Members of Parliament (Staff) Act 1984

STAFF TRAVEL ARRANGEMENTS

I, MICHAEL JOHN CLYDE RONALDSON, 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 2011/10 made on 23 May 2011 is revoked; and
- the travel arrangements set out in Schedule A of this determination will apply to the staff of Senators and Members employed under Part III and Part IV of the Act.

Dated this _____ day of __________ 2015

SENATOR THE HON. MICHAEL RONALDSON
Special Minister of State
SCHEDULE A

Domestic Travel

1. Employees may only travel by the most efficient direct route available.

2. Subject to item 22, 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 to and from accommodation and the office when travelling on parliamentary or electorate business away from his or her 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 Staff Travel Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business.

5. The Electorate Staff Travel Budget is not debited where an electorate employee travels on Airline Loyalty points.

6. One nominated electorate employee working for a Minister, a Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of a Minority Party, or a Chair of a Parliamentary Committee may travel as directed anywhere within Australia on official business without debit from the Electorate Staff Travel 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 Ministerial and Parliamentary Services (M&PS) in writing\(^1\). 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 Staff Travel 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 from the Electorate Staff Travel 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 Staff Travel Budget.

7. A whip or a shadow minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the electorate staff travel budget, in place of an electorate employee, whose travel will not be debited against the Electorate Staff Travel Budget.

\(^1\) Using the Nomination of Electorate Employee Travel Entitlement form on the Ministerial and Parliamentary Services information site.
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 electorate employee must be notified to Ministerial and Parliamentary Services (M&PS) in writing. All entitled travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Staff Travel Budget.

8. Official travel is restricted to Australia (excluding the external territories), unless the employing Senator or Member has a specific entitlement to travel to an Australian external territory.

9. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.

10. 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.

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 or a break in travel at a usual point en route to the final travel destination, e.g. travel from Hobart to Canberra may have a usual stop in Melbourne en route.

11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator’s or Member’s charter entitlement 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 travel within entitlement and therefore all reasonable steps are to be taken to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

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1 Using the Nomination of Electorate Employee Travel Entitlement form on the Ministerial and Parliamentary Services information site.
2 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 Staff Travel Budget. However, if the employee returns on Tuesday or later, it is at their own expense.
**Electorate Staff Travel Budget**

13. Except as provided at items 14-17, the Electorate Staff Travel Budget is calculated at the commencement of each financial year on the basis of:
   
a. 20 return economy airfares 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. a component for intra-electorate travel as follows:

<table>
<thead>
<tr>
<th>Senator/Member</th>
<th>Electorate Size</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>0-199 km²</td>
<td>$300</td>
</tr>
<tr>
<td>Member</td>
<td>200-999 km²</td>
<td>$500</td>
</tr>
<tr>
<td>Member</td>
<td>1,000-9,999 km²</td>
<td>$700</td>
</tr>
<tr>
<td>Member</td>
<td>10,000-99,999 km²</td>
<td>$1,000</td>
</tr>
<tr>
<td>Member</td>
<td>100,000-199,999 km²</td>
<td>$8,132</td>
</tr>
<tr>
<td>Member</td>
<td>200,000-499,999 km²</td>
<td>$10,132</td>
</tr>
<tr>
<td>Member</td>
<td>500,000 km² or greater</td>
<td>$12,132</td>
</tr>
<tr>
<td>Senators for the NT</td>
<td></td>
<td>$9,000</td>
</tr>
<tr>
<td>All other Senators</td>
<td></td>
<td>$500</td>
</tr>
</tbody>
</table>

14. Where a Senator or Member’s primary electorate office is located within 150km of Canberra by road, the Electorate Staff Travel Budget 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. a component for intra-electorate travel as set out at item 13d.

