



PARLIAMENTARY SERVICE

MEMBERS' ENTITLEMENTS HANDBOOK

BENEFITS AFFORDED MEMBERS

and

FORMER MEMBERS

OF THE QUEENSLAND LEGISLATIVE ASSEMBLY

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1. INTRODUCTION

1.1. About the Handbook

The purpose of this document is to identify the financial benefits and services afforded Members and Former Members of the Queensland Legislative Assembly.

Members of Parliament may, by virtue of their position in Executive Government or membership of political parties, receive a range of benefits and services. This document particularises only those benefits and services which result in expenditure against the Appropriation (Parliament) Act.

1.2. The use of benefits and services provided under the Handbook

The benefits and services provided under this handbook are provided for the specific purpose identified in the Handbook.

Benefits and Services provided under Sections 2-4 of this handbook are only provided to a Member when the Member is officially recognised as the Member for an Electoral District. This official recognition is effected when The Clerk of the Parliament receives the Notice of Result of Election from the Electoral Commissioner, Queensland.

Any allowances paid in advance to Members are to apply only for the period for which a person remains an elected Member of Parliament. Section 123E of the *Parliament of Queensland Act 2001* provides that former Members are liable to repay the pro rata amounts of allowance paid in advance if they cease to be a Member. Any allowances which are not repaid within six months will attract interest. The Clerk of the Parliament, with the approval of the Premier, may recover the debt through a court of competent jurisdiction.

In considering whether to pursue legal action to recover any overpaid allowances not refunded by former Members, the Clerk of the Parliament will consider factors including the amount owing to the State as compared with the administrative and legal costs of recovering the debt, and/or any compassionate grounds, such as ill health, which may apply to a former Member.

Details of refundable allowances are contained in the Handbook.

1.3. Administration of the Handbook

All variations to the Handbook are approved by the Governor in Council, and published in the Queensland Government Gazette.

Responsibility for the administration of the Handbook rests, unless otherwise stated, with The Clerk of the Parliament. The Clerk of the Parliament (as accountable officer) has certain statutory obligations to ensure that financial and administrative activity under his/her control is in accordance with the law.

With respect to travel, where The Clerk is not satisfied that travel expense information provided by a Member is sufficient to indicate that the primary purpose of the travel was for Parliamentary business, payments on account of the travel will be withheld pending further satisfactory information being provided by the Member. In the event that insufficient evidence is supplied to The Clerk, the claim for reimbursement of costs of the travel will not be paid and all related travel costs will be met by the Member.

A Member aggrieved by any such decision of The Clerk to disallow that Member's claim may appeal to the Speaker.

Members requesting amendments to the Handbook may do so in writing to the Speaker of the Legislative Assembly. In considering variations to the Handbook, the Speaker may take advice from The Clerk of the Parliament, the Auditor-General, the Department of the Premier and Cabinet and Treasury before making a recommendation to the Premier.

1.3.1. Annual Reporting

The Clerk of the Parliament must provide an Annual Report to the Parliament which contains a schedule of all journeys by Members for which Daily Travel Allocation was claimed. The schedule must include the following particulars:

- The name of the Member;
- The primary purpose of the travel;
- The dates of travel;
- The number of days for which the Members claimed Daily Travelling Allocation;
- The centre or area at which the Member spent the majority of the journey; and
- The total cost of Daily Travel Allocation and other travel expenses.

1.3.2. Payment of Allowances in an election year

The Handbook provides for the payment of a range of allowances in advance on 1 January and/or 1 July each year. However, in the year preceding the date by which a State general election must be held, these allowances will be paid quarterly (in advance).

1.4. Using the Handbook

The Handbook has been designed as an informational and operational document, that is, the handbook provides detail of:

- what benefits and services are provided and for what purpose; and
- an overview of how the benefits and services are administered by the Parliamentary Service.

Where possible/applicable, details of benefits and services provided are presented in the following format:

- Purpose and Description;
- Applicable amount or rate; and
- Various administrative arrangements including, where applicable, the method of payment, variations to the benefit/service, taxation arrangements and service contacts for Members.

The document makes use of several key words to describe certain benefits:

Salary/allowances are payments of \$ value to a Member without substantiation or certification.

Reimbursements are payments of \$ value to a Member for actual expenses incurred.

An Entitlement is a non \$ benefit provided (eg Rail Entitlement) which requires no certification or substantiation by the Member.

An Allocation is an amount which a Member may draw upon until the amount is extinguished and generally requires some form of certification and/or substantiation.

1.5. Key Contacts

Specific contacts for Members are provided throughout the Handbook. General Inquiries may be directed to the Director of Corporate and House Services 07 3406 7125.

1.6. Definitions

Accountable officer is as defined in Section 35 of the Financial Administration and Audit Act.

Minor Party is defined as a political party registered under the *Electoral Act 1992* which has more than one member as a Member of the Legislative Assembly and which does not qualify as a recognised political party under section 112 of the *Parliament of Queensland Act 2001*.

Official Election Campaign Period is defined as the period from the day of the announcement of the election until polling day.

Recognised Political Party is as defined in section 112 of the *Parliament of Queensland Act 2001*.

Spouse of a Member

For the purposes of this Handbook, Spouse of a Member may include either:

- the married partner of a Member, designated by the Member; or
- a defacto partner of a Member, designated by the Member; or
- for a Member that has no partner, a designated relative of a Member.

The designated relative is not to be continually changed and is always subject to the Speaker's approval.

Spouse of a Former Member

For the purposes of this Handbook, Spouse of a Former Member may include either:

- the married partner of a Former Member; or
- for non-married Former Members, a defacto partner of a Former Member; or
- for non-married Former Members, a designated relative of a Former Member.

The designated relative is not to be continually changed and is always subject to the Speaker's approval.

2. STANDARD BENEFITS AFFORDED MEMBERS OF THE LEGISLATIVE ASSEMBLY

2.1. Salary

Purpose and Description

Members of the Legislative Assembly are paid a salary pursuant to the *Parliament of Queensland Act 2001*.

Salary Rate

The annual rate of salary is \$500.00 less than the annual salary to which a Member of the House of Representatives of the Parliament of the Commonwealth is entitled.

Certain Parliamentary and other office holders receive additional salary. The current annual salary rates payable to Members and other office holders are outlined in Schedule A of this document.

Administrative arrangements

Salary is paid fortnightly and is subject to PAYE income taxation. The Clerk of the Parliament deducts superannuation contributions on behalf of each Member.

Variation of Salary Rate

The annual rate of salary to which a Member of the Legislative Assembly is entitled shall be varied from time to time so that it is at all times a rate which is \$500.00 less than the annual salary to which a Member of the House of Representatives of the Parliament of the Commonwealth is entitled.

Service contact for Members

For assistance regarding Members' salaries:
Human Resource Management Services
Parliamentary Service
Parliament House
07 3406 7385

For assistance regarding the Members
Superannuation scheme:
Government Superannuation Office
Sir David Longland Building
81 George St
Brisbane
07 3235 4117

2.2. Allowance to Members and Other Allowances

2.2.1. Allowance to Members

Purpose and description

An Allowance is paid to each Member. It is to be expended at the total discretion of the Member. It is treated as part of a Member's normal income except for superannuation purposes. Members are accountable to the Australian Taxation Office for receipt of this income as they are for any other income.

Amount of Allowance

The amount of the Allowance is contained in Schedule B of this Handbook.

Administrative arrangements

The Allowance to Members is paid bi-annually (in advance) on 1 July and 1 January each year. The Clerk of the Parliament deducts \$6,000 at source and remits same to the Australian Taxation Office annually on behalf of each Member unless the Member provides evidence of an exemption from the Australian Taxation Office.

In the year preceding the date by which a State general election must be held, the Allowance will be paid quarterly (in advance).

Where a Member is paid the Allowance in respect of a specified period and ceases to be a Member for the Electoral District before that period elapses, the Member shall be liable to refund the pro rata amount of the Allowance from the date the person ceased to be a Member.

Variation of the Allowance

The Allowance is varied annually each July in accordance with the variation in the Consumer Price Index (CPI) for Brisbane for the previous financial year ending June 30.

Service contact for Members

For assistance regarding Allowance payments:
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

2.2.2. *Home Telephone Reimbursement*

Purpose and description

Members are reimbursed the cost of certain home telephone expenses to help defray the total cost of telephone expenses reasonably and necessarily incurred in servicing their electorate.

Amount of Reimbursement

Each Member (excluding Ministers and the Speaker) is reimbursed for the following costs:

- standard base rental on one nominated telephone line; and
- 85% of the cost of all calls on the above telephone line.

Note that certain Office Holders and Officials receive additional home telephone reimbursements. Refer to section 3 of this Handbook for details.

Administrative arrangements

The Clerk of the Parliament will reimburse a Member for costs upon production of a receipted account (or copy of a receipted account) or other advice that the account has been paid.

Service contact for Members

For assistance regarding Home Telephone reimbursements:
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 67118

2.2.3 *Miscellaneous Allowance*

Purpose and description

A Miscellaneous Allowance is paid to each Member. It is to be expended at the total discretion of the Member. It is treated as part of a Member's normal income except for superannuation purposes. Members are accountable to the Australian Taxation Office for receipt of this income as they are for any other income.

Amount of Allowance

The amount of the Miscellaneous Allowance is contained in Schedule C of this Handbook.

Administrative arrangements

The Miscellaneous Allowance to Members is paid bi-annually (in advance) on 1 July and 1 January each year.

In the year preceding the date by which a State general election must be held, the Allowance will be paid quarterly (in advance).

Where a Member is paid Miscellaneous Allowance in respect of a specified period and ceases to be a Member for the Electoral District before that period elapses, the Member shall be liable to refund the pro rata amount of the allowance from the date the person ceased to be a Member.

Variation of the Allowance

The Miscellaneous Allowance is varied annually each July in accordance with the variation in the Consumer Price Index (CPI) for Brisbane for the previous financial year ending June 30.

Service contact for Members

For assistance regarding Miscellaneous Allowance payments:
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

2.3. Travel Allowances, Allocations and Entitlements

Members are provided with a range of travel benefits in order to facilitate the conduct of Parliamentary business.

As a general rule, when Members travel outside their Electorate they are required to provide evidence of the nature of the Parliamentary business being undertaken prior to or following the actual travel.

"Parliamentary business" may be defined as:

- (a) Sittings of the Legislative Assembly or direct travel of the Member to or from such sittings;*
- (b) A meeting of a Parliamentary committee, or attending a meeting, conference or seminar or other business relating to such a Parliamentary committee, of which he/she is a Member or the Member's direct travel to or from such an event;*
- (c) Attendance at a function, conference, meeting or seminar representing a Minister, the Speaker, Leader of the Opposition or Leader of other Party on official business as such office-bearer or direct travel to or from such an event;*
- (d) A meeting of the Member's Parliamentary or political party or policy formulation body, of its Executive or of one of its Committees or the Member's direct travel to or from such a meeting;*
- (e) Attendance at official Government, Parliamentary or Vice-regal functions;*
- (f) Attending to business (including attending conferences, functions, meetings or seminars) outside a Member's Electorate, directly relating to a Member's Electorate;*
- (g) Attending to business directly related to a matter of current parliamentary debate or addressing conferences, meetings and seminars to which a Member has been invited in his/her capacity as a Member of Parliament;*
- (h) Attending to business directly related to the subject matter of a Parliamentary party committee to which the Member belongs;*
- (i) Attending to business related to the Member's current responsibilities as non-Government spokesperson for the Ministerial portfolio;*
- (j) Studies, investigations, or inquiries on matters related to a Member's duties and responsibilities as a Member of Parliament (including addressing or attending conferences, meetings, functions or seminars) provided that the nature, official purpose, place and other relevant information is stated by the Member to identify the Parliamentary business involved; and*
- (k) Travel by Leader of the Opposition, Leader of a Recognised Political Party or Leader of a Minor party in the Legislative Assembly for the purpose of campaigning during an 'official election campaign period'.*

Parliament House Travel Office

Unless otherwise stated, all Members' travel outside their Electorate is coordinated by the Parliament House Travel Office. Coordination of travel through the Travel Office:

- achieves savings through rebates offered by the contracted travel agency for centralised bookings;
- allows the management of accumulated frequent flyer points; and
- allows access to detailed information necessary for the preparation of the Annual Report of Members Daily Travelling Allowance.

