

REMUNERATION TRIBUNAL

Determination Number 26 of 1998

MEMBERS OF THE PARLIAMENT - ENTITLEMENTS

Pursuant to sub-sections 7(1) and 7(4) of the *Remuneration Tribunal Act 1973*, the Remuneration Tribunal, having inquired into the allowances to be paid out of the public moneys of Australia to members of the Parliament by reason of their membership of the Parliament or by reason of their holding particular offices, or performing particular functions in, or in relation to the Parliament or either House of Parliament, has inquired into certain entitlements, being matters significantly related thereto, and, notwithstanding Clause 2 of Schedule 3 of the *Remuneration and Allowances Act 1990*, determines as set out hereunder.

ELECTORATE ALLOWANCE

- 1.1 The rates of electorate allowance payable to senators and members are as follows:

	Rate from 1 October 1997 (\$)
Senator:	26,467
Member:	
electorate of less than 2,000 square kilometres	26,467
electorate of 2,000 square kilometres or more but less than 5,000 square kilometres	31,473
electorate of 5,000 square kilometres or more	38,380

TRAVEL ENTITLEMENTS - SCHEDULED COMMERCIAL TRANSPORT

Senators and Members

- 2.1 A senator or member when travelling within Australia, excluding the external territories, on parliamentary, electorate or official business but not including party business (other than meetings of a parliamentary political party, or of its executive, or of its committees, and the national conference of a political party, of which he or she is a member), shall be entitled to travel at government expense.

- 2.2 For the purposes of clause 2.1, official business means attendance at
- (a) properly constituted meetings of a Government advisory committee or task force provided that the senator or member is a member of the committee or task force; and
 - (b) functions representing a Minister or a Presiding Officer on official business as a Minister or Presiding Officer, provided that the Minister or Presiding Officer nominates the function in advance in a written request to the senator or member to represent him or her.
- 2.3 Travel in accordance with clause 2.1 above may be on scheduled commercial or commuter air services, mainline rail services or by motor coach and other vehicles operating as regular carriers and may include by charter transport, provided that where charter transport is used the senator or member must pay for any additional cost as between the charter transport and the mode of transport that would have been the most reasonable and usual mode for the route travelled.
- 2.4 Additional travel on scheduled commercial/commuter air services at government expense shall be authorised in the following circumstances:
- (a) in the case of a senator or member for the Northern Territory, travel to the Cocos (Keeling) Islands and Christmas Island on electorate business;
 - (b) in the case of the member for Canberra and senators of the Australian Capital Territory, travel to Norfolk Island on electorate business; and
 - (c) in the case of the Leader of a recognised party of at least 5 members in the Parliament, travel within Australia and to the Cocos (Keeling) Islands, Christmas Island and Norfolk Island on functions or duties connected with the office of Leader.
- 2.5 When travelling by air or by rail at government expense, a senator or member shall be entitled to either first class or business class, whichever is appropriate for the mode of transport used.
- 2.6 A senator or member when travelling by air to or from Canberra on parliamentary business shall be entitled to carry one additional piece of luggage within the airline size limits at government expense.

Spouse or Nominee of a Senator or Member

2.7 For the purpose of this entitlement 'nominee' means:

- (a) a parent; or
- (b) a son or daughter other than a dependent child as defined in clause 2.19; or
- (c) a brother or sister

of the senator or member, and may in special circumstances include one other person (except a member of the staff of the senator or member) approved at the discretion of the Special Minister of State.

2.8 A senator or member may nominate to the Special Minister of State one nominee as eligible to receive travel privileges under this entitlement and, subject to any procedural rules made by the Special Minister of State, may vary that nomination from time to time.

2.9 Subject to clause 2.13, the spouse or nominee of a senator or member other than a senator or member from the Australian Capital Territory shall be entitled to travel on scheduled commercial transport at government expense:-

- (a) on a maximum of nine return visits per annum to Canberra or from Canberra to the senator's or member's electorate or from the spouse's principal place of residence to the senator's or member's electorate;
- (b) on three return interstate visits per annum; and
- (c) to attend official government, parliamentary or vice-regal functions to which the spouse or nominee has been invited.

2.10 Subject to clause 2.13, the spouse of a sitting senator or member who has satisfied the qualifying periods specified in clause 7.2 for the issue of a Life Gold Pass shall be entitled to travel on scheduled commercial transport on return visits at government expense to Canberra additional to those visits specified in clause 2.9 to coincide with travel to Canberra by the senator or member. This additional travel entitlement is not transferable.

