### Legislative Assembly of Queensland
#### Members’ Remuneration Handbook

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1. INTRODUCTION

1.1. About the Handbook

This Handbook is issued pursuant to section 60 of the Queensland Independent Remuneration Tribunal Act 2013 (hereinafter referred to as the QIRT Act).

1.1.1. Purpose

The purpose of this document is to identify:

a) current remuneration (i.e. salaries, allowances and entitlements) in connection with Members (and former Members) of the Assembly; and

b) services and support provided to Members for the Members’ electorate and parliamentary offices.

1.1.2. Exclusions

The Handbook excludes remuneration, services and support provided pursuant to the Queensland Ministerial Handbook; the Queensland Opposition Handbook; and the Guidelines for the Financial Management of the Office of the Speaker.

1.1.3. Presentation

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

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

Generally, 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, acquittal and reporting arrangements, taxation arrangements and service contacts for Members.

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

- Salary/allowances are payments of dollar value paid directly to a Member.
- An Allocation is an amount which a Member may draw upon until the amount is extinguished (e.g. General Travel Allocation).
- Services and support are non-dollar benefits provided (e.g. staffing and accommodation).

1.1.4. Key contacts

Specific contacts for Members and electorate staff are provided throughout the Handbook. General Inquiries may be directed to the Clerk of the Parliament on 07 3553 6450.

1.1.5. Publication

1.2. Governance arrangements

1.2.1. Role of the Queensland Independent Remuneration Tribunal (the Tribunal)

The QIRT Act establishes and outlines the functions of the Tribunal.

Essentially the role of the Tribunal is to review remuneration policy in connection with Members and former Members of the Assembly and to make determinations setting out the policy as regards remuneration and the amount of remuneration. These determinations are provided to the Clerk of the Parliament for tabling and inclusion in this Handbook.

More information is available on the Tribunal’s website at www.remunerationtribunal.qld.gov.au.

Remuneration means salary, allowances or entitlements (e.g. allocations) in connection with the Member or former Member, other than entitlements mentioned in section 55 of the QIRT Act (see role of the Speaker below).

1.2.2. Role of the Speaker of the Legislative Assembly

The Parliamentary Service Act 1988 outlines the functions of the Speaker. Section 5 of the Act states:

Speaker to decide policies about parliamentary accommodation and services
The Speaker is responsible for deciding policies about—

a) accommodation and services in the parliamentary precinct; and

b) accommodation and services supplied elsewhere by the Legislative Assembly for its members.

Section 55 of the QIRT Act recognises the role of the Speaker under the Parliamentary Service Act 1988, noting the Speaker’s responsibilities for accommodation and services including but not limited to electorate offices, office furniture and fixed telephones, staffing support, computers, printing and copying hardware and other information technology infrastructure and major items of office equipment.
1.2.3. Role of the Premier

The Premier approves a range of members entitlements associated with the activities of the Executive (e.g. ministerial entitlements, entitlements for the office of the opposition). The delivery of these entitlements is managed by Ministerial Services Branch within the Department of the Premier and Cabinet.

There are however a small number of entitlements determined by the Premier that, for reasons of administrative convenience, are managed by the Parliamentary Service. Note that in some cases, the entitlements may apply only for a given Parliament, depending upon the make-up of that Parliament.

1.2.4. Role of the Clerk of the Parliament

The Clerk of the Parliament (hereinafter referred to as the Clerk) has a number of roles in relation to Members remuneration, services and support, including:

1. to table in the Parliament all determinations made by the Tribunal (section 34 of the QIRT Act refers);
2. to maintain and publish this Handbook (section 60 of the QIRT Act refers); and
3. to administer (through the Parliamentary Service) the various determinations and policies that are set out in this Handbook.

The Clerk also has a range of other statutory obligations including those arising as:
- accountable officer for the Legislative Assembly and Parliamentary Service, pursuant to the Financial Accountability Act 2009;
- chief executive officer of the Parliamentary Service, pursuant to the Parliamentary Service Act 1988; and
- the person in control of electorate offices and the parliamentary precinct, subject to policies of the Speaker, pursuant to the Parliamentary Service Act 1988.

In the course of administering the Handbook, the Clerk may be required to assess various claims made by Members against:
- remuneration as prescribed by the Tribunal’s determinations; or
- resources (accommodation/services) provided by the Speaker pursuant to the Parliamentary Service Act.

This process necessarily requires the Clerk to interpret determinations and policies of the Tribunal or the Speaker. The Clerk will make such interpretations in a way that is: consistent with the purpose of the determination or policy; consistent with principles of accountability; and consistent with ensuring members are not impeded in carrying out their functions and duties.

In the event that a Member’s claim raises difficult issues not clear from a determination of the Tribunal or a Speaker’s policy the Clerk may:

a) in the case of remuneration set by the Tribunal, seek a ruling from the Tribunal pursuant to section 36 of the QIRT Act -

36 Ruling about determination

(1) The Clerk may, by written notice, ask the tribunal to give a ruling on the interpretation or application of a determination.

b) in the case of accommodation/services set by the Speaker, seek a ruling from the Speaker.

In the event that either the Tribunal or Speaker do not believe that the Clerk has interpreted a determination or policy correctly, the Tribunal and Speaker may issue a further determination or policy amendment clarifying the matter.
1.3. General access and accountability principles

1.3.1. Access to remuneration, services and support provided under the Handbook

Remuneration services and support provided under PART 2 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 occurs when the Clerk receives the Notice of Result of Election from the Electoral Commissioner, Queensland.

Remuneration services and support provided under PART 3 (Former Members of the Legislative Assembly) are provided in accordance with the provisions outlined in PART 3.

1.3.2. The use of remuneration, services and support provided under the Handbook

Where a remuneration, service and support provided under this Handbook is for a specified purpose, it must be used only for that purpose.