Airline travel club schemes and Frequent Flyer Schemes

Members may request membership to the airline club schemes offered by Qantas Airways or other domestic carriers. Membership to such schemes allows a Member to utilise airport corporate lounge facilities and to participate in associated Frequent Flyer programs. Under such programs, Frequent Flyer points are allocated to individual Members by the airlines in recognition of eligible air travel.

Benefits which may accrue as a result of publicly funded travel (i.e. travel on Parliamentary business) **may not be personally availed of by a Member**. Where Members have accrued sufficient Frequent Flyer points, points will be converted for air travel at the discretion of the Travel Officer, on behalf of The Clerk of the Parliament. Air travel availed through the use of Frequent Flyer points must be for the primary purpose of conducting Parliamentary business.

Standard of Air Travel

Where travelling on commercial air services, Members may not be provided with or purchase first class tickets except where actual flight time is in excess of three hours duration.

General Booking Conditions

- In the event of booking cancellation, Members must return any unused tickets to the Travel Office immediately.
- Members will not be provided with open dated tickets, nor are Members permitted to book open dated tickets. A return date must be specified at the time of booking.
- Members are not permitted to take advantage of airfare/accommodation packages offered by airlines or travel agencies.

Service Contact for Members

For assistance regarding Travel:
Travel Office
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7335

Travel benefits are outlined under two main headings - Domestic and Overseas travel.

2.3.1. Domestic Travel

Domestic Travel is defined as travel undertaken within Australia and travel to, from, and within New Zealand and Papua New Guinea.

2.3.1.1. General Travel Allocation

Purpose and Description

The Clerk of the Parliament maintains a General Travel Allocation from which the cost of Members travel on Parliamentary business may be claimed. When the allocation has been exhausted, the Member is liable for all such costs incurred.

The Travel Allocation may be used to meet the cost of a variety of travel expenses including:-

- commercial air travel
- charter air travel
- short-term car hire
- taxis
- airline club memberships
- ferry/public transport expenses
- airport car parking
- prepaid toll cards or e-toll devices
- passport fees
- visa fees/travel insurance

The allocation may not be used to meet expenses associated with a Member's private motor vehicle.

Amount of Allocation

The amount of the current General Travel Allocation is contained in Schedule C of this Handbook.

Administrative arrangements

Payment of claims/invoices for the cost of travel to be met from the General Travel Allocation must be accompanied by:

- a) certification in the form specified by the accountable officer that the purpose of the travel was primarily for Parliamentary business;
- b) an indication of the nature and purpose of the Parliamentary business; and
- c) appropriate documentary evidence (eg receipt) that travel was undertaken, as required by the accountable officer.

The current form of certification {as mentioned in a) above} required by the accountable officer is contained in Schedule D of this Handbook.

Note: Members are not required to provide certification for taxi travel less than \$75.00 claimed on General Travel Allocation.

All taxi travel claimed against General Travel Allocation must be for Parliamentary business and the onus is on individual Members to advise The Clerk of the Parliament of any taxi travel not on Parliamentary business but which may, as a matter of course, be charged against General Travel Allocation.

Where travel includes overnight accommodation, Members may provide certification for travel costs as a component of a claim for Daily Travelling Allowance (refer section 2.3.1.3)

Variation of the Allocation

General Travel Allocation is varied annually each July in accordance with the variation in the Consumer Price Index (CPI) for Brisbane for the previous financial year ending June 30.

Unexpended General Travel Allocation at the 30 June each year shall be accumulated over the term of the Parliament, but shall not be cumulative from one Parliamentary Term to another.

Spouse Travel

Where a Member travels on Parliamentary business and:

- a) that Member's spouse is formally invited to attend a function with the Member; or
- b) the spouse accompanies the Member to a community or Parliamentary function

the cost of the spouse's travel may be met from the Member's General Travel Allocation.

2.3.1.2. Daily Travel Allocation and Allowance

Purpose and Description

Where a Member travels for the primary purpose of conducting Parliamentary business and incurs expenses as a result of overnight absence from the Electorate, a Daily Travelling Allowance may be claimed.

Daily Travelling Allowance may be claimed to meet a variety of expenses including:-

- accommodation
- meals/beverages
- telephone calls
- dry cleaning
- incidentals
- portage

Members who are provided with overnight accommodation in the Parliamentary Annexe may not claim Daily Travelling Allowance for any overnight stay in Brisbane.

Members may claim Daily Travelling Allowance for each day of 24 hours or part of a day in excess of 12 hours which includes an overnight absence from the Electorate.

Members are provided with an Allocation of 28 days per annum which is cumulative over the term of the Parliament, but not cumulative from one Parliamentary Term to another.

Note: Any travel expenses incurred including taxis, hire cars, etc may be met from the Member's General Travel Allocation.

Amount of Allowance

The current Daily Travelling Allowance rate is contained in Schedule C of this Handbook.

Where a Member is provided with complimentary accommodation (including overnight rail travel at Legislative Assembly expense), or stays with relatives or friends, a reduced rate of Daily Travelling Allowance may be claimed. The reduced rate of Daily Travelling Allowance is equivalent to one third of the full rate.

Administrative arrangements

On completion of a journey, a Member may submit a claim for Daily Travelling Allowance. When submitting a claim, a Member must complete and certify the Daily Travelling Allowance Claim Form (refer Schedule E of this Handbook) specified by the Accountable Officer, including details of the Parliamentary business conducted during the journey.

Note: Members may also provide certification for associated travel expenses as a component of the Daily Travelling Allowance Claim Form.

Daily Travelling Allowance paid is not subject to PAYE taxation however the total of all payments are recorded on each Member's Payment Summary at year end.

Variation of the Allowance

The rate of Daily Travelling Allowance is varied annually each July in accordance with the variation in the Consumer Price Index (CPI) for Brisbane for the previous financial year ending June 30.

2.3.1.3. Rail Travel Entitlement

Purpose and Description

Each Member of the Legislative Assembly is issued with a Gold pass which entitles the Member to first class rail travel over the Railways of Australia. Rail travel may also be undertaken in New Zealand using a pass issued by Railways of Australia.

Administrative Arrangements

Bookings must be made through the Parliamentary Travel Office. On rail services where food and beverages are available, such costs must be met personally by the Member and are not covered by the Member's pass. Members are responsible for the custody of the Gold Pass and are liable for the cost of replacement in the event of loss.

Spouse Travel

Spouses of current Members shall be issued with a metal pass entitling the holder to first class rail travel over Railways operated by Queensland Rail. A Member's spouse is also entitled to 4 return or 8 single interstate rail trips per financial year. Interstate rail trips shall also encompass rail travel availed within other States. Any food or beverage charges associated with rail travel must be met personally by the Member's spouse.

2.3.1.4. Metropolitan Members Taxi Travel entitlement

Purpose and Description

Members representing Electorates within the Brisbane metropolitan area receive an additional taxi travel entitlement. Costs associated with taxi travel between the Brisbane airport and the Member's residence are met by the Parliament.

Administrative Arrangements

Payment of the cost of travel requires:

- a) certification by the Member in the form specified by the accountable officer that the purpose of the travel was primarily for Parliamentary business;
- b) an indication of the nature and purpose of the Parliamentary business; and
- c) appropriate documentary evidence (eg receipt) that travel was undertaken, as required by the accountable officer.

The current form of certification {as mentioned in a) above} required by the accountable officer is the same as for General Travel Allocation.

Note: Members are not required to provide certification for taxi travel less than \$75.00.

All taxi travel claimed must be for Parliamentary business and the onus is on individual Members to advise The Clerk of the Parliament of any taxi travel not on Parliamentary business but which may, as a matter of course, be charged against this entitlement.

Where travel is associated with arrangements resulting in a claim for Daily Travelling Allowance, Members may provide certification for the taxi travel costs as a component of a claim for Daily Travelling Allowance (refer section 2.3.1.3)

2.3.1.5. Regional Members Travel

Members representing regional Electorates are provided with several additional benefits as compensation for travel expenses associated with travel to/from their Electorate and Brisbane.

Regional Electorates may be classified into four (4) groups for the purpose of identifying additional travel benefits.

Regional Members Travel - Group 1

<i>Barron River</i>	<i>Bundaberg</i>	<i>Burdekin</i>
<i>Burnett</i>	<i>Cairns</i>	<i>Callide</i>
<i>Cook</i>	<i>Dalrymple</i>	<i>Gladstone</i>
<i>Gregory</i>	<i>Hervey Bay</i>	<i>Hinchinbrook</i>
<i>Keppel</i>	<i>Mackay</i>	<i>Maryborough</i>
<i>Mirani</i>	<i>Mount Isa</i>	<i>Mulgrave</i>
<i>Mundingburra</i>	<i>Rockhampton</i>	<i>Thuringowa</i>
<i>Townsville</i>	<i>Warrego</i>	<i>Whitsunday</i>

a) Commercial Air Travel Allocation (Warrants)**Purpose and Description**

Members representing the above regional Electorates are provided with an allocation of Air Warrants to facilitate air travel from the Member's Electorate to Brisbane and/or return.

Amount of Allocation

Each Member who qualifies for Air Warrant entitlement shall be issued with 60 Air Warrants per financial year on 1 July each year.

Administrative arrangements

Each Air Warrant issued by the Member may be exchanged for a one way business class airline ticket, but may not be exchanged for personal credit by the Member.

Air Warrants issued to Members may be exchanged for commercial airline services only. Members wishing to stopover whilst travelling between the Electorate and Brisbane may do so provided normal flight route is completed.

Each warrant must be prepared in duplicate and signed personally by the Member with the appropriate certification as to the category of Parliamentary business .

The Warrant number(s) is quoted to the airline or travel agent at the time of booking and the original warrant forwarded to The Clerk of the Parliament.

b) Connecting Taxi and other Travel

Members may incur certain "connecting" travel costs associated with Air Warrant travel which will be met by the Parliament.

- These connecting travel costs are as follows-
- Members arriving in Brisbane for, or departing from Brisbane after:
 - ⇒ attendance at a Parliamentary Session;
 - ⇒ carrying out Parliamentary business; or
 - ⇒ attendance at a State function as authorised by the Premier
 - ⇒ may use taxis to transport them -
 - ⇒ directly from Parliament House to the point of departure of commercial transportation from Brisbane to their Electorates; and/or
 - ⇒ from the point of arrival of commercial transport in Brisbane directly to Parliament House.

 - Where a Member's Electorate base is a considerable distance from a commercial airport and is serviced by a commercial transfer service other than normal taxis, travel by such services.

This entitlement is regarded as an appendix to Air Warrant travel and as such:

 - ⇒ requires no additional Parliamentary business certification; and
 - ⇒ does not result in a charge against a Member's General Travel Allocation.

c) Alternative Travel Reimbursement

Purpose and Description

Members who qualify for Commercial Air Travel allocation may also claim Alternative Travel.

Where a Member wishes to travel between the Electorate and Brisbane and scheduled airline services are unsuitable, a claim may be made for use of a Member's private motor vehicle or charter flight.

As Alternative Travel is claimed in lieu of normal Air Warrant arrangements, a warrant must still be issued by a Member to make a claim. Where an Alternative Travel claim is approved, Members may claim the following:-

- travel by private motor vehicle - kilometre allowance (at public service kilometric rates) up to the value of the normal business class airfare; and/or
- travel by charter flight - charter costs up to the value of the normal business class airfare (excess charter costs may be met from the Member's General Travel Allocation).