- 2.11 Subject to clause 2.13, the spouse or nominee of a senator or member from the Australian Capital Territory shall be entitled to travel on scheduled commercial transport at government expense:-
- (a) on one return visit to Sydney or Melbourne per annum;
 - (b) on one return interstate visit per annum; and
 - (c) to attend official government, parliamentary or vice-regal functions to which the spouse or nominee has been invited.
- 2.12 A spouse or nominee shall be entitled to travel on scheduled commercial transport at government expense at the same class of travel as a senator or member.
- 2.13 Where the Minister for Defence has already approved the use of a special purpose aircraft for a particular journey under the *Parliamentary Entitlements Act 1990*, the spouse or nominee of a senator or member may travel on a journey that he or she would otherwise be entitled to make in accordance with clause 2.9, 2.10, 2.11, 2.14 or 2.21 subject to that journey counting as a journey for the purposes of calculating the spouse's or nominee's entitlement under clause 2.9, 2.11, 2.14 or 2.21.
- 2.14 A spouse or nominee may convert all of the Canberra visits and the interstate visits to intrastate travel; the basis of the conversion being one visit for one visit.
- 2.15 Where the spouse or nominee of a senator or member from:
- (a) Western Australia;
 - (b) the Northern Territory; or
 - (c) Queensland at least 1,100 kilometres flight distance from Brisbane
- travels to or from Canberra with a dependent child or dependent children as defined in clause 2.19 the journey may be broken by one stop-over of one night in a capital city, provided the journey to Canberra is completed.
- 2.16 Except as provided by clause 2.13, when travelling by air or surface transport, the entitlement of the spouse or nominee is limited to the cost of the most direct route to the intended destination for the mode of transport used, without voluntary stop-overs except as provided in clause 2.15.
- 2.17 Travel of a spouse or nominee not commenced in the one period of twelve months cannot be carried over to the next period of twelve months.
- 2.18 Travel entitlements of a spouse or nominee may be utilised by a dependent child of a senator or member in the absence of spouse or nominee or if the spouse or nominee is unable to travel. Where applicable, the utilisation shall be at economy class or at the same class as the senator or member if under the age of 12 and travelling with the senator or member.

Dependent Children

- 2.19 For the purpose of this determination 'dependent child' means:
- (a) a person under 16 who
 - (i) is in the custody, care and control of the senator or member or is a person to whom the senator or member has access; or
 - (ii) where no other person has the custody, care and control of the person, is wholly or substantially in the care and control of the senator or member; or
 - (b) a person who is at least 16 but under 25 and is wholly or substantially dependent upon the senator or member.
- 2.20 Subject to clauses 2.22 and 2.24, each dependent child of a senator or member shall be entitled to travel on scheduled commercial transport at government expense on a maximum of three return visits to Canberra per annum at economy class, or at the same class of travel as the parent if under the age of 12 and travelling with the parent. Such travel may be commenced and/or terminated at the nearest terminal to a child's school rather than the nearest terminal to a child's home if the cost is no more than the cost of travel between the home and Canberra.
- 2.21 Subject to clauses 2.15 and 2.23, the cost of travel entitlements to Canberra in respect of a spouse or a nominee and a dependent child or dependent children may be 'pooled' and used at the discretion of a senator or member for trips to Canberra for either a spouse or a nominee or a dependent child.
- 2.22 Where the Minister for Defence has already approved the use of special purpose aircraft for a particular journey under the *Parliamentary Entitlements Act 1990*, the dependent child of a senator or member may travel on that special purpose aircraft on a journey that he or she would otherwise be entitled to make in accordance with clause 2.20 or 2.21 subject to that journey counting as a journey for the purposes of calculating the dependent child's remaining entitlement under clause 2.20 or 2.21.
- 2.23 Except as provided by clause 2.22, when travelling by air or surface transport, the entitlement of a dependent child is limited to the cost of the most direct route to the intended destination for the mode of transport used, without voluntary stop-overs except as provided in clause 2.15.
- 2.24 A spouse or nominee of a senator or member may convert all of the Canberra visits and the interstate visits from first class or business class to economy class travel so as to utilise the savings to provide additional trips for dependent children.
- 2.25 Travel entitlements of a dependent child not commenced in one period of twelve months cannot be carried over to the next period of twelve months.