1.3.3. Acquittal and reporting obligations

Certain remuneration is subject to acquittal and/or reporting obligations.

Details of these obligations are outlined in the Handbook under relevant sections.
1.4. Payment and repayment of salary or allowances

In the event that a Member or former Member is overpaid salary or an allowance (e.g. as a result of an administrative error or an erroneous claim) the Clerk is authorised to recover such overpayment as a matter of priority.

Section 56 of the QIRT Act provides that former Members are liable to repay the pro-rata amounts of allowance paid in advance if they cease to be a Member.

Former Members must acquit their final payments of Electorate and Communication Allowance (made to them when they were a Member) in accordance with the timetable set down by the Clerk from time to time. The Clerk will also publish rules around appropriate use of the allowances post resignation/retirement/election day (e.g. to meet document destruction or office cleaning costs).

Section 57 of the QIRT Act provides that Members are liable to repay certain allowances not satisfactorily accounted for.

For example:

A Member on 1 July receives the first biannual payment of the Electorate and Communication Allowance (Band 1 - a total of $33,900).

Two weeks later an election is called for 31 August.

In the period 1 July to 31 August the Member spends $24,000 against the Allowance.

The Member is defeated at the election.

Within 14 days of the Notice of Result being received by the Clerk the Member will be required to repay the pro-rata of the allowance (approximately 2/3 of the biannual payment - a total of approx. $22,600).

In this scenario the Member will be-

- required to repay to the Clerk effectively four (4) months of the original six (6) month allowance advance (for the period September-December; and
- required to acquit to the Clerk all expenditure incurred between the period July to August.

The difference between what the Member has actually spent and final net amount of allowance paid by the Parliament (i.e. expenditure actually funded by the Member personally) may be able to be claimed as income tax deductions.
1.5. Definitions and acronyms

| Parliamentary responsibilities | Responsibilities arising as each Member participates in parliamentary matters, including the enactment of legislation, privileged debate on Government policy administration and serving on parliamentary committees. |
| Constituency responsibilities | Responsibilities arising as each Member, the representative of an electoral district, provides advice and assistance to constituents and acts as an advocate of local interests. |
| Private or commercial purposes | Private purposes means:  
- a purpose relating to personal use or enjoyment of an individual; or  
- a purpose other than exclusively prescribed for in the Handbook under the relevant section (in the case of the Electorate and Communication Allowance, section 2.2).  
Commercial purposes means a purpose relating to the sourcing of financial benefit or reward (directly or indirectly) other than a benefit or reward provided to the Member by the Parliament. |
| Electioneering/campaigning purposes | Expenditure associated with attending or organising:  
- a fundraiser;  
- campaign launches;  
- candidate selection or campaign strategy meetings;  
- general campaigning/electioneering by a Member or on behalf of other Members/candidates.  
Note expenditure may relate to party events or to the activities of an individual (independent) Member.  
Note also that advising constituents of the locations of polling booths on election day or pre-poll locations or assisting with postal or pre-poll voting is not considered electioneering/campaigning as long as material does not advocate a particular voting choice. |
| Political party activity | 1. Campaigning for a political party (including electioneering/campaigning purposes outlined above).  
2. Organising and sustaining branches, such as:  
- drafting Members to the party; or  
- undertaking administrative activities to support and grow the party.  
Note expenditure for party membership fees/levies or donations to a party is deemed to be associated with political party activity. Policy formulation through participation in party committees or attendance at party conferences may still be an allowable expense due to its link to a Members’ legislative duties. |
| Connected party | Connected party means the Member’s children, spouse, domestic partner, dependents, parents, grandparents, grandchildren, siblings, uncles, aunts, nephews, nieces or a body corporate, firm or trust with which the Member is connected. |
| Parliamentary business | An overarching term used to define allowable expenditure for the purposes of Members travel (and in some cases travel by spouses and staff).  
This term incorporates a range of nominated parliamentary constituency and party activities. Refer section 2.3.2 for more information. |
| Accountable officer | As defined in Section 66 of the Financial Accountability Act 2009. |
| Spouse of a Member (Member here also means former Member) | May be either:  
- the married partner of a Member, designated by the Member; or  
- a de facto 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 Clerk’s approval. |
| Official election campaign period | The period from the day of the announcement of the State election until polling day. |
| The Tribunal | Queensland Independent Remuneration Tribunal |
| GTA | General Travel Allocation |
| DTA | Daily Travel Allowance |
| RSA | Relief Staff Allocation |
2. **MEMBERS OF THE LEGISLATIVE ASSEMBLY**

2.1. **Salary**

2.1.1. **Base salary**

*Purpose and description*

Each Member is entitled to be paid an annual base salary in accordance with section 41 of the QIRT Act. The amount of annual base salary is determined by the Tribunal.

*Amount/rate*

As at 1 September 2017 the annual base salary is $159,122 (Tribunal Determination 12/2016 refers).

*Payment/administrative arrangements*

Base salary is paid fortnightly and is subject to PAYG income tax. The relevant superannuation contributions are deducted and remitted to QSuper or the Member’s nominated superannuation fund (including a complying self-managed superannuation fund) along with contributions from the Parliament (employer contributions) where applicable. See section 2.1.4 for more on superannuation.

2.1.2. **Additional salary**

*Description*

A Member who holds an office specified in section 42 of the QIRT Act may be entitled to be paid additional salary in addition to their annual base salary. The amount of additional salary is determined by the Tribunal.

*Amount/rate*

The offices which attract additional salary and the rates of additional salary are listed in the table on the following page.

