Amos 1 July 2025 [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon Cameron,

As discussed on the telephone today, please find attached further correspondence from IPEA for your attention.

Kind regards

---

**Nicole Pearson**

Chief of Transparency, Integrity and Legal  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

**T:** [REDACTED]  
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**E:** [REDACTED]@ipea.gov.au

**W:** [www.ipea.gov.au](http://www.ipea.gov.au)

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

A close up of a black screen? ? Description automatically generated





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

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1 July 2025

Mr Cameron Amos

Email: Cameron.Amos@aph.gov.au

Dear Mr Amos

**Audit of travel expenses and allowances between 1 July 2019 and 2 February 2023**

Thank you for your email correspondence of 12 and 13 February 2024 and 19 December 2024 regarding the Audit of your travel expenses and allowances between 1 July 2019 and 2 February 2023.

I note that your responses indicate that your ability to respond to IPEA's questions are limited by the fact that you no longer have access to your email and diary from the time that you worked for Senator Lambie. I also note that you believe that Senator Lambie is attempting to "weaponise IPEA processes against former employees with whom she is disgruntled". Please be assured that in making its assessment IPEA only considers the relevant legislation, instruments and Determination in reaching its conclusion.

Although your previous correspondence has not directly answered IPEA's questions it has provided helpful context. Based on that information, IPEA has been able to narrow the range of expenses (Attachment A) and issues that remain in question for this audit. I also have some general questions which would assist me to finalise the audit. The issue and questions for each are set out below.

Issue relating to the duration of car hire

The *Members of Parliament Staff Act 1984 Determinations 2018/30 and 2020/15, Staff Travel and Relief Staff Arrangements*, which were in force at the time of your hire car use, state at clause 17 that employees travelling as directed on official business may use hire cars but the hire must not be for more than 10 days.

Attachment A contains two expenses for hire cars in excess of 10 days which would make those expenses recoverable as they are outside what is allowed under the travel determination.

**Question 1: Is there any further information that you wish to provide IPEA in relation to these expenses?**

Issues relating to purpose of travel

The *Members of Parliament Staff Act 1984 Determination 2018/30 and 2020/15, Staff Travel and Relief Staff Arrangements* states at clause 3 (All personal employees may travel as directed anywhere within Australia on official business) that a member of parliament staff may only travel at the direction of their employing parliamentarian or an authorised person acting on behalf of that parliamentarian. Senator Lambie has indicated that she did not authorise some travel by hire car.

**Question 2. Can you confirm for me in writing that you are not able to access your email and diary from the time that you worked for Senator Lambie?**

**Question 3: Given you do not have access to your diary or email from this time can you provide as much information as you can about why you were likely to have undertaken this travel (for example office relief, electorate duties on behalf of the Senator)?**

General

You have regularly hired cars for your travel in Tasmania and indicated this was due to issues that fall under clause 16 of the *Members of Parliament Staff Act 1984 Determination 23/10 Staff Travel and Relief Staff Arrangements*. I note the provisions of clause 16 of the *Determination 23/10* are identical to clause 16 in the earlier Determinations (2018/30 and 2020/15) which were in force at the time of your hire car use.

**Question 4. Can you provide IPEA with more information about the availability of public transport and taxi services in the locations you arrived at, stayed and travelled from to the airport, in order for IPEA to make an assessment under clause 16(b)?**

**Question 5. Given that some of the locations that you travelled to and from have a level of remoteness. Can you provide IPEA with more information about personal safety reasons that would assist IPEA to assess this element under clause 16(a).**

IPEA asks that you provide your response to the five questions in this correspondence to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) by close of business **Friday 25 July 2025**, or advise us prior to the date if you require an extension.

Should you wish to discuss this matter, please contact Dr [REDACTED] Director, Assurance and Audit via email at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) or phone on [REDACTED]

Yours sincerely

[REDACTED]

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**Nicole Pearson**

Chief, Transparency, Integrity and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

**Attachments**

**Attachment A** – car hire more than 10 days

**Attachment B** - *Members of Parliament (Staff) Act 1984* Staff Travel and Relief Staff Arrangements Determinations 2018/30

**Attachment C** - *Members of Parliament (Staff) Act 1984* Staff Travel and Relief Staff Arrangements Determinations 2020/15