Administrative Arrangements

Each Alternative Travel claim must be accompanied by the following:-

- Alternative Travel Claim Form including dates of travel, mode of travel (if by car, make and model), distance from Electorate to Brisbane;
- Application for approval by the Accountable Officer; and
- Unused Air Warrant for each one way trip claimed duly certified as to the category of Parliamentary business.

d) State Functions Entitlement

Members representing Electorates in Group 1, who wish to attend State functions as determined by the Premier, other than the Opening of Parliament or when Parliament is sitting, shall be provided with commercial air travel between the Electorate and Brisbane (return) or Alternative Travel as detailed in this section.

Spouse Travel

Spouses of Members representing Electorates in Group 1 who wish to attend the ceremonial Opening of Parliament, or State functions as determined by the Premier, shall be provided with commercial air travel between the Electorate and Brisbane (return) for the Member's spouse.

Regional Members Travel - Group 2

<i>Albert</i>	<i>Algester</i>	<i>Beaudesert</i>
<i>Broadwater</i>	<i>Bundamba</i>	<i>Burleigh</i>
<i>Caloundra</i>	<i>Capalaba</i>	<i>Cleveland</i>
<i>Coomera</i>	<i>Everton</i>	<i>Ferny Grove</i>
<i>Gaven</i>	<i>Glass House</i>	<i>Ipswich</i>
<i>Ipswich West</i>	<i>Kallangur</i>	<i>Logan</i>
<i>Lockyer</i>	<i>Mermaid Beach</i>	<i>Morayfield</i>
<i>Mudgeeraba</i>	<i>Murrumba</i>	<i>Pine Rivers</i>
<i>Pumicestone</i>	<i>Redcliffe</i>	<i>Redlands</i>
<i>Southport</i>	<i>Springwood</i>	<i>Surfers Paradise</i>
<i>Waterford</i>	<i>Woodridge</i>	
<i>Buderim</i>	<i>Condamine</i>	<i>Currumbin</i>
<i>Gympie</i>	<i>Kawana</i>	<i>Maroochydore</i>
<i>Nanango</i>	<i>Nicklin</i>	<i>Noosa</i>
<i>Toowoomba North</i>	<i>Toowoomba South</i>	

Southern Downs

a) Special Car Allowance**Purpose and Description**

Special Car Allowance is paid to Members representing the above non-metropolitan Electorates (which do not qualify for Air Warrant entitlement).

The allowance is provided to cover additional private motor vehicle expenses associated with travel to/from Parliament. This allowance is not available to Office Holders and Officials who are supplied with a vehicle that may be used to travel between Parliament and their Electorate. Refer to Section 3 of this Handbook for more details.

Amount of Allowance

The extent of additional motor vehicle expenses, and therefore the amount of the allowance, varies according to the distance between the Electorate and Brisbane. As a result, each of the above Electorates is categorised under one of three allowance rates as outlined in Schedule C of this Handbook.

Administrative arrangements

The allowance is paid annually in advance on 1 July each year.

In the year preceding the date by which a State general election must be held, the allowance will be paid quarterly (in advance).

Where a Member is paid Special Car Allowance in respect of a specified period and ceases to be a Member for the Electoral District before that period elapses, the Member shall be liable to refund the pro rata amount of the allowance from the date the person ceased to be a Member.

Variation of the Allowance

Special Car Allowance is varied annually each July in accordance with the variation in the Consumer Price Index (CPI) for Brisbane for the previous financial year ending June 30.

Regional Members Travel - Group 3

<i>Burdekin</i>	<i>Burnett</i>
<i>Callide</i>	<i>Cook</i>
<i>Dalrymple</i>	<i>Gladstone</i>
<i>Gregory</i>	<i>Hinchinbrook</i>
<i>Mirani</i>	<i>Mount Isa</i>
<i>Nanango</i>	<i>Southern Downs</i>
<i>Warrego</i>	<i>Whitsunday</i>

a) Flight Within Electorate Allocation**Purpose and Description**

Members representing the above regional Electorates (which are currently in excess of 6,475 square kilometres in area) are provided with an allocation for air travel within the Electorate.

This allocation may be used to meet the cost of charter and/or scheduled commercial flights, where provided.

Amount of the Allocation

The rate of the allocation provided each financial year is set out in Schedule C.

A Member representing an Electorate identified in Schedule C who flies his/her own aircraft, may claim reimbursement against this allowance for the cost of fuel used in the Member's private aircraft for travel within the Member's Electorate.

Administrative Arrangements

Payment of claims or invoices for Within Electorate Travel including fuel for a Member's private aircraft must be accompanied by appropriate documentary evidence that travel was undertaken, as required by the Accountable Officer.

Variation of the Allocation

Flight within Electorate Allocation is varied annually each July in accordance with the variation in the Consumer Price Index (CPI) for Brisbane for the previous financial year ending June 30.

Regional Members Travel - Group 4

*Cook
Gregory
Warrego*

*Dalrymple
Mount Isa*

a) Conversion of Air Warrants**Purpose and Description**

Members representing the above Electorates (which are currently 100,000 square kilometres or more in area) may exchange Air Warrants provided under Group 1 entitlements for travel between the Member's Electorate and Brisbane, for air travel within the Member's Electorate for business carried on by the Member in his/her role as the elected representative of that Electorate.

Amount of the Entitlement

The exchange value shall be based upon a review of the cost of Business Class Air Tickets from the above stated electorates to Brisbane. The Business Air Ticket with the greatest value of all the above Electorates, at the date of undertaking the travel, will be the exchange value. Once an Air Warrant has been exchanged to "Flight within Electorate" it can not be converted back to an Air Warrant.

Administrative Arrangements

Claims for the payment of invoices for converted Air Warrants for travel within the Member's Electorate must be accompanied by an original unused warrant duly certified to indicate that the travel was for the purpose of carrying out business as the elected representative for the Electorate.

b) Optional Four Wheel Drive Vehicle**Purpose and Description**

Members representing the above Electorates have the option of being provided with a four wheel drive vehicle.

Administrative arrangements

Where provided, the make and model of the vehicle will be determined by the Speaker. The vehicle will be fully maintained by the Parliament, except for fuel and oil expenses which will be met by the Member.

Where a Member elects to be provided with a vehicle under this section, and subsequently becomes eligible for the provision of a fully maintained motor vehicle pursuant to section 3 of this Handbook, the Member can only be provided with one motor vehicle.

In such circumstances, if the Member elects to retain the four wheel drive vehicle provided under this section, the vehicle will be fully maintained by the Parliament, including all fuel and oil expenses, for the period that the Member would otherwise have been entitled to the provision of a fully maintained motor vehicle under section 3 of this Handbook.

2.3.1.6. *Special Travel Arrangements for Regional Sittings*

Purpose and Description

When a sitting of the Legislative Assembly takes place at a location other than Brisbane, special travel arrangements may apply.

Administrative Arrangements

The Speaker and the Premier approve individual travel arrangements that best suit the regional sitting location.

2.3.2. *Overseas Travel*

Members travelling overseas may do so either:

- individually or as part of a group, in order to conduct Parliamentary business as defined in Section 2.3 of this Handbook; or
- individually or as part of a group/delegation representing the Queensland Parliament on matters of Parliamentary importance.

2.3.2.1. *Overseas Daily Travel Allowance*

Purpose and Description

Under section 2.3.1.3, Members are provided with an Allocation of 28 days per annum for domestic travel, cumulative over the term of the Parliament, but not cumulative from one Parliamentary term to another.

Where a Member has an unexpended balance of Daily Travelling Allocation used for domestic travel under section 2.3.1.3, the unexpended balance may be used for overseas travel.

Overseas Daily Travelling Allowance may be claimed to meet overnight expenses including:-

- accommodation
- meals/beverages
- telephone calls
- dry cleaning
- incidentals
- portage

The balance of all travel costs must be met by the Member.

Amount of Allowance

The current rate of Overseas Daily Travelling Allowance appears in Schedule C of this Handbook.

Where a Member is provided with complimentary accommodation, or stays with relatives or friends, a reduced rate of Daily Travelling Allowance may be claimed. The reduced rate of Daily Travelling Allowance is equivalent to one third of the full rate.

Variation of the Allowance

Overseas Daily Travel Allowance is varied annually each July in accordance with the variation in the Consumer Price Index (CPI) for Brisbane for the previous financial year ending June 30.

Administrative Arrangements

Members wishing to apply for Overseas Daily Travelling Allowance must submit an application to The Clerk of the Parliament for approval by the Premier. The written application must be lodged with The Clerk six (6) weeks prior to the proposed departure date and should include:-

a detailed proposed itinerary (which clearly indicates the number of days to be spent on Parliamentary business);

- a statement of objectives for the proposed travel which indicates the nature of the studies, investigations and inquiries to be undertaken and what is proposed to be achieved; and
- a list of persons or organisations consulted in formulating the itinerary and statement of objectives.

No later than two (2) weeks after receiving the application, The Clerk of the Parliament will forward the application to the Premier, together with a recommendation with respect to approval of the application.

Where applications have been approved by the Premier, Members are not required to seek further approval for minor variations to the proposed itinerary.

Upon return, Members are required to table a Report within six (6) weeks, or at the commencement of the next available sitting when Parliament is not in session. This report should contain:-

- a statement of objectives in relation to the travel that indicates the nature of the studies, investigations, and inquiries which were undertaken, and what was proposed to be achieved;
- brief description of organisations visited;
- a list of persons met on Parliamentary business and the assistance and information obtained from them;
- a reference to documents obtained which would be of interest to Parliament;
- brief summaries of the study area pursued in the countries visited; and
- results achieved and any recommendations.

Daily Travelling Allowance paid is not subject to PAYE taxation however the total of all payments are recorded on each Member's Payment Summary at year end.

2.3.2.2. Commonwealth Parliamentary Association

Purpose and Description

The Commonwealth Parliamentary Association (CPA) is an Association of Commonwealth Parliamentarians formed to promote knowledge and education about the constitutional, legislative, economic, social, and cultural systems within a parliamentary democratic framework. The CPA provides the sole means of regular consultation among Members of Commonwealth Parliaments. It seeks to foster cooperation among Members and promote the study of and respect for Parliament.

It pursues these objectives by means of: annual Commonwealth Parliamentary Conferences and regional conferences; the interchange of delegations; seminars, publications and newsletters; and practical assistance through the Parliamentary Information and Reference Centre.

Branches of the CPA are grouped geographically into 8 regions of the Commonwealth for the purpose of representation on the Executive Committee (responsible for the control and arrangement of the activities of the Association, and organising regional conferences and seminars on parliamentary practice and procedure). The Australian Region is composed of branches from the Commonwealth of Australia; all Australian States and Territories; and Norfolk Island.

Membership

The Queensland Branch consists of all Members of the Queensland Legislative Assembly. The cost of annual subscription to the Association is met annually by the Parliament. Membership benefits include the supply of regular newsletters from the Headquarters Secretariat and eligibility to represent the Queensland branch at official CPA activities.

Activities

The CPA hosts several conferences and seminars on an annual basis to foster discussion of Parliamentary matters of mutual interest. These activities are held both domestically by the Australian Region and overseas, as part of the Commonwealth CPA agenda.

Representation by the Queensland Branch at such activities is normally on a rotational basis ie. Government Member followed by non-Government Member. The Clerk of the Parliament as Honorary Secretary is responsible for coordinating representation by the Queensland Branch at all CPA activities including nomination of Queensland delegate(s) and provision of appropriate travel benefits and allowances to delegates.

The above mentioned allowances are not subject to PAYE taxation however the total of all allowance payments is recorded on each Member's Payment Summary at year end.

2.3.2.3. Overseas Parliamentary Trade Delegations

Purpose and Description

Members are eligible to represent the Queensland Parliament as delegates on overseas Parliamentary Trade Delegations, as approved from time to time by the Premier.