*Payment/administrative arrangements*

Additional salary is paid fortnightly with base salary and is subject to PAYG income tax. The relevant superannuation contributions are deducted and remitted to QSuper or the Member’s nominated superannuation fund (including a complying self-managed superannuation fund). See section 2.1.4 for more on superannuation.

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*Service contact for Members*

*For assistance regarding Members’ salaries:*

*Human Resource Services*
*Parliamentary Service*
*Parliament House*
*(07) 3553 6442*
The following table outlines the annual rates of base 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 September 2017 unless otherwise noted.

<table>
<thead>
<tr>
<th>Member/Office Holder</th>
<th>Annual Base Salary $</th>
<th>Annual Additional Salary $</th>
<th>Annual Aggregate Salary $</th>
<th>Fortnightly Aggregate Salary $</th>
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<td>Member of the Legislative Assembly</td>
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<td>159,122</td>
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- Committee of the Legislative Assembly
- Economics and Governance Committee
- Education, Employment and Small Business Committee
- Ethics Committee
- Health, Communities, Disability Services and Domestic and Family Violence Prevention Committee
- Innovation, Tourism Development and Environment Committee
- Legal Affairs and Community Safety Committee
- Parliamentary Crime and Corruption Committee
- State Development, Natural Resources and Agricultural Industry Development Committee
- Transport and Public Works Committee
- Select Committee

- Chairperson of the:
- Committee of the Legislative Assembly
- Economics and Governance Committee
- Education, Employment and Small Business Committee
- Ethics Committee
- Health, Communities, Disability Services and Domestic and Family Violence Prevention Committee
- Innovation, Tourism Development and Environment Committee
- Legal Affairs and Community Safety Committee
- Parliamentary Crime and Corruption Committee
- State Development, Natural Resources and Agricultural Industry Development Committee
- Transport and Public Works Committee
- Select Committee

- Deputy Opposition Whip: as above 30,104 189,226 7,253
- Government Deputy Whip: as above 30,104 189,226 7,253
- Opposition Whip: as above 36,125 195,247 7,483
- Senior Government Whip: as above 36,125 195,247 7,483
- Leader of a Recognised Political Party: as above 60,208 219,330 8,406
- Opposition Spokesperson: as above 60,208 219,330 8,406
- Chief Government Whip: as above 84,292 243,414 9,330
- Manager of Opposition Business: as above 84,292 243,414 9,330
- Assistant Minister: as above 84,292 243,414 9,330
- Deputy Speaker: as above 84,292 243,414 9,330
- Deputy Leader of the Opposition: as above 96,333 255,455 9,791
- Leader of the House: as above 120,417 279,539 10,714
- Assistant Minister and Leader of the House: as above 144,500 303,622 11,637
- Speaker: as above 144,500 303,622 11,637
- Leader of the Opposition: as above 168,583 327,705 12,560
- Minister: as above 168,583 327,705 12,560
- Minister and Leader of the House: as above 174,604 333,726 12,791
- Deputy Premier: as above 192,666 351,788 13,484
- Premier: as above 240,833 399,955 15,330

Fortnightly salaries are calculated by dividing the Annual Aggregate salary by 26.089286.
2.1.3. Salary sacrifice

**Description**

A Member may elect to make salary sacrifice arrangements for all or part of their annual base salary and additional salary in accordance with section 51 of the QIRT Act.

**Amount / Purpose**

A Member may elect to salary sacrifice part or all of their annual base salary and additional salary for:
- superannuation contributions; and/or
- items that are available for Queensland public service employees, including a motor vehicle.

Information about public service salary sacrifice arrangements is available on the Parliamentary Service Intranet site.

**Payment/administrative arrangements**

Requests to establish salary sacrifice arrangements for superannuation purposes must be made in writing to the Clerk.

Requests to establish salary sacrifice arrangements for items other than superannuation contributions must be made through one of two external salary packaging providers:
- Remserv
- SmartSalary

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**Service contact for Members**

For assistance regarding salary sacrifice:

Human Resource Services  
Parliamentary Service  
Parliament House  
(07) 3553 6444

Contact information for Remserv and SmartSalary is contained on the Parliamentary Service Intranet site.
2.1.4. Superannuation

**Description**

Superannuation for Members is provided for by the *Superannuation (State Public Sector) Act 1990*. The employer’s default superannuation fund for Members is QSuper, the administrator of the Queensland Government’s superannuation arrangements.

Depending on the Member’s election date, Members may choose a complying superannuation fund other than QSuper (including a self-managed superannuation fund) for their superannuation contributions (including employer contributions) to be directed to.

There are three superannuation membership categories (based upon their election date) that Members may be eligible for:

1. Members elected prior to December 2004 are members of the Parliament 70 category. This fund is now closed to new Members.

2. Members elected between December 2004 and November 2008 are eligible for membership of the defined benefit category or accumulation category.

3. Members elected after November 2008 are eligible for membership of the accumulation category. Note Members who were already QSuper defined benefit members from their previous employment may continue the defined benefit membership subject to certain QSuper rules. Members in this category will also have a QSuper accumulation account for some of their contributions.

**Contribution Amounts**

Contribution amounts vary as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fund</th>
<th>Contribution on Base Salary</th>
<th>Contribution on Additional Salary</th>
<th>Contribution on Aggregate Salary</th>
<th>Employer Contribution</th>
<th>Choice of Fund Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MPs elected Pre December 2004</td>
<td>..</td>
<td>..</td>
<td>11.5%</td>
<td>Varies depending upon MP</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>MPs elected Dec 2004 – Nov 2008</td>
<td>• MP in Defined Benefit scheme</td>
<td>5%</td>
<td>5%</td>
<td>12.75%</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• MP in Accumulation scheme</td>
<td>--</td>
<td>5%</td>
<td>12.75%</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>MP’s elected after Nov 2008 (accumulation scheme only)</td>
<td></td>
<td>5%</td>
<td>12.75%</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

Additional salary refers to those amounts paid to certain office bearers over and above their base salary (see Page 8 of the Handbook for details of additional salary paid).