Frequent Flyer Points

- 2.26 Frequent flyer points accrued as a result of travel under clauses 2.1 to 2.24 of this determination should only be used to reduce the cost of future travel under the provisions of this determination by the person accruing the points. Wherever possible and practicable, a senator or member should ensure that frequent flyer points accrued by him or her are being used to cover the cost of official travel.
- 2.27 Details of the usage of frequent flyer points accrued as a result of travel under clauses 2.1 to 2.24 must be reported to the Special Minister of State in accordance with guidelines developed by the Special Minister of State.

CAR TRANSPORT

Senators and Members

- 3.1 A senator or member shall be provided with car transport at government expense when travelling on parliamentary business, but not including party business (other than meetings of a parliamentary political party, or of its executive, or of its committees, and the national conference of a political party, of which he or she is a member)
- (a) for direct travel between his or her home, electorate office or place of business and the nearest airport or railway station;
 - (b) in Canberra and locations within a 30 kilometre radius of Parliament House;
 - (c) in other capital cities, except the capital city in which a senator or member resides or has an electorate office;
 - (d) in regional city centres outside the electorate; and
 - (e) on visits in the course of parliamentary committee business.
- 3.2 In addition to clause 3.1, a senator or member shall be provided with car transport at government expense when travelling on official business. For the purposes of this clause, official business has the same meaning as official business for the purposes of clause 2.1.
- 3.3 The Special Minister of State may prescribe the mode or modes of car transport to be made available to a senator or member for the purposes of clause 3.1.
- 3.4 A senator or member may use the car transport in Canberra for the purposes of personal emergencies such as dental and medical treatment, funerals and other

compassionate circumstances and reasonable personal services such as religious services and banking when these are not available at Parliament House.

- 3.5 If, pursuant to clause 3.3, a senator or member is provided with short-term self-drive car transport in Canberra on the weekend between parliamentary sitting weeks and after a sitting week followed by parliamentary committee business, and where this is the case, he or she shall meet the fuel costs and may use the car transport for private purposes, but not for commercial purposes.
- 3.6 If, pursuant to clause 3.3, a senator or member is provided with long-term self-drive car transport in Canberra, and where this is the case, he or she may use the car transport for private purposes, but not for commercial purposes.
- 3.7 If, pursuant to clause 3.3, a senator or member is provided with long-term self-drive car transport in Canberra in accordance with clause 3.6 he or she shall meet the personal cost contribution and other provisions in the Executive Vehicle Scheme guidelines for the Senior Executive Service of the Australian Public Service. The provisions of the Executive Vehicle Scheme relating to periods of approved leave shall not apply.
- 3.8 When services (which do not involve unreasonable interruption to the journey outlined in clause 3.1) are not available from the airport or railway station nearest a senator's or member's home, a senator or member shall be provided with car transport at government expense for direct travel between his or her home and the nearest airport or railway station which does provide reasonable services for that journey. In exercising an entitlement under this clause, a senator or member is expected to organise his or her travel arrangements in a reasonable way so as to travel to and from the airport nearest to his or her home, electorate office or place of business.
- 3.9 Where a senator or member is travelling by car transport between the airport and his or her home, he or she may, for parliamentary or electorate purposes only, break the journey at his or her electorate office. However, if the senator or member expects the break in the journey to be longer than half an hour, the car shall be released immediately and another ordered to complete the journey at a later time.
- 3.10 When a senator or member is required to break a journey to or from Canberra on parliamentary business, car transport at government expense shall be provided from the airport or railway station to the place of overnight accommodation and from there to the airport or railway station for connecting transport.

Shadow Ministers and Party Leaders

- 3.11 A Shadow Minister and the leader of a recognised party of at least 5 members in the Parliament shall be provided with car transport at government expense in the capital city of the state in which he or she resides when travelling on duties or functions connected with the office of Shadow Minister or party leader as the case may be.