The purpose of the Parliamentary Trade Delegation is to enable Members of the Queensland Parliament to develop a greater understanding of Queensland's economic and trade relationships with overseas trading partners.

Representation

The Trade Delegation is normally led by a Minister of the Crown, together with Government Members and non-Government Members.

The nomination of the Government and non-Government Members is administered by the respective Parliamentary Secretaries.

Daily Allowance

Members will be provided with a daily allowance to meet the cost of accommodation, meals, and incidental expenses associated with the delegation.

Administrative Arrangements

The Parliament is responsible for the funding of the delegation including travel expenses, passport and visa fees, travel insurance and inoculations.

The daily allowance is not subject to PAYE taxation, however the total of all payments is recorded on each Member's Payment Summary at year end.

2.4. Insurance

All Members have personal accident indemnity cover on a twenty-four hour basis. Members are indemnified in the event of injury, as defined, resulting in death.

The cover is administered by the Under Treasurer.

2.5. Performance of Duties or Services for Government Bodies

Members should be aware of Chapter 4, Part 2 (sections 65-69), part 3 (sections 70-71) and Part 4 (sections 72-74) of the *Parliament of Queensland Act 2001* as they relate to the performance of any services or duties for the State beyond a Member's usual parliamentary duties. Severe consequences may flow in the event of a breach of the relevant provisions.

Under the *Parliament of Queensland Act 2001*, Members who perform duties or services for government bodies (e.g. boards, committees, or councils) may receive 'reasonable expenses' actually incurred by or for the Member in the course of performing such additional duties or services.

Section 65 of the *Parliament of Queensland Act 2001* limits 'reasonable expenses' to the following categories of expenses only:

- accommodation;
- meals;
- domestic air travel;
- taxi fares or public transport charges;
- motor vehicle hire.

Members who receive any fee or reward associated with the performance of duties or services for government bodies in excess of what is reasonable or for categories of expenses outside those listed above are liable to loss of their seat pursuant to the 'paid public appointment' provisions of the *Parliament of Queensland Act 2001*.

Members must also, as soon as practicable upon becoming aware of such entitlement, undertake the following:

- irrevocably waive for all legal purposes any entitlement to fee or reward, beyond the reasonable expenses described above, which are associated with additional benefits associated with the performance of such duties or services (e.g. meeting fees);
- make the waiver in writing;
- present the waiver to the relevant paying authority for the government body concerned; and
- provide a copy of the waiver to the Speaker.

The Speaker maintains a register of all such waivers provided by Members. The Speaker will acknowledge receipt of such waivers in writing. The register is available to members of the public for perusal upon request.

3. ADDITIONAL BENEFITS AFFORDED CERTAIN OFFICE HOLDERS AND OFFICIALS

From time to time, the Legislative Assembly formally recognises certain Members who undertake a range of additional duties and responsibilities both inside and outside the Chamber.

These duties and responsibilities are generally associated with a particular “office” to which the Member has been appointed. In recognition of these additional duties and responsibilities, the Parliament makes available additional resources to assist Members meet the additional expenses reasonably and necessarily incurred in fulfilling obligations associated with the office to which they have been appointed.

The formal recognition of these office holders and officials in the Legislative Assembly forms the basis of providing these additional benefits. The additional benefits, therefore, apply to the office holders and officials only for the period when the Member occupies the office.

3.1. The Speaker of the Legislative Assembly

3.1.1. *Additional Salary*

The Speaker of the Legislative Assembly receives additional salary pursuant to section 112 of the *Parliament of Queensland Act 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amount payable to the Speaker of the Legislative Assembly is contained in Schedule A of this document.

3.1.2. *Expense of Office Allowance*

Purpose and description

The Speaker is provided with an Expense of Office Allowance in recognition of the additional duties and responsibilities associated with the position.

Amount of Allowance

The amount of the Allowance is contained in Schedule F of this Handbook.

Variation of the Allowance

The Allowance is varied in accordance with and following any variation to a Member of the Legislative Assembly’s annual salary rate payable pursuant to the *Parliament of Queensland Act 2001*.

Administrative arrangements

The Allowance is paid fortnightly with Salary, is subject to PAYE taxation, but is not taken into account for superannuation purposes.

3.1.3. Guidelines for the Financial Management of the Office of the Speaker

The Parliament provides a range of additional benefits to the Speaker of the Legislative Assembly. These benefits are outlined in the "Guidelines for the Financial Management of the Office of the Speaker". The Office of the Speaker is the administrative unit established to assist the Speaker in the performance of his official duties.

The Guidelines included a provision regarding Motor Vehicles. Where, pursuant to the Guidelines, the Speaker is provided with a Motor Vehicle, the Speaker forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6 of this Handbook.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

Service contact for the Speaker

For assistance regarding Salary and/or Expense of Office Allowance payments:
Human Resource Management Services
Parliamentary Service
Parliament House
07 3406 7385

3.2. The Chairperson of Committees

3.2.1. *Additional Salary*

The Chairperson of Committees receives additional salary pursuant to section 112 of the *Parliament of Queensland Act 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amount payable to the Chairperson of Committees is contained in Schedule A of this document.

3.2.2. *Expense of Office Allowance*

Purpose and description

The Chairperson of Committees is provided with an Expense of Office Allowance in recognition of the additional duties and responsibilities associated with the position.

Amount of Allowance

The amount of the Allowance is contained in Schedule F of this Handbook.

Variation of the Allowance

The Allowance is varied in accordance with and following any variation to a Member of the Legislative Assembly's annual salary rate payable pursuant to the *Parliament of Queensland Act 2001*.

Administrative arrangements

The Allowance is paid fortnightly with Salary, is subject to PAYE taxation, but is not taken into account for superannuation purposes.

3.2.3. *Additional Travel*

Domestic Travel

Where the Chairperson of Committees represents an Electoral District outlined in section 2.3.1.6 (Group 1), the Chairperson is entitled to an additional 8 single intrastate flights each financial year provided the Chairperson certifies the flights were specifically undertaken in relation to the duties of the Chairperson of Committees or whilst representing the Speaker of the Legislative Assembly.

Domestic Travel for Spouse

Where the Chairperson of Committees represents an Electoral District outlined in section 2.3.1.6 (Group 1), 16 single intrastate flights are available to the Spouse of the Chairperson each financial year provided the Chairperson certifies the flights taken by the Spouse were specifically undertaken by the Spouse in relation to the duties of the Chairperson of Committees or the duties of the Chairperson whilst representing the Speaker of the Legislative Assembly.

3.2.4. Optional Motor Vehicle

The Chairperson of Committees may elect to be provided with a fully maintained motor vehicle. The standard of vehicle (ie make and model) is determined by the Speaker.

Where the Chairperson of Committees elects to be provided with a vehicle under this section, the Chairperson forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6. of this Handbook.

This vehicle is for the use of the Chairperson and, at the Chairperson's discretion, the Chairperson's spouse or Chairperson's Electorate Office staff.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

3.2.5. Entertainment Expenses

The Chairperson of Committees may, during the course of his/her duties, incur modest entertainment expenses reasonably and necessarily associated with those duties. Where such expenses are incurred within the Parliamentary precinct through the Parliamentary Catering Division, The Clerk of the Parliament may approve that expenditure up to the value of \$1,500 per annum be met directly by the Parliament.

3.2.6. Additional Home Telephone Reimbursement

In lieu of the amount of reimbursement provided under Section 2.2.2 of this Handbook, the Chairperson of Committees is reimbursed for the following costs:

- the full cost of one nominated telephone line; and
- 100% of the cost of all calls on the above telephone line.

Administrative arrangements are as per Section 2.2.2.

Service contact for the Chairperson of Committees

For assistance regarding Salary and Expense of Office Allowance payments:

Human Resource Management Services
Parliamentary Service
Parliament House
07 3406 7385

For assistance regarding Travel:

Travel Office
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7335

For assistance regarding Optional Motor Vehicle and Entertainment Expenses
Director of Corporate and House Services
Parliamentary Service
Parliament House
07 3406 7125

For assistance regarding Additional Home Telephone Reimbursement
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

3.3. The Government Whip and the Deputy Government Whip

3.3.1. Additional Salary

The Government Whip and Deputy Government Whip receive additional salary pursuant to section 112 of the *Parliament of Queensland Act 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amount payable to the Government Whips are contained in Schedule A of this document.

3.3.2. Special Postage Allowance

Purpose and Description

The Government Whip and Deputy Government Whip are provided with a special postage allowance to cover postage expenses reasonably and necessarily incurred in the conduct of their duties as Government and Deputy Government Whip.

Amount of Allowance

An amount equal to 4,800 basic ordinary letter rate stamps per annum.

Administrative arrangements

The Allowance is paid bi-annually (in advance) on 1 July and 1 January each year. However, in the year preceding the date by which a State general election must be held, the Allowance will be paid quarterly (in advance).

Where a Government Whip and/or Deputy Government Whip are paid the Allowance in respect of a specified period and cease to hold that office or to be a Member for an Electoral district before that period elapses, the person shall be liable to refund the pro rata amount of the Allowance from the date they ceased to hold office.

The amount paid will be based on the value of ordinary letter rate stamps as at payment date. Adjustment to the allowance will be made following any subsequent variation in the value of ordinary letter rate stamps.

3.3.3. Optional Motor Vehicle

The Government Whip and Deputy Government Whip may elect to be provided with a fully maintained motor vehicle. The standard of the vehicle (ie make and model) is determined by the Speaker. Where the Government Whip and/or Deputy Government Whip elects to be provided with a vehicle under this section, the Government Whip and/or Deputy Government Whip forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6 of this Handbook.

This vehicle is for the use of the Government Whip and/or Deputy Government Whip and, at their discretion, their respective spouses or Electorate Office staff.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

3.3.4. Entertainment Expenses

The Government Whip may, during the course of his/her duties, incur modest entertainment expenses reasonably and necessarily associated with those duties. Where such expenses are incurred within the Parliamentary precinct through the Parliamentary Catering Division, The Clerk of the Parliament may approve that expenditure up to the value of \$1,500 per annum be met directly by the Parliament.

3.3.5. Additional Home Telephone Reimbursement

In lieu of the amount of reimbursement provided under Section 2.2.2 of this Handbook, the Government Whip and Deputy Government Whip are each reimbursed for the following costs:

- the full cost of one nominated telephone line; and
- 100% of the cost of all calls on the above telephone line.

Administrative arrangements are as per Section 2.2.2.

Service contact for the Government Whip and Deputy Government Whip

For assistance regarding Salary payments:
Human Resource Management Services
Parliamentary Service
Parliament House
07 3406 7385

For assistance regarding Additional Postage Allowance and Additional Home Telephone Reimbursement:
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

For assistance regarding Optional Motor Vehicle and Entertainment Expenses
Director of Corporate and House Services
Parliamentary Service
Parliament House
07 3406 7125

3.4. The Secretary of the Parliamentary Party in Government

3.4.1. *Special Postage Allowance*

Purpose and Description

The Secretary of the Parliamentary Party in Government is provided with a special postage allowance to cover postage expenses reasonably and necessarily incurred in the conduct of his/her duties as the Secretary.

Amount of Allowance

An amount equal to 3,100 basic ordinary letter rate stamps per annum.

Method of payment

The Allowance is paid bi-annually in advance on 1 July and 1 January each year. However, in the year preceding the date by which a State general election must be held, the Allowance will be paid quarterly (in advance).

Where a Secretary of the Parliamentary Party in Government is paid the Allowance in respect of a specified period and ceases to hold that office or to be a Member for an Electoral District before that period elapses, the person shall be liable to refund the pro rate amount of the Allowance from the date they ceased to hold office.

Variation to the Allowance

The amount paid for the financial year will be based on the value of ordinary letter rate stamps as at payment date (ie 1 July) and no adjustment will be made for variations in the value of ordinary letter rate stamps during the course of the financial year.