Members in the defined benefit scheme (Cat 2) are required to leave the defined benefit scheme when seeking to exercise choice of an alternative superannuation fund.
Administrative arrangements

Members’ superannuation contributions are automatically deducted from fortnightly salary and remitted to the relevant superannuation fund together with employer contributions.

Service contact for Members
For assistance regarding superannuation:

Human Resource Services
Parliamentary Service
Parliament House
(07) 3553 6444

QSuper
Level 5, Central Plaza Three
70 Eagle Street
Brisbane
(07) 3239 1691
2.2. Electorate and Communication Allowance

*Purpose and description*

The Electorate and Communication Allowance is provided to cover a range of expenditure associated with:

- providing constituent assistance and service for the electorate;
- obtaining information and disseminating information to constituents that is relevant to fulfilling parliamentary and constituency responsibilities; and
- meeting incidental costs relating to the operation of a Member’s electorate office.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXAMPLES</th>
</tr>
</thead>
</table>
| Support for constituents and organisations | - Emergency financial assistance, charitable works, event/function attendance fees.  
- Minor financial assistance to schools, clubs, charities, educational institutions, event/function attendance fees.  
- Patron expenses, Membership fees, Donations, Gifts. |
| Hosting costs | Providing light refreshments in electorate office or hosting electorate events such as ‘town hall’ meetings, community BBQs, a Seniors Forum etc. (note associated costs may also be allowable such as filling a gas bottle for BBQ). |
| Production, publication and distribution services | Costs such as:  
- producing, publishing and distributing hardcopy newsletters and other similar publications (including calendars).  
- postage and other delivery costs.  
- purchasing electronic services including computer software not provided by the Parliamentary Service and costs associated with developing and maintaining websites.  
- constituency management software. |
| Telecommunications and data costs | Home and mobile telephony and data costs. |
| Minor equipment | Minor electorate office equipment not provided by the Parliamentary Service – e.g. furniture for mobile offices, water coolers, whiteboards etc. The Clerk may set limits for the value and type of equipment purchased. |
| Office expenses | - Consumables such as stores and stationery for the electorate office, business cards, personalised stationery expenses.  
- Staffing costs such as additional temporary and casual staffing costs beyond that provided by the Parliamentary Service.  
- Education costs such as training and development, conference/seminar fees etc. for Member and electorate office staff (where such training is not normally or regularly provided by the Parliamentary Service).  
- Administrative costs such as book-keeping, account keeping, bank charges, other software costs, insurance for “Minor equipment” purchased under that category (see above).  
- Incidentals such as office newspapers, office cleaning and cleaning/toiletry products, pest control, confidential document destruction or storage costs. |
| Other | |

The allowance may not be used to meet expenditure for:

- private or commercial purposes;
- political party activity (the exception being: constituency software purchased from the Member’s party or attendance; fees for party-related conference/seminar fees where the event involves a policy debate/formulation component; and travel to/from the event would be permitted under a parliamentary business category for travel purposes); or
- electioneering/campaigning purposes.

Members may not use the allowance to purchase goods and services where the Member, or a connected party (as defined in section 1.5) is the provider of the goods and services.
### Amount of the allowance

The amount of the allowance is based upon the population and size of the electorate (Tribunal Determination 17/2018 refers). The current allowance amounts (set by Determination 18/2018 and effective 1 January 2019) are as follows:

<table>
<thead>
<tr>
<th>AMOUNT PER ANNUM</th>
<th>ELECTORATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECA Band 1</strong></td>
<td>$69,600</td>
</tr>
<tr>
<td>Bonney Gaven</td>
<td>Logan</td>
</tr>
<tr>
<td>Gladstone Ipswich</td>
<td>Nicklin</td>
</tr>
<tr>
<td></td>
<td>Oodgeroo</td>
</tr>
<tr>
<td></td>
<td>Theodore</td>
</tr>
<tr>
<td></td>
<td>Waterford</td>
</tr>
<tr>
<td></td>
<td>Whitsunday</td>
</tr>
<tr>
<td><strong>ECA Band 2</strong></td>
<td>$72,200</td>
</tr>
<tr>
<td>Algester Bancroft</td>
<td>Hinchinbrook</td>
</tr>
<tr>
<td>Broadwater</td>
<td>Inala</td>
</tr>
<tr>
<td>Buderim Bundaberg</td>
<td>Ipswich West</td>
</tr>
<tr>
<td>Bundamba Burleigh</td>
<td>Jordan</td>
</tr>
<tr>
<td>Burnett Caloundra</td>
<td>Kawana</td>
</tr>
<tr>
<td>Chatsworth</td>
<td>Kewarra</td>
</tr>
<tr>
<td>Currumbin</td>
<td>Lockyer</td>
</tr>
<tr>
<td>Glass House</td>
<td>Macalister</td>
</tr>
<tr>
<td></td>
<td>Mansfield</td>
</tr>
<tr>
<td></td>
<td>Maroochydore</td>
</tr>
<tr>
<td></td>
<td>Mermaid Beach</td>
</tr>
<tr>
<td></td>
<td>Miller</td>
</tr>
<tr>
<td></td>
<td>Mirani</td>
</tr>
<tr>
<td></td>
<td>Moggill</td>
</tr>
<tr>
<td></td>
<td>Morayfield</td>
</tr>
<tr>
<td></td>
<td>Mulgrave</td>
</tr>
<tr>
<td></td>
<td>Mundingburra</td>
</tr>
<tr>
<td></td>
<td>Redlands</td>
</tr>
<tr>
<td></td>
<td>South Brisbane</td>
</tr>
<tr>
<td></td>
<td>Southport</td>
</tr>
<tr>
<td></td>
<td>Stretton</td>
</tr>
<tr>
<td></td>
<td>Surfers Paradise</td>
</tr>
<tr>
<td></td>
<td>Toorak</td>
</tr>
<tr>
<td></td>
<td>Townsville</td>
</tr>
<tr>
<td><strong>ECA Band 3</strong></td>
<td>$73,900</td>
</tr>
<tr>
<td>Barron River</td>
<td>Maryborough</td>
</tr>
<tr>
<td>Cairns Capalaba</td>
<td>McConnel</td>
</tr>
<tr>
<td>Ferny Grove</td>
<td>Mount Ommaney</td>
</tr>
<tr>
<td>Greenslopes</td>
<td>Mudgeeraba</td>
</tr>
<tr>
<td>Gregory* Keppel</td>
<td>Ninderry</td>
</tr>
<tr>
<td>Lytton</td>
<td>Noosa</td>
</tr>
<tr>
<td></td>
<td>Nudgee</td>
</tr>
<tr>
<td></td>
<td>Pumicestone</td>
</tr>
<tr>
<td></td>
<td>Rockhampton</td>
</tr>
<tr>
<td></td>
<td>Sandgate</td>
</tr>
<tr>
<td></td>
<td>Scenic Rim</td>
</tr>
<tr>
<td></td>
<td>Springwood</td>
</tr>
<tr>
<td></td>
<td>Thuringowa</td>
</tr>
<tr>
<td></td>
<td>Toowoomba North</td>
</tr>
<tr>
<td></td>
<td>Woodridge</td>
</tr>
<tr>
<td><strong>ECA Band 4</strong></td>
<td>$76,400</td>
</tr>
<tr>
<td>Aspley Bulimba</td>
<td>Cooper</td>
</tr>
<tr>
<td>Burdekin Callide</td>
<td>Everton</td>
</tr>
<tr>
<td>Clayfield Condamine</td>
<td>Gympie</td>
</tr>
<tr>
<td>Cook* Coomera</td>
<td>Hervey Bay</td>
</tr>
<tr>
<td></td>
<td>Hill</td>
</tr>
<tr>
<td></td>
<td>Mackay</td>
</tr>
<tr>
<td></td>
<td>Maiwar</td>
</tr>
<tr>
<td></td>
<td>Murrumba</td>
</tr>
<tr>
<td></td>
<td>Nanango</td>
</tr>
<tr>
<td></td>
<td>Pine Rivers</td>
</tr>
<tr>
<td></td>
<td>Redcliffe</td>
</tr>
<tr>
<td></td>
<td>Southern Downs</td>
</tr>
<tr>
<td></td>
<td>Stafford</td>
</tr>
<tr>
<td></td>
<td>Toowoomba South</td>
</tr>
<tr>
<td></td>
<td>Traeger*</td>
</tr>
<tr>
<td></td>
<td>Warrego*</td>
</tr>
</tbody>
</table>

* Members representing an electoral district of 100,000 square kilometres or more, and who are provided with an additional electorate office (section 2.4.2.1 refers) will receive an additional $1,500 per annum to supplement the Electorate and Communication Allowance rates above to address additional electorate office cleaning costs (Tribunal Determination 16/2017 refers).

### Service contact for Members

**For assistance regarding Electorate and Communication Allowance:**

*Financial and Administrative Services*
*Parliamentary Service*
*Parliament House*
*(07) 3553 6160*
**Timing of payments**

The allowance is paid on a bi-annual basis, in advance on 1 July and 1 January each financial year.

**Acquittal and reporting arrangements**

**Overview**

This allowance is an allowance subject to section 57(1) of the QIRT Act. That is, it is an allowance paid on condition that the Member accounts for the expenditure of the allowance to the Clerk.

**Key responsibilities**

In broad terms, the acquittal and reporting arrangements require that:

1. Members must -
   a) be personally responsible for ensuring that their expenditure and use of the allowance is within the parameters of the entitlement and is related to constituent assistance and service in the electorate;
   b) where in doubt of the validity of any expense, take proactive steps to clarify the eligibility of the expense prior to its incurrence with the Clerk or their delegate; and
   c) maintain appropriate records of all expenditure against the allowance and report details of that expenditure to the Clerk on an annual basis.

2. The Clerk must -
   a) review annual reporting provided by Members and prepare/table an annual report to the Parliament regarding expenditure against the allowance;
   b) in the event a Member under-spends the annual allowance payment by more than the 10% allowable carry-over, adjust future allowance payments accordingly; and
   c) each year, conduct a sample, random audit of acquittals and supporting documentation to test compliance, requiring Members to substantiate individual expenditure items under each allowance category.

The Clerk must also, upon request, provide the Tribunal with data obtained from the annual reporting provided by Members. This data will be used by the Tribunal for future reviews.

**Under-expenditure or over-expenditure of the allowance**

Any under-expenditure in excess of the prescribed carry-over (see below) is deemed an overpayment of the original allowance and will be dealt with in accordance with section 57(3) of the QIRT Act. To avoid any doubt under-expenditure will be deducted from future allowances.

Note that Members are still required to account for all allowance payments received, irrespective of the period for which the allowance was paid. Where allowances are paid in a previous period (and retained by the Member) but unspent, under this provision Members are still required to use and acquit the previous unspent allowance in the following period.

Up to 10% of the total allowance paid for each financial year (excluding any reductions or carry-overs from previous years) that is unexpended at 30 June is able to be retained by the Member and carried over for use in the next financial year.