Spouse or nominee

- 3.12 When travelling as determined in clauses 2.9, 2.10, 2.11, 2.13 or 2.14, a spouse or nominee unaccompanied by a senator or member shall be provided with car transport at government expense:
- (a) between home, electorate office or place of business and the airport or railway station, as outlined in clauses 3.1 and 3.8;
 - (b) between the airport or railway station in Canberra and the Canberra destination;
 - (c) between the airport and the capital city being visited on an interstate or an intrastate visit; and
 - (d) between the airport and the capital city where a stop-over is made as provided in clause 2.15;
 - (e) between Parliament House and place of accommodation in Canberra or Queanbeyan.
- 3.13 When a spouse or nominee has travelled to Canberra under clause 2.9 or 2.10 for the purpose of attending an official government, parliamentary or vice regal function, he or she is entitled to car transport in Canberra at government expense to attend that function and other functions with the approval of the Special Minister of State.

PRIVATE VEHICLE ALLOWANCE

Private Vehicle Allowance for travel to or from Canberra

- 4.1
- (a) A senator or member who uses their private vehicle to travel from his or her home to Canberra or from Canberra to home on parliamentary business; or
 - (b) a senator or member who uses their private vehicle to travel from their home part of the way to Canberra or from Canberra part of the way to their home on parliamentary business; or

- (c) a spouse, nominee or dependent child, when travelling by private motor vehicle to or from Canberra as provided in clauses 2.9, 2.10, 2.11, 2.20 and 2.24

shall be entitled to payment of private vehicle allowance at Australian Public Service rates then current for the shortest practicable route, or the cost of the business class air fare, whichever is less.

- 4.2 Where there is no convenient scheduled air service to connect with a scheduled flight to Canberra, a senator or member shall be entitled to private vehicle allowance at Australian Public Service rates then current for the shortest practicable route between their home and the nearest airport practicable to connect with the Canberra flight.
- 4.3 Senators or members who use their private vehicle to travel from their home part of the way to Canberra on parliamentary business shall be entitled to park the vehicle at the connecting airport at government expense, where due economy is served by doing so. Similarly, and notwithstanding clause 5.8, senators or members who use their private plated Commonwealth vehicle provided under clause 5.1 and 5.4 for such travel shall be entitled to park the vehicle at government expense.
- 4.4 When more than one person with a travel entitlement travels in the one motor vehicle, payment of private vehicle allowance or the cost of the first class air fare may be made to one person only. Where no payment is made in respect of a person travelling in the motor vehicle, the entitlement to travel of that person shall not be reduced.
- 4.5 Private vehicle allowance is not payable to a senator or member, spouse or nominee, or dependent child for travel other than as provided in clauses 4.1 and 4.2 of this determination.

PROVISION OF VEHICLE

- 5.1 A senator or member shall, at his or her request, be provided with an Australian made, private plated standard vehicle, as advised by the Special Minister of State.
- 5.2 A senator or member, at his or her request, may be provided with a private plated non-standard vehicle (such as a four wheel drive vehicle) instead of a standard vehicle under clause 5.1.
- 5.3 The Special Minister of State may develop guidelines for the purposes of clause 5.2.

- 5.4 In addition to clause 5.1, a member for the electorates of Maranoa, Grey, Northern Territory, Kalgoorlie, Kennedy and Parkes and the Senators representing the Northern Territory (while the total representation from the Northern Territory in both Houses does not exceed the present level of three) shall, at the request of the senator or member, be provided with a Commonwealth-leased private plated, four wheel drive motor vehicle.
- 5.5 Where a senator or member is provided with a non-standard vehicle under clause 5.2, his or her charter transport entitlement or electorate allowance shall be reduced by the difference between the lease cost of a non-standard vehicle and the lease cost of a standard vehicle.
- 5.6 Where a senator or member is provided with a four wheel drive vehicle in accordance with 5.4, his or her charter allowance entitlement or electorate allowance shall be reduced by the lease cost of the four wheel drive motor vehicle.
- 5.7 A senator or member provided with a vehicle under clauses 5.1, 5.2 and 5.4 may use the vehicle for parliamentary, electorate, official or private business, but not for commercial purposes.
- 5.8 Where a senator or member is provided with a vehicle under clause 5.1 or 5.2 he or she shall meet the personal cost contribution and other provisions in the Executive Vehicle Scheme guidelines for the Senior Executive Service of the Australian Public Service. The provisions of the Executive Vehicle Scheme relating to periods of approved leave, shall not apply.
- 5.9 All running and maintenance costs in relation to a vehicle provided under clauses 5.1, 5.2 and 5.4 are to be met by the Commonwealth.
- 5.10 When used for private purposes the vehicle is to be driven only by
- (a) the senator or member, or
 - (b) a person nominated by the senator or member.
- 5.11 When used for travel to which the senator or member (or eligible family member/nominee) is otherwise entitled by the provisions of this Determination (such as by clauses 2.1, 2.9, 2.10, 2.11, 2.14, 2.20, 2.24, 3.1, 3.8, 3.9, 3.10, 3.11) the other entitlements are voided. Likewise, no private vehicle allowance is payable under clause 4.1 - 4.5 for travel by private plated Commonwealth vehicle.