3.4.2. *Additional Home Telephone Reimbursement*

In lieu of the amount of reimbursement provided under Section 2.2.2 of this Handbook, the Secretary of the Parliamentary Party in Government is reimbursed for the following costs:

- the full cost of one nominated telephone line; and
- 100% of the cost of all calls on the above telephone line.

Administrative arrangements are as per Section 2.2.2.

Service contact for the Secretary of the Parliamentary Party in Government

For assistance regarding Additional Postage and/or Additional Home Telephone Reimbursement Allowance:

Financial and Administrative Services

Parliamentary Service

Parliament House

07 3406 7118

3.5. Ministers of the Crown

3.5.1. Additional Salary

Ministers of the Crown (including The Premier, Deputy Premier, Minister & Leader of the House) receive additional salary pursuant to section 112 of the *Parliament of Queensland Act 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amounts payable to Ministers of the Crown is contained in Schedule A of this document.

3.5.2. Expense of Office Allowance

Purpose and description

Ministers of the Crown (including The Premier, Deputy Premier, Minister & Leader of the House) are provided with an Expense of Office Allowance in recognition of the additional duties and responsibilities associated with those positions.

Amount of Allowance

The amount of the Allowance is contained in Schedule F of this Handbook.

Variation of the Allowance

The Allowance is varied in accordance with and following any variation to a Member of the Legislative Assembly's annual salary rate payable pursuant to the *Parliament of Queensland Act 2001*.

Administrative arrangements

The Allowance is paid fortnightly with Salary, is subject to PAYE taxation, but is not taken into account for superannuation purposes.

3.5.3. Guidelines for the Financial Management of the Office of the Minister

The Government provides a range of additional benefits to Ministers of the Crown. These benefits are outlined in the "Ministerial Handbook". Ministerial Services Branch within the Department of Premier and Cabinet is the administrative unit established to coordinate and administer the provisions of the Guidelines.

The Guidelines include a provision regarding Motor Vehicles. Where, pursuant to the Guidelines, a Minister is provided with a Motor Vehicle, the Minister forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6 of this Handbook.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

Service contact for Ministers

For assistance regarding Salary and/or Expense of Office Allowance payments:
Human Resource Management Services
Parliamentary Service
Parliament House 07 3406 7385

3.6. Leader of the House (when not a Minister)

NB: This section only applies where the Parliament recognises a Leader of the House who is not a Minister of the Crown.

3.6.1. Optional Government vehicle and forfeiture of Special Car Allowance

The Government/Parliament may provide the Leader of the House with a motor vehicle. Where the motor vehicle is provided and used for travel between the Parliament and the Electorate, the Leader of the House forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6 of this Handbook.

This vehicle is for the use of the Leader of the House and, at the Leader's discretion, the Leader's spouse or the Leader's Electorate Office staff.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

Service contacts for a Leader of the House

For assistance regarding Special Car Allowance payments:
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

3.7. Parliamentary Secretary to a Minister of the Crown**3.7.1. Additional Salary**

A Parliamentary Secretary to a Minister of the Crown receives additional salary pursuant to section 112 of the *Parliament of Queensland Act 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amounts payable to all Parliamentary Secretaries is contained in Schedule A of this document.

3.7.2. Optional Government vehicle and forfeiture of Special Car Allowance

The Government may provide the Parliamentary Secretary with a motor vehicle. Where the motor vehicle is provided and used for travel between the Parliament and the electorate, the Parliamentary Secretary forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6 of this Handbook.

This vehicle is for the use of the Parliamentary Secretary and, at the Secretary's discretion, the Secretary's spouse or Secretary's Electorate Office staff.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

Service contact for a Parliamentary Secretary to a Minister of the Crown

For assistance regarding Salary payments:
Human Resource Management Services
Parliamentary Service
Parliament House
07 3406 7385

For assistance regarding Special Car Allowance payments:
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

3.8. Leader of the Opposition

3.8.1. Additional Salary

The Leader of the Opposition receives additional salary pursuant to section 112 of the *Parliament of Queensland Act 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amount payable to The Leader of the Opposition is contained in Schedule A of this document.

3.8.2. Expense of Office Allowance

Purpose and description

The Leader of the Opposition is provided with an Expense of Office Allowance in recognition of the additional duties and responsibilities associated with the position.

Amount of Allowance

The amount of the Allowance is contained in Schedule F of this Handbook.

Variation of Allowance

The Allowance is varied in accordance with and following any variation to a Member of the Legislative Assembly's annual salary rate payable pursuant to the *Parliament of Queensland Act 2001*.

Administrative arrangements

The Allowance is paid fortnightly with Salary, is subject to PAYE taxation, but is not taken into account for superannuation purposes.

3.8.3. Optional Government vehicle and forfeiture of Special Car Allowance

The Government may provide the Leader of the Opposition with a motor vehicle. Where the motor vehicle is provided and used for travel between the Parliament and the Electorate, the Leader of the Opposition forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6 of this Handbook.

This vehicle is for the use of the Leader and, at the Leader's discretion, the Leader's spouse, staff of the Office of the Leader or the Leader's Electorate Office staff.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

Service contact for the Leader of the Opposition

For assistance regarding Salary and Expense of Office Allowance payments:

Human Resource Management Services

Parliamentary Service

Parliament House

07 3406 7385

For assistance regarding Additional Postage Allowance, Additional

Home Telephone Reimbursement and Special Car Allowance:

Financial and Administrative Services

Parliamentary Service

Parliament House

07 3406 7118

3.9. Deputy Leader of the Opposition

3.9.1. Additional Salary

The Deputy Leader of the Opposition receives additional salary pursuant to section 112 of the *Parliament of Queensland Act 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amount payable to the Deputy Leader of the Opposition is contained in Schedule A of this document.

3.9.2. Expense of Office Allowance

Purpose and description

The Deputy Leader of the Opposition is provided with an Expense of Office Allowance in recognition of the additional duties and responsibilities associated with the position.

Amount of Allowance

The amount of the Allowance is contained in Schedule F of this Handbook.

Variation of Allowance

The Allowance is varied in accordance with and following any variation to a Member of the Legislative Assembly's annual salary rate payable pursuant to the *Parliament of Queensland Act 2001*.

Administrative arrangements

The Allowance is paid fortnightly with Salary, is subject to PAYE taxation, but is not taken into account for superannuation purposes.

3.9.3. Optional Government vehicle and forfeiture of Special Car Allowance

The Government may provide the Deputy Leader of the Opposition with a motor vehicle. Where the motor vehicle is provided and used for travel between the Parliament and the Electorate, the Deputy Leader of the Opposition forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6 of this Handbook.

This vehicle is for the use of the Deputy Leader and, at the Deputy Leader's discretion, the Deputy Leader's spouse, staff of the Office of the Leader or the Deputy Leader's Electorate Office staff.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

Service contact for the Deputy Leader of the Opposition

For assistance regarding Salary and Expense of Office Allowance payments:

Human Resource Management Services

Parliamentary Service

Parliament House

07 3406 7385

For assistance regarding Additional Postage Allowance, Additional

Home Telephone Reimbursement and Special Car Allowance:

Financial and Administrative Services

Parliamentary Service

Parliament House

07 3406 7118

3.10. The Opposition Whip and Deputy Opposition Whip

3.10.1. Additional Salary

The Opposition Whip receives additional salary pursuant to section 112 of the *Parliament of Queensland Act 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amount payable to the Opposition Whip(s) is contained in Schedule A of this document.

3.10.2. Special Postage Allowance

Purpose and Description

The Opposition Whip is provided with a special postage allowance to cover postage expenses reasonably and necessarily incurred in the conduct of his/her duties as Opposition Whip.

Amount of Allowance

An amount equal to 4,800 basic ordinary letter rate stamps per annum.

Administrative arrangements

The Allowance is paid bi-annually (in advance) on 1 July and 1 January each year. However, in the year preceding the date by which a State general election must be held, the Allowance will be paid quarterly (in advance).

Where an Opposition Whip and/or Deputy Opposition Whip are paid the Allowance in respect of a specified period and cease to hold that office or to be a Member for an Electoral District before that period elapses, the person shall be liable to refund the pro rate amount of the Allowance from the date they ceased to hold office.

The amount paid will be based on the value of ordinary letter rate stamps as at payment date. Adjustment to the allowance will be made following any subsequent variation in the value of ordinary letter rate stamps.

3.10.3. Optional Motor Vehicle

The Opposition Whip and Deputy Opposition Whip may elect to be provided with a fully maintained motor vehicle. The standard of the vehicle (ie make and model) is determined by the Speaker. Where the Opposition Whip and/or Deputy Opposition Whip elects to be provided with a vehicle under this section, the Opposition Whip and/or Deputy Opposition Whip forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6 of this Handbook.

This vehicle is for the use of the Opposition Whip and/or Deputy Opposition Whip and, at their discretion, their respective spouses or Electorate Office staff.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

3.10.4. Entertainment Expenses

The Opposition Whip may, during the course of his/her duties, incur modest entertainment expenses reasonably and necessarily associated with those duties.

Where such expenses are incurred within the Parliamentary precinct through the Parliamentary Catering Division, The Clerk of the Parliament may approve that expenditure up to the value of \$1,500 per annum be met directly by the Parliament.

3.10.5. Additional Home Telephone Reimbursement

In lieu of the amount of reimbursement provided under Section 2.2.2 of this Handbook, the Opposition Whip and Deputy Opposition Whip are each reimbursed for the following costs:

- the full cost of one nominated telephone line; and
- 100% of the cost of all calls on the above telephone line.

Administrative arrangements are as per Section 2.2.2.

Service contact for the Opposition Whip

For assistance regarding Salary payments:
Human Resource Management Services
Parliamentary Service
Parliament House
07 3406 7385

For assistance regarding Additional Postage Allowance and Additional Home Telephone Reimbursement.
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

For assistance regarding Optional Motor Vehicle and Entertainment Expenses
Director of Corporate and House Services
Parliamentary Service
Parliament House
07 3406 7125

3.11. The Secretary of the Official Opposition

3.11.1. Special Postage Allowance

Purpose and Description

The Secretary of the Official Opposition is provided with a special postage allowance to cover postage expenses reasonably and necessarily incurred in the conduct of his/her duties as the Secretary.

Amount of Allowance

An amount equal to 2,900 basic ordinary letter rate stamps per annum.

Administrative arrangements

The Allowance is paid bi-annually (in advance) on 1 July and 1 January each year. However, in the year preceding the date by which a State general election must be held, the Allowance will be paid quarterly (in advance).

Where a Secretary of the Official Opposition is paid the Allowance in respect of a specified period and cease to hold that office or to be a Member for an Electoral District before that period elapses, the person shall be liable to refund the pro rata amount of the Allowance from the date they ceased to hold office.

The amount paid will be based on the value of ordinary letter rate stamps as at payment date. Adjustment to the allowance will be made following any subsequent variation in the value of ordinary letter rate stamps.

3.11.2. Additional Home Telephone Reimbursement

In lieu of the amount of reimbursement provided under Section 2.2.2 of this Handbook, the Secretary of the Official Opposition is reimbursed for the following costs:

- the full cost of one nominated telephone line; and
- 100% of the cost of all calls on the above telephone line.

Administrative arrangements are as per Section 2.2.2.

Service contact for the Secretary of the Official Opposition

For assistance regarding Additional Postage Allowance and Additional Home Telephone Reimbursement:

Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

3.12. Opposition Spokespersons Allowance

Purpose and Description

Opposition Spokespersons are provided with an allowance to assist them carry out duties reasonably and necessarily associated with their role as Opposition Spokesperson.

The Leader of the Opposition may nominate up to 16 Opposition Spokespersons, however the Leader of the Opposition and the Deputy Leader of the Opposition may not be nominated.