Any over-expenditure of the allowance in a reporting period must be met personally by the Member and cannot be offset against future reporting period allowances.
The acquittal and reporting system in practice

<table>
<thead>
<tr>
<th>STEPS IN THE ACQUITTAL AND REPORTING PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
</tr>
<tr>
<td>Each Member receives the first bi-annual allowance payment (1 July each year).</td>
</tr>
<tr>
<td>Step 2</td>
</tr>
<tr>
<td>Each Member progressively records expenditure (inclusive of GST where applicable) against the allowance using the information system provided by the Clerk.</td>
</tr>
<tr>
<td>• The Member must upload copies of all receipts evidencing expenditure into the above-mentioned information system and also maintain the original on an appropriate hard copy file for review by the Clerk (if required) when/if a random audit is conducted.</td>
</tr>
<tr>
<td>• The standards for receipting required will be set by the Clerk.</td>
</tr>
<tr>
<td>• In any financial year, transactions unsubstantiated with a receipt must total no more than $1,000.</td>
</tr>
<tr>
<td>Step 3</td>
</tr>
<tr>
<td>Each Member receives the second bi-annual allowance payment (1 January each year).</td>
</tr>
<tr>
<td>Step 4</td>
</tr>
<tr>
<td>At the end of the twelve (12) month period, each Member verifies entries in the information system, generates, certifies and submits a report to the Clerk within one (1) month (i.e. 31 July each year).</td>
</tr>
<tr>
<td>• The Clerk will advise Members of the required form and content of the annual reports to be submitted to the Clerk.</td>
</tr>
<tr>
<td>• Members should enter all expenditure incurred against the allowance, even if the Member knows that the allowance will be exceeded. This will assist the Tribunal to assess the adequacy of existing entitlements.</td>
</tr>
<tr>
<td>Step 5</td>
</tr>
<tr>
<td>The Clerk reviews the report received from the Member to:</td>
</tr>
<tr>
<td>a) ensure entries appear to be consistent with the purpose of the allowance provided; and</td>
</tr>
<tr>
<td>b) assess the extent of any under-expenditure for the period and any consequential action required (e.g. carry-over or reduction to a future allowance amount).</td>
</tr>
<tr>
<td>Step 6</td>
</tr>
<tr>
<td>The Clerk prepares an annual report before 30 September each year containing information on all expenditure incurred by each Member against the allowance and tables it in the Parliament.</td>
</tr>
<tr>
<td>The report must contain certain information as outlined in the example provided on page 16. While the format of this example may change, the minimum content will remain.</td>
</tr>
<tr>
<td>Step 7</td>
</tr>
<tr>
<td>The Clerk conducts random audits of reported expenditure (refer below).</td>
</tr>
</tbody>
</table>

**Taxation**

The allowance is, for taxation purposes, deemed to be a “reimbursement” and is therefore not subject to PAYG taxation, or recorded on each Member’s Payment Summary. However, certain acquittals may give rise to a reportable fringe benefit which may appear on a Member’s Payment Summary.

**Audit process**

Each year, a sample, random audit of acquittals and supporting documentation is conducted to test compliance, requiring Members to substantiate individual expenditure items under each allowance category.

Audits will be conducted by *Financial and Administrative Services* staff within the Parliamentary Service, at the direction of the Clerk. Members will be formally advised before an audit is to commence and will be required to provide all information as requested by *Financial and Administrative Services* staff.
# Members of the Legislative Assembly - Electorate and Communication Allowance

## Example of Annual Report to be Tabled in Parliament

**Schedule of Electorate and Communication Allowance Acquittals**

**For the Period 1 July 2019 to 30 June 2020**

**Henry Lawson MP, Member for Cunnamulla**

### Part A: Actual Expenditure Acquitted for Period by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosting Costs</td>
<td>x</td>
</tr>
<tr>
<td>Minor Equipment</td>
<td>x</td>
</tr>
<tr>
<td>Office Expenses</td>
<td>x</td>
</tr>
<tr>
<td>Other</td>
<td>x</td>
</tr>
<tr>
<td>Production, Publication and Distribution Services</td>
<td>x</td>
</tr>
<tr>
<td>Support for Constituents and Organisations</td>
<td>x</td>
</tr>
<tr>
<td>Telecommunications and Data Costs</td>
<td>x</td>
</tr>
<tr>
<td><strong>Total expenditure acquitted</strong></td>
<td>xx</td>
</tr>
</tbody>
</table>

### Part B: Allowance Reconciliation

<table>
<thead>
<tr>
<th>Description</th>
<th>Note</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowance paid for the period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowance as per handbook</td>
<td>1</td>
<td>xx</td>
</tr>
<tr>
<td>Less amounts withheld due to underspend in previous period</td>
<td>2</td>
<td>(x)</td>
</tr>
<tr>
<td><strong>Equals cash payment to Member in this period</strong></td>
<td></td>
<td>xx</td>
</tr>
<tr>
<td>Allowance to be acquitted for the period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash payments for the period (as per above)</td>
<td></td>
<td>xx</td>
</tr>
<tr>
<td>Plus amount paid in previous period but not acquitted</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Plus carryover from previous period</td>
<td>3</td>
<td>x</td>
</tr>
<tr>
<td><strong>Equals total allowance to be acquitted in this period</strong></td>
<td></td>
<td>xx</td>
</tr>
<tr>
<td>Actual expenditure for the period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount acquitted</td>
<td></td>
<td>xx</td>
</tr>
<tr>
<td>Amount un-acquited</td>
<td>4</td>
<td>x</td>
</tr>
<tr>
<td>Carry-over to next period</td>
<td>3</td>
<td>x</td>
</tr>
<tr>
<td>Reduction in future payments</td>
<td>2</td>
<td>(x)</td>
</tr>
</tbody>
</table>

**Notes:**

1. Annual allowance amounts were varied by the Queensland Independent Remuneration Tribunal (QIRT) effective 1 January 2019.
2. When a Member underspends in one period (beyond that allowable as a carry-over), future allowance payments are reduced by the underspent amount. The Member is then required to acquit the unspent allowance in the following reporting period.
3. Up to 10% of the total allowance amount that is unexpended for each reporting period (excluding any reductions as carry-overs from previous years) may be retained by the Member and acquitted in the following reporting period.
4. Pursuant to QIRT Determination 18/2018, where a Member elects to expend more than the annual Allowance amount to be acquitted, any additional expenditure is met personally by the Member. As a result, these costs are not reflected in the Report.

