



Australian Government

Independent Parliamentary Expenses Authority

IPEA EDUCATION PROGRAM WORKBOOK

Budgets

LEARNING AREA

7



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Learner Induction:

Please ensure you have an appropriate learning environment before undertaking any training.

An appropriate learning environment would include the following:

- A quiet and undisturbed place
- A well-lit area
- A work station or suitable arrangements
- Comfortable temperature/climate conditions
- Access to amenities
- Access to lap-top, mobile phone—or portable device with internet connection
- Access to IPEA instructor or advice line for assistance
- Familiarity with emergency exits and procedures.

Learning Area Outline Descriptor:

This Learning Area will focus on the budgets parliamentarians' manage, maintain and are responsible for in their parliamentary role.

This Learning Area will inform the learner about the importance of tracking expenditure and usage, so as not to exceed budgetary caps or limits.

The Learning Journey:

This Activity Objective will give the learner:

- An understanding of the function and role of IPEA in helping parliamentarians and their staff in their roles
- Knowledge about The Parliamentary Business Resources framework (PBR framework), and how it impacts upon their role

- Greater clarity in terms of their role such as parliamentary duties, electorate duties, party political duties, and official duties
- An improved professional relationship between IPEA and its clients
- Clarity, by removing any confusion the learner may have about IPEA's role and functions
- Greater confidence when sourcing information and interpreting information contained in reports supplied by IPEA
- Knowledge of the 4 Budgets detailing their travel expenses they are responsible and accountable for
- Knowledge of what happens when budgets are exceeded and to assist in tracking budgets.

Targeted Learning Outcomes:

By the completion of this Learning Area, the learner will know:

- The 4 types of travel budgets available to parliamentarians
- The various reports available to assist in tracking budgets
- What happens when a budget is exceeded—budget overspends.



You can contact IPEA for advice via:

Phone: (02) 6215 3000

Email: enquiries@ipea.gov.au



Section 1

Budgets

Parliamentarians are provided with up to 4 travel-related budgets with limits or caps:

1. Unscheduled transport in large electorates
2. Electorate support budget
3. Travel Family Reunion—1 budget with 2 components:
 - Canberra and local area (cost based limit)
 - Australia-wide (trip based cap)
4. Travel allowance for electorate business outside the electorate, and/or party political duties outside Canberra.

Expenditure and usage must be tracked by parliamentarians to ensure that budgets are not exceeded.

IPEA provides a range of reports to assist parliamentarians with tracking their budgets, including monthly management reports, publicly-reported expenditure reports, up to date budget reports and other reports on request.

Transport in Large Electorates (TILE):

- Is made available for electorates over 10,000km²
- May be used for charter transport (booked through FCM)
- Monetary limit based on area of electorate.

Electorate Support Budget (ESB)

The ESB is made up of 2 components—staff travel and relief staff:

- Both components are combined into 1 budget which may be used flexibly
- Monitor the budget throughout the year and maintain related records
- Monetary limit that may be used for electorate staff travel and relief staff.
- All electorate staff travel costs, including airfares, taxis and travel allowance are deducted
- The total cost of employment contracts is deducted at the commencement of the contract.

Travel—family reunion:

- 1 budget, with 2 components that need to be managed
 1. 'Canberra and local area' (cost based limit)
 - Travel to Canberra or within the parliamentarian's state or territory
 2. 'Anywhere in Australia' (trip based cap)
 - A total of 3 trips per year.

Travel allowance:

- Parliamentarians—10 nights for electorate business outside the electorate and/or party business outside Canberra
- Staff—120 nights Travel allowance (TA) in Canberra for personal staff and nominated electorate staff..

Budget Overspends:

- Budgets must not be exceeded
- If a travel budget is exceeded, IPEA invoices the parliamentarian.
- This is a debt to the Commonwealth and action is taken to recover the debt
- Use the Monthly Management Report (MMR) and online reports to track balances.



Learning Activity 1.

Q1. Insert the missing words into the 4 types of travel-related budgets below:

1. Transport in _____ electorates
2. Electorate _____ budget
3. Travel—family reunion
 - (a) Travel—family reunion (_____ and local area)
 - (b) Travel—family reunion (_____-wide)
4. Travel _____ for electorate business outside the electorate, and/or _____ political duties outside Canberra.

Q2. Is the following statement True or False?

Expenditure and usage must be tracked by parliamentarians to ensure that budgets are not exceeded.

TRUE	FALSE
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Q3. List the 3 most common reports provided by IPEA to assist parliamentarians with tracking their budgets.

1. _____
2. _____
3. _____

Q4. If a travel budget is exceeded by a parliamentarian, what does IPEA do?



Section 2

Answers to Learning Activities:

Learning Activity 1.

Q1. Insert the missing words into the 4 types of travel-related budgets below:

1. Transport in **large** electorates
2. Electorate **support** budget
3. Travel—family reunion
 - (a) Travel—family reunion (**Canberra** and local area)
 - (b) Travel—family reunion (**Australia**-wide)
4. Travel **allowance** for electorate business outside the electorate, and/or **party** political duties outside Canberra.

Q2. Is the following statement True or False?

Expenditure and usage must be tracked by parliamentarians to ensure that budgets are not exceeded.

TRUE	FALSE
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Q3. List the 3 most common reports provided by IPEA to assist parliamentarians with tracking their budgets.

1. **monthly management reports**
2. **expenditure reports**
3. up to date **budget reports** and other reports on request

Q4. If a travel budget is exceeded by a parliamentarian, what does IPEA do?

IPEA invoices the parliamentarian.

This is a debt to the Commonwealth and action is taken to recover the debt.



Resources:

Resources available include:

- The IPEA ED website <https://www.ipea.gov.au/ed>
- The IPEA: A Quick reference guide to Travel related expenses for parliamentarians and their staff (handbook)
- IPEA Training Resources: Publications, Factsheets, FAQ's and Power-point presentations i.e. 'Personal Advice Factsheet' https://www.ipea.gov.au/sites/default/files/personal_advice_fact_sheet.pdf
- IPEA Training Sessions, Education Sessions, Face-to-face, One-on-one, Drop-in sessions, Electorate Office Visits, and/or Webinars
- *Parliamentary Business Resources Act 2017* (PBR Act)
- *Parliamentary Business Resources Regulations* (PBR Regulations)
- Determinations made under the PBR Act
- Federal Register of Legislation: <https://www.legislation.gov.au/Details/F2019C00317>

How to contact IPEA for further assistance?

Email: enquiries@ipea.gov.au

Phone: +61 (02) 6215 3000