15. The Electorate Staff Travel Budget for each financial year for the following Senators and Members is as follows (instead of the calculations at item 13 and 14):

<table>
<thead>
<tr>
<th>Senator or Member</th>
<th>ESTB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member for Fraser</td>
<td>$2,000</td>
</tr>
<tr>
<td>Member for Canberra</td>
<td>$6,000</td>
</tr>
<tr>
<td>Member for Eden-Monaro</td>
<td>$5,000</td>
</tr>
<tr>
<td>Senators for the ACT</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

16. The Electorate Staff Travel 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.

17. The Special Minister of State may approve changes to the Electorate Staff Travel Budget for any Senator or Member.

18. If the Electorate Staff Travel Budget for a year is exhausted, a Senator or Member may not draw from the Electorate Staff Travel Budget for the following year. The cost of travel beyond the Electorate Staff Travel Budget is 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.

Class of Travel

19. 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 entitled 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.

20. 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 entitled 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.

21. A Minister, Parliamentary Secretary or Opposition Office Holder 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

22. 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 (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.

23. Employees, when travelling as directed on official business, subject to the restrictions at items 1 to 10, may use:
   a. taxis;
   b. hire cars; and
   c. 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;
      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; and
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.

24. Car transport costs are debited against the Electorate Staff Travel Budget for all
electorate employees other than the nominated electorate employee of a Minister, a
Parliamentary Secretary, an Opposition Office Holder, a Leader or Deputy Leader of
a Minority Party, or a Chair of a Parliamentary Committee. Self-drive hire vehicles
should be used on weekdays only unless exceptional circumstances apply and the
Senator or Member has approved the use. Employees are not entitled to use taxis,
hire cars or short-term self-drive hire cars at Commonwealth expense for private use.

25. Where an employee is provided with a Private-Plated Vehicle (PPV) or cash in lieu
of a PPV, other Commonwealth Government funded car transport (including, but
not limited to, taxis and Motor Vehicle Allowance) may not be used within the
employee's nominated work base except for transport to and from the airport when
travelling on official business. This exclusion does not apply where an employee
who is provided with a PPV has a work base other than Canberra, but garages the
PPV in Canberra and the PPV is made available for the use of other staff.

Tolls and Parking Costs

26. 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 (e.g. it is generally expected that long-stay parking will be used at an
airport) to be eligible for full reimbursement.

27. Toll and parking costs will not be reimbursed where incurred during a personal
stopover or a period of leave.

28. Toll and parking costs associated with official business travel of electorate
employees, other than a nominated electorate employee, will be debited against the
Electorate Staff Travel Budget.

29. Employees are not entitled to be reimbursed for valet parking costs.

Travel for Training

30. The electorate employees of Senators and Members whose electorate offices are
outside the greater metropolitan area of capital cities (including satellite cities) have
access to three trips per year (four trips per year where the Member has a second
official electorate office) to travel to the nearest capital city to attend training under
the Professional Development Program or approved ad hoc training and professional
development opportunities.

31. Electorate employees based in the Northern Territory may use the trip entitlement in
item 30 for travel to Adelaide or Brisbane to attend training under the Professional
Development Program or approved ad hoc training and professional development
opportunities.

32. The Senators and Members whose employees are eligible for the trips in items 30
and 31 will be listed on the Ministerial and Parliamentary Services information site.
COMCAR Services for Employees of the Prime Minister

33. All employees of the Prime Minister may use a COMCAR to travel to or from RAAF Base Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.

34. 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 (for example, from Canberra to Merimbula) to meet the Prime Minister, 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.

35. 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.

Terms and Definitions

36. In this Schedule, terms have the meaning set out in the Commonwealth Members of Parliament Staff Enterprise Agreement 2010-2012 and its successor agreements. In addition, the terms below have the following meanings:

leader of a minority party means the leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder, and
deputy leader of a minority party has a corresponding meaning.

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.

personal stopover means personal time spent at a location where an employee has been directed to travel on official business.

Professional Development Program means a scheduled program of training courses for MOP(S) Act employees, administered by Ministerial and Parliamentary Services.