CHARTER AIRCRAFT/DRIVE YOURSELF VEHICLES

- 6.1 'Charter transport' includes charter aircraft and such other modes of transport as may be reasonable in the circumstances within and for the service of the electorate. This entitlement does not extend to the use of taxis or hire cars in the metropolitan areas of capital cities.

- 6.2 A senator or a member to whom one of the following criteria applies shall be entitled, at government expense, to use charter transport within and for the service of his or her State, Territory or electorate to the limits specified:-

	<u>Maximum Reimbursement per annum From 27.1.98</u>
<u>Senator:</u>	
<ul style="list-style-type: none"> • representing the Northern Territory (this entitlement shall apply only while the total representation from the Northern Territory in both Houses does not exceed the present level of three) 	\$51,300
	<u>Maximum Reimbursement per annum From 1.10.97</u>
<u>Senator:</u>	
<ul style="list-style-type: none"> • representing Queensland or Western Australia 	\$20,650
<ul style="list-style-type: none"> • representing New South Wales, Victoria, South Australia or Tasmania. 	\$11,550
	<u>Maximum Reimbursement per annum From 27.1.98</u>
<u>Member:</u>	
<ul style="list-style-type: none"> • representing an electorate of 300,000 or more square kilometres in area. 	\$51,300
	<u>Maximum Reimbursement per annum From 1.10.97</u>
<u>Member:</u>	
<ul style="list-style-type: none"> • representing an electorate of 125,000 or more, but less than 300,000 square kilometres in area 	\$32,750
<ul style="list-style-type: none"> • representing an electorate of 100,000 or more, but less than 125,000 square kilometres in area 	\$27,950
<ul style="list-style-type: none"> • representing an electorate of 25,000 or more, but less than 100,000 square kilometres in area 	\$18,150
<ul style="list-style-type: none"> • representing an electorate of 10,000 or more, but less than 25,000 square kilometres in area. 	\$ 8,900

- 6.3 Senators or members entitled by this determination to use charter transport within and for the service of their electorate, State or Territory shall be entitled to engage or dismiss the charter transport at a place outside their electorate, State or Territory provided that the purpose of the charter is for the service of the electorate within the electorate.
- 6.4 A senator or member may carry forward from one year to the next year up to 20% of the charter allowance for the first year, if unused, provided that the amount carried forward must be expended within the first 3 months of the second year.
- 6.5 Senators or members entitled by this determination to use charter transport within and for the service of their electorate may be accompanied by:
- (a) his or her spouse; and/or
 - (b) a member or members of his or her staff; and/or
 - (c) a senator or member, or senators or members.
- 6.6 In addition to clause 6.5, a senator or member may be accompanied by another person or other persons provided that a more expensive charter aircraft/vehicle would not be required.
- 6.7 Where a senator or member is accompanied by another person or other persons in accordance with clause 6.6, cost recovery for the fare equivalent will be obtained from any other passengers (or their employing organisation).
- 6.8 Where a senator or member is accompanied by another person or other persons in accordance with clause 6.6, cost recovery for the fare equivalent in accordance with clause 6.7 will not be required where he or she certifies that the passenger's travel was
- (a) relevant to the purposes of the travel, or
 - (b) for compassionate reasons, or
 - (c) for public interest reasons.
- 6.9 For the purposes of clause 6.8, the senator or member must advise the Special Minister of State, wherever possible prior to the charter travel taking place, of the names and justification for travel of all passengers and that, in his or her view, recovery action should not be taken.
- 6.10 The Special Minister of State shall have a discretion to approve the use of charter transport within Australia at government expense in special cases, other than for the service of the electorate, including such use by the Leader of a recognised party of at least 5 members and circumstances where a senator or member would be unduly delayed by the use of scheduled services.