Amount of Allowance

With effect on and from 1 January 2010, the amount of the Allowance is equal to 7.5% of the annual salary payable to a Member of the Queensland Legislative Assembly.

Variation of Allowance

The Allowance is varied in accordance with and following any variation to a Member of the Legislative Assembly's annual salary rate payable pursuant to the *Parliament of Queensland Act 2001*.

Method of payment

The allowance is paid annually in advance on 1 July, it is subject to PAYE taxation, but is not taken into account for superannuation purposes.

In the year preceding the date by which a State general election must be held, the allowance will be paid quarterly (in advance).

Administrative arrangements

The Clerk of the Parliament withdraws the appropriate amount of PAYE taxation.

Where a Member is paid an Opposition Spokesperson Allowance in respect of a specified period and ceases to be a Member for the Electoral District before that period elapses, the Member shall be liable to refund the pro rata amount of the allowance from the date the person ceased to be a Member.

Service contact for Opposition Spokespersons

For assistance regarding Opposition Spokespersons Allowance:
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

3.13. Leader of a Recognised Political Party

[as defined in section 112 of the *Parliament of Queensland Act 2001*]

3.13.1. Additional Salary

The Leader in the Legislative Assembly of a Recognised Political Party receives additional salary pursuant to section 112 of the *Parliament of Queensland 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amount payable to the Leader of a Recognised Political Party is contained in Schedule A of this document.

3.13.2. Expenses of Office Allowance

Purpose and description

The Leader of a Recognised Political Party is provided with an Expense of Office Allowance in recognition of the additional duties and responsibilities associated with the position.

Amount of Allowance

The amount of the Allowance is contained in Schedule F of this Handbook.

Variation of Allowance

The Allowance is varied in accordance with and following any variation to a Member of the Legislative Assembly's annual salary rate payable pursuant to the *Parliament of Queensland Act 2001*.

Administrative arrangements

The Allowance is paid fortnightly with Salary, is subject to PAYE taxation, but is not taken into account for superannuation purposes.

3.13.3. Optional Government vehicle and forfeiture of Special Car Allowance

The Government may provide the Leader of a Recognised Political party with a motor vehicle. Where the motor vehicle is provided and used for travel between the Parliament and the Electorate, the Leader of a Recognised Political Party forfeits any Special Car Allowance payable pursuant to Section 2.3.1.6 of this Handbook.

This vehicle is for the use of the Leader and, at the Leader's discretion, the Leader's spouse, staff of the Office of the Leader or the Leader's Electorate Office staff.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

Service contact for Leader of a Recognised Political Party

For assistance regarding Salary and Expense of Office Allowance payments:

Human Resource Management Services

Parliamentary Service

Parliament House

07 3406 7385

For assistance regarding Additional Postage Allowance, Additional

Home Telephone Reimbursement and Special Car Allowance:

Financial and Administrative Services

Parliamentary Service

Parliament House

07 3406 7118

3.14. Whip of a Recognised Political Party

3.14.1. Special Postage Allowance

Purpose and Description

The Whip of a Recognised Political Party is provided with a special postage allowance to cover postage expenses reasonably and necessarily incurred in the conduct of his/her duties as Whip.

Amount of Allowance

An amount equal to 1,200 basic ordinary letter rate stamps per annum.

Administrative arrangements

The Allowance is paid bi-annually (in advance) on 1 July and 1 January each year. However, in the year preceding the date by which a State general election must be held, the Allowance will be paid quarterly (in advance).

Where a Whip of a Recognised Political Party is paid the Allowance in respect of a specified period and ceases to hold that office or to be a Member for an Electoral District before that period elapses, the person shall be liable to refund the pro rata amount of the Allowance from the date they ceased to hold office.

The amount paid will be based on the value of ordinary letter rate stamps as at payment date. Adjustment to the allowance will be made following any subsequent variation in the value of ordinary letter rate stamps.

Service Contact for Whip

For assistance regarding Additional postage Allowance
Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

3.15. The Secretary of a Recognised Political Party

3.15.1. Special Postage Allowance

Purpose and Description

The Secretary of a Recognised Political Party is provided with a special postage allowance to cover postage expenses reasonably and necessarily incurred in the conduct of his/her duties as Secretary.

Amount of Allowance

An amount equal to 1,200 basic ordinary letter rate stamps per annum.

Administrative arrangements

The Allowance is paid bi-annually (in advance) on 1 July and 1 January each year. However, in the year preceding the date by which a State general election must be held, the Allowance will be paid quarterly (in advance).

Where a Secretary of a Recognised Political Party is paid the Allowance in respect of a specified period and ceases to hold that office or to be a Member for an Electoral District before that period elapses, the person shall be liable to refund the pro rate amount of the Allowance from the date they ceased to hold office.

The amount paid will be based on the value of ordinary letter rate stamps as at payment date. Adjustment to the allowance will be made following any subsequent variation in the value of ordinary letter rate stamps.

3.15.2. Additional Home Telephone Reimbursement

In lieu of the amount of reimbursement provided under Section 2.2.2 of this Handbook, the Secretary of a Recognised Political Party is reimbursed for the following costs:

- the full cost of one nominated telephone line; and
- 100% of the cost of all calls on the above telephone line.

Administrative arrangements are as per Section 2.2.2.

Service Contact for Secretary of a Recognised Political Party

For assistance regarding Additional Postage Allowance and Additional Home Telephone Reimbursement:

Financial and Administrative Services
Parliamentary Service
Parliament House
07 3406 7118

3.16. The Leader of a Minor Party

The following benefits accrue to the Leader of a Minor party as defined in Section 1.6 of this Handbook.

3.16.1. Expense of Office Allowance

Purpose and description

The Leader of a Minor Party is provided with an Expense of Office Allowance in recognition of the additional duties and responsibilities associated with the position.

Amount of Allowance

The amount of the Allowance is contained in Schedule F of this Handbook.

Variation of the Allowance

The Allowance is varied in accordance with and following any variation to a Member of the Legislative Assembly's annual salary rate payable pursuant to the *Parliament of Queensland Act 2001*.

Administrative arrangements

The Allowance is paid fortnightly with Salary, is subject to PAYE taxation, but is not taken into account for superannuation purposes.

3.16.2. Optional Motor Vehicle

The Leader of a Minor Party may elect to be provided with a fully maintained motor vehicle. The standard of the vehicle (ie make and Model) is determined by the Speaker. Where the Leader of a Minor Party elects to be provided with a vehicle under this section, the Leader of a Minor Party forfeits any Special Car Allowance pursuant to 2.3.1.6 of this Handbook.

This vehicle is for the use of the Leader and, at the Leader's discretion, the Leader's spouse, staff of the Office of the Leader or the Leader's Electorate Office staff.

The vehicle is available for private use but must not be used for any commercial or business related purposes, or to display any form of advertising.

Service Contact for Leader of a Minor Party

For assistance regarding Expense of Office Allowance:
Human Resource Management Services
Parliamentary Service
Parliament House
07 3406 7385

ADDITIONAL BENEFITS AFFORDED MEMBERS OF PARLIAMENTARY COMMITTEES

For assistance regarding Optional Motor Vehicle:
Director of Corporate and House Services
Parliamentary Service
Parliament House
07 3406 7125

4. ADDITIONAL BENEFITS AFFORDED MEMBERS OF PARLIAMENTARY COMMITTEES

The annual *Appropriation (Parliament) Act* provides funding to support the activities of a range of Parliamentary Committees. In order to record the full cost of maintaining each Committee, all costs associated with Committee activities (eg staff, printing, witness fees etc) are recorded directly against individual Committee budgets.

In addition to operational costs, each Committee budget may include funding to cover a range of expenses incurred directly by Members undertaking Committee business. These costs may be incurred when the Committee travels or when the Committee conducts business at Parliament House.

It should be noted that Members of Parliamentary Committees may undertake Committee related business individually and make a claim against Daily Travelling and/or General Travel Allocations. Where such claims are made, no additional claim may be made pursuant to this Section.

Expenditure incurred pursuant to this section however, must be sanctioned by the Chairperson of the Committee and/or the Research Director of the Committee. This requirement is consistent with the responsibilities of both the Committee Chair (in respect of the Committee budget) and the Committee Research Director as the public official with devolved authority from the accountable officer to oversee expenditure.

4.1. Additional Salary

Each Chairperson and each Member of a Parliamentary Committee receives additional salary pursuant to section 112 of the *Parliament of Queensland Act 2001*. Variations to the additional amount payable are made following variations in the annual (base) salary rate payable to a Member of the Legislative Assembly. The current aggregate amount payable to each Chairperson and each Member of a Parliamentary Committee is contained in Schedule A of this Handbook.

4.2. Domestic Travel

The general travel principles outlined in Section 2.3 of this Handbook apply to travel on Parliamentary Committee Business.

Certain costs associated with Parliamentary Committee travel undertaken by Members (either individually or as a group) will be met from within the relevant Committee budget. These costs fall generally under the following categories:

- travel to attend Committee meetings, hearings or to carry out inspections;
- travel (by the Committee Chairperson) to attend meetings with Committee staff and/or to attend to Committee business in Brisbane; and
- travel to attend conferences/seminars directly related to Committee business.

Note that travel costs will not be met if the Committee activity is held in Brisbane when the Legislative Assembly is sitting.

The Committee budget meets the cost of:

- transportation such as commercial or charter air travel, car hire, taxis, ferry/public transport expenses, airport car parking, passport fees, visa fees/travel insurance etc; and/or
- Accommodation, meals and incidental costs.

The Committee budget will not meet the costs of casual drinks, personal presentations, including those to staff, or expenditure where supporting documentation is unable to be obtained.

4.2.1. *Alternative Travel Reimbursement*

Where travelling to Brisbane to attend Committee meetings or hearings, Members may use their private vehicle as an alternative to commercial air travel, air charter, and car hire. Under such circumstances, Members are entitled to reimbursement for private vehicle expenses. Reimbursement shall be made at either public service kilometric rates, or the value of commercial travel expenses, whichever is the lesser.

4.3. Overseas Travel

Where the Committee Chairperson approves that the Committee travels overseas, the Chairperson must submit an application for overseas travel to the Speaker for approval by the Premier. The written application should include:-

- a detailed proposed itinerary including each day to be spent on Parliamentary business; and
- a statement of objectives for the proposed travel indicating the nature of Parliamentary business to be undertaken and proposed goals.

The Speaker will forward the application to the Premier together with a recommendation with respect to approval of the application. Where applications have been approved by the Premier, Members are not required to seek further approval for minor variations to the proposed itinerary.

The Committee budget meets the cost of:

- transportation such as commercial or charter air travel, car hire, taxis, ferry/public transport expenses, airport car parking, passport fees, visa fees/travel insurance etc; and/or
- Accommodation, meals and incidental costs.

4.4. Other expenses incurred at Parliament House

The cost of refreshments or meals provided by the Parliamentary Catering Division during working meeting or hearings shall be met by the Committee. The nature of the refreshments or meals shall be at the discretion of the Chair and/or Research Director of the Committee.

5. BENEFITS AFFORDED FORMER MEMBERS OF THE LEGISLATIVE ASSEMBLY

5.1. Introduction

The provisions of this Section apply where a person ceases to be recognised as the Member for an Electoral District.

All benefits provided for under this Section are subject to the provisions of section 5.1.1

5.1.1. *Former Members convicted of a serious criminal offence*

Provision 1

Where a former Member has been convicted upon indictment of an offence which:

- a) is a crime under the Criminal Code or under the Drugs Misuse Act 1986; or
- b) is an offence against the laws of the Commonwealth or of another State or Territory of the Commonwealth, had the conviction been upon indictment under the laws of Queensland, it would have amounted to an offence coming within paragraph a) of this subclause,

that former Member and all claiming by through or under him or her shall automatically forfeit all entitlements under Section 5 of this Handbook.

Provision 2

Provision 1 does not apply where upon appeal the conviction is quashed.

