



Australian Government
Independent Parliamentary
Expenses Authority



Corporate Plan 2020–21



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Contents

CEO's Introduction	1
Our Purpose	2
Operating Environment.....	3
Capability	3
Risk Oversight and Management.....	4
Performance	5



CEO's Introduction



As the CEO of the Independent Parliamentary Expenses Authority (IPEA), I am pleased to present the IPEA Corporate Plan for 2020–21.

Since commencing operations in 2017, IPEA has established itself as an innovative and responsive organisation, committed to quality advice, reporting and assurance.

IPEA starts the new decade with a continuing focus on providing parliamentarians and their staff with the necessary services to undertake their roles. IPEA balances this focus with the expectation of the Australian public that taxpayers' funds are spent for their legislated purpose and represent value for money.

The Parliamentary Business Resources Act 2017 (PBR Act) commenced on 1 January 2018 and provides a principles based framework for parliamentarians' work and travel expenses. During the term of this Corporate Plan, the legislation that enables IPEA's role and functions is due for review. In applying this framework, IPEA continues to provide support for, and oversight of, travel expenses for parliamentarians and their staff. This includes definitive personal advice, transparent reporting of expenses as well as assurance and audit functions. Our priorities continue to be:

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

I am pleased to present this Corporate Plan under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Consistent with the requirements under subsection 35(1) of the PGPA Act, the plan covers the periods 2020–21 through to 2023–24. The plan provides an overview of our objectives, our environment, our resources and how we track progress as an independent statutory authority.

Annwyn Godwin
Chief Executive Officer
Independent Parliamentary Expenses Authority
1 July 2020



Our Purpose

IPEA is committed to delivering on our objectives by reinforcing a culture of accountability and transparency in the use of parliamentary work expenses under the PBR Act.

Our approach is to tailor our engagement—education, raising awareness, compliance and enforcement—as appropriate.

Travel and travel related expenses:

- advising parliamentarians and *Members of Parliament (Staff) Act 1984* (MOP(S)) about travel expenses and allowances
- processing claims relating to travel expenses and travel allowances of parliamentarians and their staff
- monitoring the travel expenses and travel allowances of parliamentarians and MOP(S) Act staff.

Other work related expenses:

- preparing regular reports relating to:
 - all work expenses, travel expenses and travel allowances claimed by parliamentarians and MOP(S) Act staff
- conducting audit and assurance activities relating to:
 - all work expenses, travel expenses and travel allowance claimed by parliamentarians
 - travel expenses and travel allowances claimed by MOP(S) Act staff.

Through our tailored engagement, we:

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



Operating Environment

2020 marks a significant milestone since IPEA was established. During the past three years, IPEA has matured as an organisation and the legislative framework has been applied and tested. The legislative framework (the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act) and the PBR Act), and associated subordinate legislation, are due for independent review into their operation as soon as practicable after 30 June 2020.

These reviews, along with advice in relation to specific functions from the Australian National Audit Office and external experts, will help IPEA to embed and strengthen its role as an integrity agency. The dynamic requirements of the operating environment remain at the forefront of our approach to promoting and maintaining integrity and transparency in the parliamentary business expenses framework.



Capability

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

- An evidence based approach, and innovative application of our data and analytical capability to strengthen IPEA's administration, advisory, reporting and audit functions
- Maintaining and fostering effective relationships with parliamentarians and other stakeholders while reinforcing our independence and expertise
- Supporting a culture of collaboration, consultation and flexibility through our value-based leadership that encourages resilience in our diverse workforce



Risk Oversight and Management

As a statutory authority, the foundations of our governance are the IPEA Act, the PGPA Act, the *Public Service Act 1999* and the Australian Public Service Code of Conduct.

IPEA has a two-step risk management strategy. This includes:

1

Aligning with the relevant legislative requirements of the PGPA Act and the Australian Government's expectations as described in the Commonwealth Risk Management Policy

2

Translating and embedding risk management thinking by tailoring our approach to conducting IPEA's business

IPEA's risk management policy and framework addresses the four important areas of stakeholders, services, employees and business systems and support. Wherever possible, a proactive approach is preferred. To assist with this approach IPEA has established an Audit and Risk Committee, chaired by a former Auditor-General.

Within our operating environment we aim to innovatively pursue opportunities, adopt new technology, achieve objectives and meet our responsibilities. The integrity of our people and the security and accuracy of the information we hold are critical to our success. IPEA has a low risk tolerance for:

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



Performance

Consistent with the Portfolio Budget Statements 2020–21, IPEA’s performance targets over the next four years are set out in the table below.

Year	Performance criteria	Targets
2020–21 2021–22 2022–23 2023–24	Travel — Advice <ul style="list-style-type: none"> • Provide clear and timely advice to parliamentarians and MOP(S) staff on travel and related expenses. 	<ul style="list-style-type: none"> • Advice is provided in accordance with IPEA’s published service level standards, which include measurements for quality and timeliness.
	Travel — Claims Processing <ul style="list-style-type: none"> • Accurate and timely processing of claims for travel expenses and allowances relating parliamentarians and MOP(S) staff. 	<ul style="list-style-type: none"> • Claims for travel expenses and allowances are processed in accordance with IPEA’s published service level standards, which include measurements for accuracy and timeliness.
	Data and Reporting <ul style="list-style-type: none"> • Increasing transparency through the compilation of reports detailing the work resources of current and former parliamentarians and the travel resources of MOP(S) staff. 	<ul style="list-style-type: none"> • Reports relating to work expenses for parliamentarians and their staff are prepared and provided as per IPEA’s published service level standards.
	Audit and Assurance <ul style="list-style-type: none"> • Auditing the work resources of parliamentarians and the travel resources of MOP(S) staff. 	<ul style="list-style-type: none"> • All parliamentarians’ offices are subject to one or more forms of assurance activities during the financial year in accordance with IPEA’s published service level standards.