LIFE GOLD PASS

7.1 A senator or member who, on retirement from the Parliament, has completed the qualifying periods set out in 7.2 shall be issued with a Life Gold Pass entitling the holder to travel at government expense for non-commercial purposes within Australia, but excluding the external Territories, up to a maximum of 25 return trips per annum, on scheduled commercial/commuter air services, mainline rail services and other government services, or by motor coach or other vehicles operating as regular carriers.

7.2 The following qualifying periods shall apply to eligibility for the issue of a Life Gold Pass:

(i)	<u>Office</u>	<u>Qualifying Period</u>
	Prime Minister	one year
	Ministers	
	President of the Senate	
	Speaker of the House of Representatives	
	Leader of the Opposition	six years
	Senators and members	twenty years or the life of seven Parliaments;
(ii)	a person who has served as Prime Minister for less than one year, or a Minister, presiding officer or Leader of the Opposition who has held office for less than six years, shall have that period trebled in determining their eligibility for a Life Gold Pass by way of 20 years service as a senator or member;	
(iii)	periods of broken service may be accumulated;	
(iv)	for the purpose of this entitlement the life of six parliaments plus a further period of three years service, none of which is part of the life of those six parliaments, may be taken as the equivalent of the 'life of seven parliaments'.	

7.3 A Life Gold Pass holder shall be entitled to travel at the class of travel determined from time to time for a sitting senator or member.

7.4 The spouse of a Life Gold Pass holder shall be entitled to travel at government expense, except on metropolitan rail, bus and tram services, at the class of travel determined from time to time for a sitting senator or member provided they are accompanying the Pass holder.

- 7.5 The widow or widower, as the case may be, of a Life Gold Pass holder, or of a senator or member who dies in office and who has at the time of death qualified for a Life Gold Pass, shall be entitled to travel at government expense for a period of twelve months from the death of the Pass holder. The class of travel shall be determined from time to time for a sitting senator or member.
- 7.6 A Life Gold Pass issued to a sitting senator or member shall be suspended until he or she retires from the Parliament.
- 7.7 Frequent flyer points accrued as a result of travel under clauses 7.1 to 7.5 of this determination should only be used to reduce the cost of future travel under the provisions of this determination by the person accruing the points. Wherever possible and practicable, a person should ensure that frequent flyer points accrued by him or her are being used to cover the cost of life gold pass travel entitlements.
- 7.8 Details of the usage of frequent flyer points accrued as a result of travel under clauses 7.1 to 7.5 must be reported to the Special Minister of State in accordance with guidelines developed by the Special Minister of State.

SEVERANCE TRAVEL

- 8.1 A senator or member, not qualifying for a Life Gold Pass on retirement, shall, from the date of retirement from the Parliament, be eligible to travel at government expense for non-commercial purposes within Australia but excluding the external Territories on scheduled commercial/commuter air services, mainline rail services, or by motor coach or other vehicles operating as regular carriers, for the following periods:
- | | | | |
|-------|------------------------------|---|--------------|
| (i) | service in one Parliament | - | six months; |
| (ii) | service in two Parliaments | - | one year; |
| (iii) | service in three Parliaments | - | two years; |
| (iv) | service in four Parliaments | - | three years; |
| (v) | service in five Parliaments | - | four years; |
| (vi) | service in six Parliaments | - | five years. |

Periods of broken service shall be accumulated. However, where a member has utilised this entitlement, and is re-elected to the Parliament, any future entitlement shall be reduced by the amount utilised.

- 8.2 Travel in accordance with 8.1 shall be up to a maximum of:
- (a) in the case of the period specified in clause 8.1(i) - 12 return trips; and
 - (b) in the case of any other specified period - 25 return trips per annum.
- 8.3 Severance travel shall be at the class of travel determined from time to time for a sitting senator or member.
- 8.4 Severance travel does not extend to the spouse of a senator or member.
- 8.5 Frequent flyer points accrued as a result of travel under clauses 8.1 to 8.3 of this determination should only be used to reduce the cost of future travel under the provisions of this determination by the person accruing the points. Wherever possible and practicable, a senator or member should ensure that frequent flyer points accrued by him or her are being used to cover the cost of severance travel entitlements.
- 8.6 Details of the usage of frequent flyer points accrued as a result of travel under clauses 8.1 to 8.3 must be reported to the Special Minister of State in accordance with guidelines developed by the Special Minister of State.