Provision 3

Section 5.1.1 applies whether:

- a) the offence was committed; or
- b) the conviction was recorded

whilst the former Member concerned was a Member of the Assembly or before he or she became a Member or after he or she ceased to be a Member.

Provision 4

Section 5.1.1 applies in respect of all former, present and future Members of the Assembly but has no application to any particular Member whilst that Member remains a Member of the Assembly.

Provision 5

A forfeiture of entitlements under this Part continues to apply notwithstanding anything contained in the *Criminal Law (Rehabilitation of Offenders) Act 1986* or any similar legislation of another State, the Commonwealth or a Territory of the Commonwealth.

5.2. Severance Arrangements

5.2.1. Property

Upon a person ceasing to be a Member of the Legislative Assembly, that person:

- a) must return all gold passes, travel passes, booklets and warrants that the person and his/her spouse were formerly entitled to when that person was a Member and is liable for the cost of replacement of any of these items which cannot be accounted for.
- b) must account for all items of Legislative Assembly property (both within the Electorate Office and at Parliament House) and is liable for the replacement cost of any of these items which cannot be accounted for.

5.2.2. Repayment of Allowances

Where a Member is paid:

- Allowance to Members; and/or
- Miscellaneous Allowance; and/or
- Special Car Allowance; and/or .
- Special Postage Allowance; and/or
- Opposition Spokespersons Allowance

in respect of a specified period and ceases to be a Member for the Electoral District before that period elapses, the Member shall be liable to refund the pro rata amount of the allowances from the date the person ceased to be a Member.

Section 123E of the *Parliament of Queensland Act 2001* provides that the Clerk of the Parliament, with the approval of the Premier, may recover overpaid allowances through a court of competent jurisdiction. Any allowances which are not repaid within six months will attract interest.

5.2.3. Resettlement Allowance

Purpose and Description

A Member who retires involuntarily from the Parliament will be eligible to receive a Resettlement Allowance based on the same conditions as the Commonwealth Resettlement Allowance. A Member or former Member is eligible to receive the Allowance where they:

- a) were elected or returned to the Parliament at or since the September 2006 election; and
- b) are not able to access a pension or superannuation benefit (related to their service in the Parliament) immediately upon ceasing to be a Member of Parliament; and
- c) have retired involuntarily through loss of party pre-selection for reasons other than misconduct, or through defeat at an election (including where they have campaigned to be elected to represent a different Electoral District).

Amount of Allowance

The amount of the Resettlement Allowance is based on the same conditions as the Commonwealth Resettlement Allowance and is calculated using the base salary rate (i.e. not including additional salary) for Queensland Members of Parliament as current on polling day.

Administrative arrangements

The Resettlement Allowance will be payable:

- a) where the Member elects not to stand for re-election following loss of party pre-selection for reasons other than misconduct – from polling day and subject to provision of verification to the Premier that the Member has lost party pre-selection for reasons other than misconduct; or
- b) where the Member has been defeated at an election (including where they have campaigned to be elected to represent a different Electoral District) – upon notification of results for the Electoral District pursuant to section 122 of the *Electoral Act 1992*.

The allowance is subject to PAYE taxation but is not taken into account for superannuation purposes.

5.2.4. Severance Travel

Purpose and Description

Defeated Members shall be entitled to undertake up to two return trips between their Electorate and Brisbane during the period up to two weeks after the return of the relevant writ to allow finalisation of Parliamentary business following the election.

5.3. Travel

Unless otherwise stated, all Former Members' travel must be coordinated by the Parliament House Travel Office. Where travelling on commercial air services, Former Members will not be provided with first class tickets except where actual flight time is in excess of three hours duration.

Upon ceasing to be a Member of the Legislative Assembly, Former Members may not personally utilise Frequent Flyer benefits (refer section 2.3) accrued as a result of Parliamentary travel undertaken as a Member. Any accrued benefits may be used for the purpose of reducing the expense of the Former Member's travel referred to in section 5.2.4 and 5.3.1.

Where spouses of Former Members qualify for travel benefits under this section, spouse travel may be independent of the Former Member.

5.3.1. Commercial Air TravelPurpose and Description

Former Members of the Queensland Legislative Assembly who had been elected on three occasions and served a minimum of seven years shall, be entitled to commercial air travel benefits.

Amount of Entitlement

Former Members who qualify for commercial air travel shall be entitled to one return flight each financial year.

Spouse Travel

Spouses of Former Members who qualify for commercial air travel shall be entitled to one return flight each financial year.

Conditions of Travel

This flight shall be from place of domicile, provided it is in Queensland, to one destination within Australia, New Zealand, or Papua New Guinea, together with one break over the duration of the trip. For travel to New Zealand and Papua New Guinea, a flight shall be available to the point of entry and from the point of exit, with no entitlement to internal travel within the countries.

Commercial air travel benefits are not cumulative from one financial year to another.

5.3.2. Rail Travel - Railways of Australia Gold PassPurpose and Description

Former Members of the Queensland Legislative Assembly who had served the following qualifying period shall be eligible for the issue of a life Gold Pass over the Railways of Australia:-

<i>Premier</i>	<i>One Year in Office</i>
<i>Minister</i>	<i>Three Years in Office</i>
<i>Speaker</i>	<i>Three Years in Office</i>
<i>Leader of the Opposition</i>	<i>Six Years in Office</i>
<i>Member</i>	<i>Twenty years Service</i>

On rail services where food and beverages are available, such costs must be met personally by the former Member and are not covered by the Member's pass.

Former Members are responsible for their gold passes and are liable for the cost of replacement.

Spouse Travel

The widow, widower or spouse of a former Member who qualifies for rail travel under sections 5.3.2 shall be entitled to:-

- a) the annual issue of a Queensland Rail first class pass (the issue of the annual first class pass is administered by Queensland Rail).
- b) four return interstate rail trips per year (interstate rail travel should be coordinated by the Parliament House Travel Office).

5.3.3. Rail Travel - Queensland Rail Gold Pass

Purpose and Description

Former Members of the Queensland Legislative Assembly who have not qualified for the Railways of Australia life Gold Pass but who served the following qualifying period shall be eligible for the issue of a life Gold Pass over Queensland Rail:

Minister, Speaker, Leader of the Opposition:

Three Years in Office or one Term of Parliament, whichever is the lesser

Member:

7 Years service or three terms of Parliament, whichever is the lesser

On rail services where food and beverages are available, such costs must be met personally by the former Member and are not covered by the Member's pass.

Former Members are responsible for their gold passes and are liable for the cost of replacement.

Former Members eligible for the issue of a Queensland Rail gold pass shall also be entitled to four return interstate rail trips per year.

For booking of interstate rail travel, Former Members should contact the Parliament House Travel Office.

Spouse Travel

The widow, widower or spouse of a former Member who qualifies for rail travel under sections 5.3.2 and 5.3.3 shall be entitled to:-

- a) the annual issue of a Queensland Rail first class pass (the issue of the annual first class pass is administered by Queensland Rail).
- b) four return interstate rail trips per year (interstate rail travel should be coordinated by the Parliament House Travel Office).

SCHEDULE A**SALARY PAYABLE TO MEMBERS OF THE QUEENSLAND LEGISLATIVE ASSEMBLY**

The following table outlines the annual rates of salary payable to Members of the Queensland Legislative Assembly and the additional annual rates of salary payable to certain office holders and officials.

The rates are effective on and from 1 January 2010.

For more information, refer to section 2.1 of this Handbook.

Member/Office Holder	Annual Base salary \$	Annual Additional salary \$	Annual Aggregate salary \$
Member of the Legislative Assembly	130,540		130,540
Member of the: Parliamentary Crime and Misconduct Committee Scrutiny of Legislation Committee Members' Ethics and Parliamentary Privileges Committee Public Accounts and Public Works Committee Economic Development Committee Environment and Resources Committee Social Development Committee Law, Justice and Safety Committee	as above	7,821	138,361
Chairperson of the: Parliamentary Crime and Misconduct Committee Scrutiny of Legislation Committee Members' Ethics and Parliamentary Privileges Committee Public Accounts and Public Works Committee Economic Development Committee Environment and Resources Committee Social Development Committee Law, Justice and Safety Committee	as above	15,270	145,810
Government Whip	as above	15,270	145,810
Deputy Government Whip	as above	7,821	138,361
Opposition Whip	as above	15,270	145,810
Parliamentary Secretary to a Minister	as above	23,388	153,928
Leader of the Opposition	as above	60,277	190,817
Deputy Leader of the Opposition	as above	31,057	161,597
Leader of a Recognised Political Party	as above	31,057	161,597
Chairperson of Committees	as above	31,057	161,597
Parliamentary Secretary and Leader of the House	as above	36,247	166,787
Speaker	as above	60,277	190,817
Minister	as above	80,787	211,327
Minister and Leader of the House	as above	93,647	224,187
Deputy Premier	as above	99,261	229,801
Premier	as above	136,584	267,124

SCHEDULE B**ALLOWANCE TO MEMBERS OF THE QUEENSLAND LEGISLATIVE ASSEMBLY****ALLOWANCE**

For more information, refer to section 2.2 of this Handbook

As from 1 January 2010, the rates of the Allowance are as follows:-

ELECTORATE	ALLOWANCE
Albert	\$ 36,653
Algester	\$ 36,653
Ashgrove	\$ 36,653
Aspley	\$ 36,653
Barron River	\$ 40,660
Beaudesert	\$ 44,665
Brisbane Central	\$ 36,653
Broadwater	\$ 36,653
Buderim	\$ 36,653
Bulimba	\$ 36,653
Bundaberg	\$ 36,653
Bundamba	\$ 36,653
Burdekin	\$ 60,708
Burleigh	\$ 36,653
Burnett	\$ 44,665
Cairns	\$ 36,653
Callide	\$ 60,708
Caloundra	\$ 36,653
Capalaba	\$ 36,653
Chatsworth	\$ 36,653
Clayfield	\$ 36,653
Cleveland	\$ 36,653
Condamine	\$ 44,665
Cook	\$ 72,741
Coomera	\$ 36,653
Currumbin	\$ 36,653
Dalrymple	\$ 72,741
Everton	\$ 36,653
Ferny Grove	\$ 36,653
Gaven	\$ 36,653
Gladstone	\$ 44,665
Glass House	\$ 40,660
Greenslopes	\$ 36,653
Gregory	\$ 72,741
Gympie	\$ 44,665
Hervey Bay	\$ 40,660
Hinchinbrook	\$ 44,665
Inala	\$ 36,653
Indooroopilly	\$ 36,653
Ipswich	\$ 36,653
Ipswich West	\$ 40,660
Kallangur	\$ 36,653
Kawana	\$ 36,653

SCHEDULE B

ALLOWANCE TO MEMBERS OF THE QUEENSLAND LEGISLATIVE ASSEMBLY

ELECTORATE	ALLOWANCE
Keppel	\$ 44,665
Lockyer	\$ 44,665
Logan	\$ 36,653
Lytton	\$ 36,653
Mackay	\$ 36,653
Mansfield	\$ 36,653
Maroochydore	\$ 36,653
Maryborough	\$ 44,665
Mermaid Beach	\$ 36,653
Mirani	\$ 60,708
Moggill	\$ 36,653
Morayfield	\$ 36,653
Mount Coot-tha	\$ 36,653
Mount Isa	\$ 72,741
Mount Ommaney	\$ 36,653
Mudgeeraba	\$ 36,653
Mulgrave	\$ 40,660
Mundingburra	\$ 36,653
Murrumba	\$ 36,653
Nanango	\$ 52,691
Nicklin	\$ 40,660
Noosa	\$ 40,660
Nudgee	\$ 36,653
Pine Rivers	\$ 36,653
Pumicestone	\$ 36,653
Redcliffe	\$ 36,653
Redlands	\$ 36,653
Rockhampton	\$ 36,653
Sandgate	\$ 36,653
South Brisbane	\$ 36,653
Southern Downs	\$ 60,708
Southport	\$ 36,653
Springwood	\$ 36,653
Stafford	\$ 36,653
Stretton	\$ 36,653
Sunnybank	\$ 36,653
Surfers Paradise	\$ 36,653
Thuringowa	\$ 36,653
Toowoomba North	\$ 36,653
Toowoomba South	\$ 36,653
Townsville	\$ 36,653
Warrego	\$ 72,741
Waterford	\$ 36,653
Whitsunday	\$ 44,665
Woodridge	\$ 36,653
Yeerongpilly	\$ 36,653

SCHEDULE C

OTHER VARIABLE ALLOWANCES/ALLOCATIONS PAYABLE TO MEMBERS OF THE QUEENSLAND LEGISLATIVE ASSEMBLY

MISCELLANEOUS ALLOWANCE

(Section 2.2.3 of this Handbook refers)

Effective 1 January 2010, the amount of the allowance is \$30,204 per annum.