Date of Hire	FCM/CTM Ticket No	Total No Days	Total Cost	Excess Days	Pick Up	Drop Off	Mr Amos' Responses
18/11/2021	FCM99723630	29	\$ 1,881.15	19	Launceston	Devonport	
3/04/2022	CTM72534276	12	\$ 1,308.47	2	Devonport	Devonport	

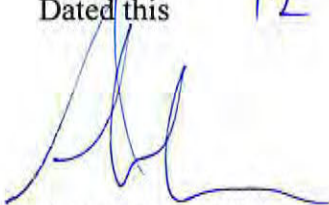
*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/25 made on 27 November 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this 12 day of December . 2018



**ALEX HAWKE**  
**Special Minister of State**

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget.
6. A Presiding Officer, including a Deputy Presiding Officer, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.

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

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<sup>2</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>5</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and
  - (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
    - (i) the hire is of no more than 10 days duration;

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<sup>5</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.

- (ii) the vehicle is not used for journeys within Canberra;
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

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

19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>6</sup>.
20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

#### **Travel for Training**

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

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<sup>6</sup> For example, it is generally expected that long-stay parking will be used at an airport.

- (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>7</sup> of employees who are Employee Consultative Group<sup>8</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>9</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>10</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>7</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>8</sup> As described at clause 5 of the Enterprise Agreement.

<sup>9</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>10</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
  - (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
  - (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>11</sup> or more on personal leave<sup>12</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>13</sup>;

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<sup>11</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>12</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>13</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

#### **Relief staff component**

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

#### **Terms and Definitions**

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

***Opposition Office Holder*** means:

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

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

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

***Regulated ridesharing services*** means a ridesharing service, such as Uber X, operating under regulation in the State or Territory in which the travel occurs<sup>14</sup>.

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<sup>14</sup> At 1 December 2018, all States and Territories allow regulated ridesharing services to operate.

*Members of Parliament (Staff) Act 1984*

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

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

- Determination 2018/30 made on 12 December 2018 is revoked;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this <sup>29<sup>th</sup></sup> day of <sup>JUNE</sup> 2020

  
**MATHIAS CORMANN**  
Minister for Finance

## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, a Chair of a Parliamentary Committee, or, with the approval of the Special Minister of State, a Chair of a Parliamentary Sub-Committee, may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup>. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (b) A Senator or Member may nominate only one electorate employee who may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget at any one time, irrespective of the number of office holder positions (as specified in this item) held by the Senator or Member.
  - (c) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (d) All travel by the electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.

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<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.
  - (a) The nomination of a personal and electorate employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. Travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
  - (a) the stopover is for a maximum of two nights only;
  - (b) no annual leave is taken by an employee as part of the stopover; and
  - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
10. Travelling allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
  - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
  - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
  - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

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

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

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

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

### **Class of Travel**

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

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and

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

- (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
  - (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
- 18. Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or short-term self-drive hire cars at Commonwealth expense for private use, other than as set out at item 16.

### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the

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

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

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

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

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

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

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

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

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

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

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

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

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

## SCHEDULE C

### Calculation of the Electorate Support Budget

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

### Electorate staff travel component

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

Senator/Member	Electorate Size	\$
Member	0-199 km <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>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
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	–	\$9,000
All other Senators	–	\$500

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

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

### **Relief staff component**

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

### **Terms and Definitions**

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

***Opposition Office Holder*** means:

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

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

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

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



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

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📅 August 2025

Mr Cameron Amos

Email: Cameron.Amos@aph.gov.au

Dear Mr Amos

**Audit of travel expenses and allowances between 1 July 2019 and 2 February 2023**

I refer to my letter phone discussion with you on 1 July 2025, my letter of 1 July 2025 and a follow-up email of 30 July 2025 regarding IPEA's Audit of your travel expenses and allowances between 1 July 2019 and 2 February 2023. As you are aware, and as IPEA's previous correspondence with you has indicated, IPEA has been undertaking this Audit since February 2024.

I note that no response has been received to my correspondence of 1 July 2025 nor the reminder of 30 July. I am now writing to advise that if no response is received by **31 August 2025**, IPEA will proceed to finalise the Audit on the information available.

My correspondence of 1 July 2025 is attached again for convenience.

Yours sincerely

A large black rectangular redaction box covering the signature of Nicole Pearson.

**Nicole Pearson**

Chief, Transparency, Integrity and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603