OVERSEAS TRAVEL

- 9.1 A senator or member shall be entitled to financial assistance from the Government for travel outside the Commonwealth of Australia for the purpose of undertaking studies and investigations of matters related to their duties and responsibilities as a member of parliament under the following conditions:
- (a) the initial entitlement accrues when the senator or member has completed three years service in Parliament, such service to be deemed to have commenced from the date on which he or she is first entitled to receive salary and allowances. For qualification for this entitlement broken service may be counted provided that the re-election occurs within 6 years of leaving Parliament.
 - (b) a further entitlement accrues to a senator or member once only in the life of each subsequent Parliament;

- (c) each entitlement shall be equivalent to the value of a round the world first class air fare (Canberra-London-Canberra via Eastern Hemisphere Route and Atlantic-Pacific Route) calculated as:
 - (i) the cost of the said air fare at the date the entitlement is first used, plus
 - (ii) an adjustment of the remaining balance of the entitlement, if any, at the time it is used; such adjustment to be equivalent to the percentage movement in the cost of the said air fare since the latest use of the entitlement;
- (d) the entitlement is available for use on more than one overseas study journey but may only be used by a senator or member for the cost of:
 - (i) fares, including charter and hire transport charges,
 - (ii) fares of a spouse accompanying the senator or member on an overseas study journey,
 - (iii) accommodation and subsistence costs actually incurred by the senator or member or spouse, and
 - (iv) travel by sea but not the cost of ship cruises;
- (e) an entitlement, or part thereof, which has not been used by an eligible senator or member during the life of one Parliament, or before the commencement of the next Parliament in accordance with clauses 9.5 and 9.7, may be carried forward to be used by the senator or member during the life of the next Parliament, provided that the maximum amount which may be carried forward is one half of the cost of the air fare as defined in 9.1(c).

9.2 A senator or member shall be permitted to draw upon the entitlement available for overseas study purposes upon submission to the Special Minister of State of a statement in writing:

- (a) prior to embarking upon the overseas journey, stating
 - (i) the purpose or purposes of the journey,
 - (ii) the period of the visit and a detailed proposed itinerary, and
 - (iii) whether or not the senator or member will be accompanied by their spouse; and

- (b) within 30 days upon return from the overseas journey, reporting
 - (i) confirmation of the purpose or purposes of the journey and the itinerary, including any changes to the purpose or purposes and itinerary
 - (ii) key meetings and the main findings or outcomes, and
 - (iii) conclusions drawn relating to the relevance of the tour to the senator's or member's parliamentary responsibilities.
- 9.3 A senator or member who fails to submit a statement in accordance with clause 9.2 will not be permitted to draw upon the entitlement for overseas study purposes until such time as that statement is received by the Special Minister of State.
- 9.4 Copies of statements referred to in clause 9.2 may be obtained from the Special Minister of State upon request by any member or senator. The statements may be tabled in the Parliament at the discretion of the Special Minister of State.
- 9.5 Frequent flyer points accrued as a result of travel under clauses 9.1 of this determination should only be used to reduce the cost of future travel under the provisions of this determination by the person accruing the points. Wherever possible and practicable, a senator or member should ensure that frequent flyer points accrued by him or her are being used to cover the cost of official travel.
- 9.6 Details of the usage of frequent flyer points accrued as a result of travel under clauses 9.1 must be reported to the Special Minister of State in accordance with guidelines developed by the Special Minister of State.
- 9.7 The entitlement of a senator or member to travel at government expense within Australia on parliamentary or electorate business and the entitlement of a spouse to travel within Australia at government expense shall not be used to offset the cost of overseas study travel.
- 9.8 The entitlement to overseas study travel shall cease when a person is no longer a member of Parliament.
- 9.9 No overseas travel is to be commenced following the dissolution of Parliament, other than by a senator who is not required to be re-elected at the consequent election.
- 9.10 A senator who does not seek re-election but whose term does not expire for a period beyond the date of an election following the dissolution of Parliament may not commence overseas travel following that dissolution.

- 9.11 A senator or member may commence overseas travel from the declaration of a poll re-electing the senator or member to the Parliament. However, the Special Minister of State shall have a discretion to be exercised only in special circumstances to allow overseas travel to be commenced by a senator or member from the date of the poll and prior to the declaration of the poll.
- 9.12 For the purpose of clauses 9.1 - 9.11, "spouse", in relation to a senator or member, has the same meaning as in the *Parliamentary Entitlements Act 1990*.