### Part C: Certifications

<table>
<thead>
<tr>
<th>Certification by the Member</th>
<th>Certification by the Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that -</td>
<td>I certify that -</td>
</tr>
<tr>
<td>a) the above summary is a true and correct record of the expenditure acquitted by me against the Allowance; and</td>
<td>a) the total allowance amounts to be acquitted in the above summary are correct and have been duly paid to the Member;</td>
</tr>
<tr>
<td>b) use of the Allowance has been in accordance with the requirements of the Members’ Remuneration Handbook and supplementary written advice provided by the Clerk.</td>
<td>b) the total acquittal amounts correctly reflect the total individual acquittals submitted by the Member against the Allowance;</td>
</tr>
<tr>
<td></td>
<td>c) based on the information provided to me by the Member I am satisfied that the above summary represents allowable acquittals in accordance with the provisions of the Members’ Remuneration Handbook;</td>
</tr>
<tr>
<td></td>
<td>d) in accordance with the requirement of the Members’ Remuneration Handbook to conduct a rolling audit program, individual acquittals provided by the Member may be subject to a future detailed audit to test and verify compliance; and</td>
</tr>
<tr>
<td></td>
<td>e) while no such audit has been completed at this time for the current reporting period, should the results of the audit be material and require variation to the above summary, a disclosure will be made in the future Report.</td>
</tr>
</tbody>
</table>

**Member of the Legislative Assembly**

Certified on:

**Neil Laurie**

The Clerk of the Parliament

Certified on:
2.3. General Travel Entitlement

There are three (3) major components to this entitlement:

Each of the three (3) individual entitlements has different administrative and accountability mechanisms in place.

The Motor Vehicle Allowance is paid to Members in advance on a quarterly basis.

The two (2) other travel allocations are held by the Clerk on behalf of the Member and require Members making claims against the allocation. Importantly, any claims against these allocations require certification based on the principle of Parliamentary Business which is explained in detail under section 2.3.2.2.
2.3.1. Motor Vehicle Allowance

**Purpose and description**

The Motor Vehicle Allowance is provided to cover expenditure incurred in acquiring and maintaining a Member’s vehicle.

**Amount of the allowance**

The amount of the allowance is based upon the allowance provided to Senior Executive Service level 2 officers in the public service, adjusted for the size of Member’s electorates (Tribunal Determination 18/2018 refers).

The allowance amounts are as follows:

<table>
<thead>
<tr>
<th>AMOUNT PER ANNUM</th>
<th>ELECTORATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVA Band 1</td>
<td></td>
</tr>
<tr>
<td>$26,300 (effective 01/01/2019)</td>
<td></td>
</tr>
<tr>
<td>Algester</td>
<td>Ipswich</td>
</tr>
<tr>
<td>Aspley</td>
<td>Ipswich West</td>
</tr>
<tr>
<td>Bancroft</td>
<td>Jordan</td>
</tr>
<tr>
<td>Barron River</td>
<td>Kawana</td>
</tr>
<tr>
<td>Bonney</td>
<td>Kurwongbah</td>
</tr>
<tr>
<td>Broadwater</td>
<td>Logan</td>
</tr>
<tr>
<td>Buderim</td>
<td>Lytton</td>
</tr>
<tr>
<td>Bulimba</td>
<td>Macalister</td>
</tr>
<tr>
<td>Bundaberg</td>
<td>Mackay</td>
</tr>
<tr>
<td>Bundamba</td>
<td>Maiwar</td>
</tr>
<tr>
<td>Burleigh</td>
<td>Mansfield</td>
</tr>
<tr>
<td>Cairns</td>
<td>Maroochydore</td>
</tr>
<tr>
<td>Caloundra</td>
<td>McConnel</td>
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<tr>
<td>Capalaba</td>
<td>Mermaid Beach</td>
</tr>
<tr>
<td>Chatsworth</td>
<td>Miller</td>
</tr>
<tr>
<td>Clayfield</td>
<td>Moggill</td>
</tr>
<tr>
<td>Coomera</td>
<td>Morayfield</td>
</tr>
<tr>
<td>Cooper</td>
<td>Mount Ommaney</td>
</tr>
<tr>
<td>Currumbin</td>
<td>Mudgeeraba</td>
</tr>
<tr>
<td>Everton</td>
<td>Mulgrave</td>
</tr>
<tr>
<td>Ferny Grove</td>
<td>Mundingburra</td>
</tr>
<tr>
<td>Gaven</td>
<td>Murrumba</td>
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<tr>
<td>Greenslopes</td>
<td>Nicklin</td>
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<tr>
<td>Inala</td>
<td>Ninderry</td>
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<tr>
<td>Noosa</td>
<td></td>
</tr>
<tr>
<td>Nudgee</td>
<td></td>
</tr>
<tr>
<td>Oodgeroo</td>
<td></td>
</tr>
<tr>
<td>Pine Rivers</td>
<td></td>
</tr>
<tr>
<td>Pumicestone</td>
<td></td>
</tr>
<tr>
<td>Redcliffe</td>
<td></td>
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<tr>
<td>Redlands</td>
<td></td>
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<tr>
<td>Rockhampton</td>
<td></td>
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<tr>
<td>Sandgate</td>
<td></td>
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<tr>
<td>South Brisbane</td>
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<td>Southport</td>
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<tr>
<td>Springwood</td>
<td></td>
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<tr>
<td>Stafford</td>
<td></td>
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<tr>
<td>Stretton</td>
<td></td>
</tr>
<tr>
<td>Surfers Paradise</td>
<td></td>
</tr>
<tr>
<td>Theodore</td>
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<td>Thuringowa</td>
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<tr>
<td>Toohy</td>
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<tr>
<td>Toowoomba North</td>
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<tr>
<td>Toowoomba South</td>
<td></td>
</tr>
<tr>
<td>Townsville</td>
<td></td>
</tr>
<tr>
<td>Waterford</td>
<td></td>
</tr>
<tr>
<td>Woodridge</td>
<td></td>
</tr>
</tbody>
</table>