GENERAL TRAVEL ALLOCATION

(Section 2.3.1.1 of this Handbook refers)

Effective 1 January 2010, the annual General Travel Allocation is \$12,601.

DAILY TRAVEL ALLOWANCE (DOMESTIC)

(Section 2.3.1.2 of this Handbook refers)

Effective 1 January 2010, the Daily Travel Allowance rate for travel within Australia, New Zealand, or Papua New Guinea is –

- *for State and Territory capital cities within Australia as well as Wellington (New Zealand) and Port Moresby (Papua New Guinea) an amount of \$285.00 per day; and*
- *for all other destinations, \$224.00 per day.*

DAILY TRAVEL ALLOWANCE (OVERSEAS)

(Section 2.3.2.1 of this Handbook refers)

Effective 1 January 2010, the Daily Travel Allowance rate for travel outside Australia, New Zealand, or Papua New Guinea is \$311.00 per day.

SCHEDULE C

OTHER VARIABLE ALLOWANCES/ALLOCATIONS PAYABLE TO MEMBERS OF THE QUEENSLAND LEGISLATIVE ASSEMBLY

SPECIAL CAR ALLOWANCE

(Section 2.3.1.6 - Group 2(a) of this Handbook refers)

Effective 1 January 2010, the annual Special Car Allowance rates are as follows:

Category A (\$823 per annum)

Albert	Alger	Beaudesert
Broadwater	Bundamba	Burleigh
Caloundra	Capalaba	Cleveland
Coomera	Everton	Ferny Grove
Gaven	Glass House	Ipswich
Ipswich West	Kallangur	Lockyer
Logan	Mermaid Beach	Morayfield
Mudgeeraba	Murrumba	Pine Rivers
Pumicestone	Redcliffe	Redlands
Southport	Springwood	Surfers Paradise
Waterford	Woodridge	

Category B (\$1,112 per annum)

Buderim	Condamine	Currumbin
Gympie	Kawana	Maroochydore
Nanango	Nicklin	Noosa
Toowoomba North	Toowoomba South	

Category C (\$1,391 per annum)

n/a

Category D (\$1,663 per annum)

Southern Downs

FLIGHT WITHIN ELECTORATE ALLOCATION

(Section 2.3.1.6 - Group 3 (a) of this Handbook refers)

As from 1 January 2010, the annual Flight Within Electorate Allocations are as follows:

Area of Member's Electorate Sq. Km.		Amount per Annum \$
6,476 - 12,950	Burnett; Gladstone; Hinchinbrook	1,294
12,951 - 25,900	Nanango	2,519
25,901 - 64,750	Burdekin; Mirani; Southern Downs	3,746
64,751 - 99,999	Callide	5,012
100,000 - 249,000	Cook; Dalrymple	14,280
250,000 and over	Gregory; Mount Isa; Warrego	17,340

SCHEDULE D
GENERAL TRAVEL ALLOCATION CERTIFICATION FORM

GENERAL TRAVEL ALLOCATION

The Clerk of the Parliament
Parliament House
BRISBANE QLD 4000

ATTENTION: Parliament Travel Officer

I certify that the under mentioned/attached travel was undertaken for the purpose of parliamentary business as defined in the Members' Entitlements Handbook.

NAME **DATES / (OF TRAVEL)** **DESTINATIONS**

Travel is claimed under the following category: (Please tick the appropriate box and/or provide the relevant details)

- (a) Sittings of the Legislative Assembly, or direct travel of the Member to or from such sittings;
- (b) A meeting of a Parliamentary committee, or attending a meeting, conference or seminar or other business relating to such a Parliamentary committee, of which he/she is a Member or the Member's direct travel to or from such an event;
Parliamentary Committee
- (c) Attendance at a function, conference, meeting or seminar representing a Minister, the Speaker, Leader of the Opposition or Leader of other Party on official business as such office-bearer, or direct travel to or from such an event;
Representing
Function.....
- (d) A meeting of the Member's Parliamentary or political party, or policy formulation body, of its Executive or of one of its Committees or the Member's direct travel to or from such a meeting;
Nature of Meeting.....
- (e) Attendance at official Government, Parliamentary or Vice-regal functions;
Function.....
- (f) Attending to business (including attending conferences, functions, meetings, or Seminars) outside a Member's electorate, directly relating to a Member's electorate;
Nature of Business.....
- (g) Attending to business directly related to a matter of current parliamentary debate or addressing conferences, meetings or seminars to which a Member has been invited in his/her capacity as a Member of Parliament;
Nature of Business.....
Conference/Meeting/Seminar.....

SCHEDULE D
GENERAL TRAVEL ALLOCATION CERTIFICATION FORM

(h) Attending to business directly related to the subject matter of a Parliamentary party committee to which the Member belongs;

Parliamentary Committee.....

(i) Attending to business related to the Member's current responsibilities as non-government spokesperson for the Ministerial portfolio;

Nature to Business.....

Portfolio.....

(j) Studies, investigations, or inquiries on matters related to a Member's duties and responsibilities as a Member of Parliament (including addressing or attending conferences, meetings, functions or seminars) provided that the nature, official purpose, place and other relevant information is stated by the Member to identify the Parliamentary business involved; (*Members must state*)

Nature.....

Official purpose.....

s

Place.....

Other details.....

(k) Travel by Leader of the Opposition, Leader of a Recognised Political party or Leader of a Minor Party in the Legislative Assembly for the purpose of campaigning during an `official election campaign period`.

NOTE: IN ORDER TO CLAIM FOR SPOUSE TRAVEL, THE FOLLOWING CERTIFICATION MUST BE COMPLETED:-

I certify that the associated spouse travel was undertaken for the purpose of:-

(a) accompanying the Member to a function where the Member's spouse was formally invited (refer note).

Function.....

OR

(b) accompanying the Member to a community or Parliamentary function.

Function.....

Note: Copy of formal invitation must accompany claim for spouse travel

Signed.....MP

Member for.....

Date.....

SCHEDULE E

DAILY TRAVELLING ALLOWANCE CLAIM FORM

Queensland Parliamentary Service

FIN. YR /

CLAIM FOR DAILY TRAVELLING ALLOWANCE

(pursuant to Section 2.3 of the Members' Entitlements Handbook)

CLAIMANT MP

(Member to complete Part A – F where applicable)

Part A		PARTICULARS OF TRAVEL	
From:	To :	& Return	
(point of origin)	(destination)		
Major Centres Visited Outside The Electorate:.....			
.....			
Departure Date	/ /	Departure Time:	A.M. P.M.
Return Date	/ /	Return Time:	A.M. P.M.

Part B ASSOCIATED TRAVEL COSTS		
Method of Travel (eg air, hire car, other)	Dates of Travel (if different to dates above)	Destination (if different to destination above)

Part C PARTICULARS OF RATE CLAIMED	
(Member to tick appropriate box and complete number of days claimed)	
<input type="checkbox"/>	Full Daily Travelling Allowance Rate (Note differential rates apply for visits to capital cities)
I certify that I stayed at a recognised hotel/motel or similar accommodation.	
Name of Accommodation..... From .../.../..... To .../.../.....	
Location.....	
NOTE: If this certification is not made, Daily Travelling Allowance at 1/3 of full rate will be paid.	
Claim For Days @ Full DTA Rate	
<u>OR</u>	
<input type="checkbox"/>	Reduced Daily Travelling Allowance Rate (1/3 Of The Full Rate applicable to destination visited)
I certify that I have been provided with complimentary accommodation or stayed with relatives or friends.	
Claim For Days @ Reduced DTA Rate	

Part D **CERTIFICATE OF CLAIMANT**

This claim is in relation to "Parliamentary business" as defined in the Members' Entitlements Handbook and falls within the following category: (Please tick the appropriate box and/or provide the relevant details)

(a) Sittings of the Legislative Assembly, or direct travel of the Member to or from such sittings;

(b) A meeting of a Parliamentary committee, or attending a meeting, conference or seminar or other business relating to such a Parliamentary committee, of which he/she is a Member or the Member's direct travel to or from such an event;

Parliamentary Committee

(c) Attendance at a function, conference, meeting or seminar representing a Minister, the Speaker, Leader of the Opposition or Leader of other Party on official business as such office-bearer or direct travel to or from such a event;

Representing.....

Event.....

(d) A meeting of the Member's Parliamentary or political party, or policy formulation body, of its Executive or of one of its Committees or the Member's direct travel to or from such a meeting;

Nature of Meeting.....

.....

(e) Attendance at official Government, Parliamentary or Vice-regal functions;

Function.....

(f) Attending to business (including attending conferences, functions, meetings or seminars) outside a Member's Electorate, directly relating to a Member's Electorate;

Nature of Business

(g) Attending to business directly related to a matter of current parliamentary debate or addressing conferences, meetings or seminars to which a Member has been invited in his/her capacity as a Member of Parliament;

Nature of Business

(h) Attending to business directly related to the subject matter of a Parliamentary party committee to which the Member belongs;

Party Committee:.....

(i) Attending to business related to the Member's current responsibilities as non-Government spokesperson for the Ministerial portfolio;

Nature of Business

Portfolio

- (j) Studies, investigations, or inquiries on matters related to a Member's duties and responsibilities as a Member of Parliament (including addressing or attending conferences, meetings, functions or seminars) provided that the nature, official purpose, place and other relevant information is stated by the Member to identify the Parliamentary business involved; (*Members must state*):

Nature:

Official purpose:

Place:

Other details:

.....

- (k) Travel by Leader of the Opposition and Leader of any other recognised party in the Legislative Assembly for the purpose of campaigning during an 'official election campaign period' and approved by the Accountable Officer.

Part E SPOUSE TRAVEL CERTIFICATION

I certify that the associated spouse travel was undertaken for the purpose of:-

- (a) accompanying the Member to a function where the Member's spouse was formally invited (refer note).

Function

OR

- (b) accompanying the Member to a community or Parliamentary function.

Function

Note: *Copy of formal invitation must accompany claim for spouse travel*

Part F CERTIFICATE OF CLAIMANT:

I certify that -

- . this claim is true;
- . the Parliamentary business in respect of the claim and associated travel is as stated; and is in accordance with the Members' Entitlements Handbook.

Signed MP

Member for

Date

EXPENSE OF OFFICE ALLOWANCE

EXPENSE OF OFFICE ALLOWANCE

(Sections 3.1.2, 3.2.2, 3.5.2, 3.8.2, 3.9.2, 3.13.2 and 3.16.1 of this Handbook refers)

Effective 1 January 2010, the Expense of Office Allowance rates are as follows:

Member/Office Holder	Expense of Office Allowance \$
Premier	18,359
Deputy Premier	8,647
Minister and Leader of the House	8,282
Other Ministers	8,282
Speaker	8,282
Chairperson of Committees	4,141
Leader of the Opposition	17,538
Deputy of the Leader of the Opposition	5,734
Leader of a Recognised Political Party	4,141
Leader of a Minor Party	4,141