OFFICE FACILITIES

Telephone Service in Private Residence

- 10.1 The cost of installation and rental of a telephone service in the private residence of a senator or member shall be at his or her own expense.
- 10.2 The cost of installation, maintenance and rental of one telephone answering equipment of a type to be specified by the Special Minister of State shall be at government expense.
- 10.3 The cost of all calls from two home telephone services in the private residence shall be at government expense.
- 10.4 The telephone account in respect of the one home telephone service in the private residence of a senator or member shall be paid by the government but the senator or member shall, forthwith upon the payment by the government of the account, reimburse the government:
- (a) the cost of the rental; and
 - (b) the cost (if any) of the installation of the said telephone.

Telephone Services Charge Card

- 10.5 A senator or member shall be issued with a Telephone Services Charge Card, to enable him or her to make telephone calls on parliamentary or electorate business at government expense. The card may be used only by the senator or member personally.

Information Delivery Services

- 10.6 A senator or member shall be entitled to use the following commercial services for the distribution of letters, newsletters, parcels and other communications:
- (a) mail distribution services
 - (b) courier services; and
 - (c) other delivery services.
- 10.7 A senator or member shall be entitled to use the services in clause 10.9 in relation to parliamentary or electorate business, but excluding party business, and up to a maximum cost of \$22,000 per financial year.
- 10.8 Subject to clause 10.9 and 10.10, any part of the entitlement specified in clause 10.7 that is not utilised in a financial year, may be carried over to the next financial year.
- 10.9 The maximum amount of unutilised entitlement which has been provided under clause 10.7 that can be carried over from one financial year to the next financial year shall be \$22,000.
- 10.10 On the last day of business before the polling day of a double dissolution or general election, the unutilised entitlements under clause 10.7, including entitlements carried over under clause 10.8, of a senator or member, other than a senator who is not seeking re-election, shall be returned to the Commonwealth or shall cease to be available.
- 10.11 In respect of a financial year in which an election is held, a re-elected senator or member or a non re-elected senator in a half Senate election shall be entitled to the part of the entitlement specified in clause 10.7 which has not been utilised in that financial year.
- 10.12 In addition to clause 10.11, a re-elected senator or member, in the 1998/1999 financial year only, may call-forward up to 25 per cent of his or her Information Services Delivery entitlement for the 1999/2000 financial year.
- 10.13 Where a senator or member receives an advance in accordance with clause 10.12, the Information Services Delivery entitlement for the 1999/2000 financial year shall be reduced by the amount of that advance.
- 10.14 The entitlement in clause 10.7 is in addition to the entitlement of a member in item 1 of Part 1 of Schedule 1 of the *Parliamentary Entitlements Act 1990*.

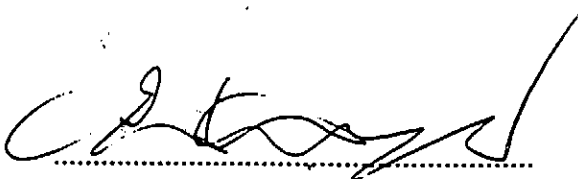
- 10.15 To avoid doubt, and pursuant to Section 9 of the *Parliamentary Entitlements Act 1990*, item 3 of Part 1 of Schedule 1 of the *Parliamentary Entitlements Act 1990* is omitted from the schedule to that Act.

GENERAL

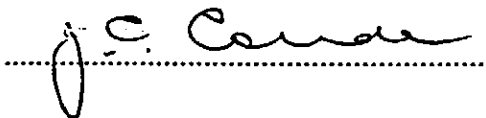
- 11.1 In this determination, unless the contrary intention appears, 'per annum' means financial year, and where a time period is less than a full financial year the entitlements shall be pro rata rounded to the nearest whole figure, the minimum entitlement in any instance being one.
- 11.2 Entitlements not covered in this determination (such as the location, number, nature and extent of office accommodation, office furniture and equipment, newspapers and the like) shall be provided at the discretion of the Special Minister of State.
- 11.3 Procedural rules to give full effect to all entitlements set out in this determination shall be such as may be made from time to time by the Special Minister of State.

Dated this ^{21st} day of December one thousand nine hundred and ninety-eight.

Richard G Humphry AO
President



John C Conde AO
Member



Trevor Kennedy AM
Member