| MVA Band 2       |             |
| $33,000 (effective 01/01/2019) |           |
| Burnett          | Gympie      |
| Condamine        | Hervey Bay  |
| Gladstone        | Hinchinbrook|
| Glass House      | Keppel      |
| Lockyer          | Maryborough |
| Maryborough      | Scenic Rim  |
| Pine Rivers      | Whitsunday  |

| MVA Band 3       |             |
| $43,300 (effective 01/01/2019) |           |
| Burdekin         | Mirani      |
| Calide           | Hill        |
| Cook             | Nanango     |
| Southern Downs   |             |
| Traeger          |             |
| Warrego          |             |
**Timing of payments**

The allowance is paid on a quarterly basis, in advance and is not superannuable.

**Acquittal and reporting arrangements**

The allowance is not subject to acquittal, reporting or audit requirements under the Members’ Remuneration Handbook. There is no carry-over for allowance.

**Taxation, record keeping and salary sacrifice**

The Allowance is subject to PAYG income tax. Members may be able to reduce the impact of taxation by:

a) claiming allowable deductions, using record-keeping that demonstrates the use of the vehicle in meeting parliamentary and constituency responsibilities (e.g. the maintenance of a log book); or

b) through salary sacrifice arrangements (see section 2.1.3).

Members should take their own personal advice in respect of taxation matters.

**Ownership**

A motor vehicle purchased or leased with the assistance of this allowance is the property of the Member.

---

*Service contact for Members*

For assistance regarding the Motor Vehicle Allowance:

Financial and Administrative Services
Parliamentary Service
Parliament House
(07) 3553 6160
2.3.2. General Travel Allocation

2.3.2.1. Overview

*Purpose and description*

The General Travel Allocation (GTA) is the primary travel entitlement available to all Members.

Unlike the various allowances outlined earlier in this Handbook, there is no up-front GTA payment made to Members. The GTA is a predetermined annual allocation which is held and managed by the Clerk, who approves that eligible travel costs may be met from the GTA.

The GTA covers a range of travel expenses incurred by Members (and in certain limited cases, their spouses) when the Member is required to travel in order to conduct Parliamentary Business.

In order for travel costs to be eligible to be met from the GTA, the travel undertaken must be for the primary purpose of conducting Parliamentary Business. This is a very important principle that is explained in more detail in a later section.

In general terms the type of expenditure that may be claimed by Members against the GTA includes:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air travel</td>
<td>• commercial and charter air travel costs within and outside the electorate</td>
</tr>
<tr>
<td></td>
<td>• reimbursement of direct operating costs associated with a Member’s private</td>
</tr>
<tr>
<td></td>
<td>aircraft (see note 2 below)</td>
</tr>
<tr>
<td></td>
<td>• ancillary costs associated with air travel including airline club memberships,</td>
</tr>
<tr>
<td></td>
<td>passport/visa fees, travel insurance, airport parking</td>
</tr>
<tr>
<td>Ground travel</td>
<td>• public transport expenses (including rail, bus, ferry)</td>
</tr>
<tr>
<td></td>
<td>• short term car hire, taxis and connecting services (see note 1 below)</td>
</tr>
<tr>
<td></td>
<td>• reimbursement of fuel costs for private vehicle where taxi or hire car services are not available (see note 3 below)</td>
</tr>
<tr>
<td></td>
<td>• prepaid toll cards or e-toll devices</td>
</tr>
<tr>
<td></td>
<td>• car parking</td>
</tr>
<tr>
<td>Overnight expenses</td>
<td>• Daily Travel Allowance</td>
</tr>
</tbody>
</table>

*Notes*

1. The allocation may not be used to meet expenses associated with acquiring or maintaining a Member’s private motor vehicle. Short-term car hire is not to be used extensively as a substitute for or in lieu of a Members vehicle funded from the Motor Vehicle Allocation (see section 2.3.1).
2. The allocation may be used to meet direct operating costs from private aircraft travel (as determined reasonable by the Clerk).
3. The allocation may be used to meet fuel reimbursement up to $150 (as confirmed by a fuel receipt) where a Member provides written certification they were:
   • conducting parliamentary business;
   • unable to secure taxi or hire car services in a particular location; and
   • provided with the use of a non-commercial motor vehicle by a person in which they have no legal interest and incur fuel costs.
4. Members may request membership to the airline club schemes offered by carriers. Membership of such schemes provides access to airport corporate lounge facilities and a range of other personalised travel services offered by the carrier.

“Eligible” travel costs are primarily for domestic travel, which is defined as travel undertaken within Australia and travel to, from, and within New Zealand and Papua New Guinea. In very limited circumstances and where approved in advance, certain overseas travel costs may be met from the GTA (see later section covering Overseas Daily Travel Allowance).

Again, in very limited circumstances, travel costs associated with spouses will be met. This is explained in more detail in a later section.
### Amount of the allocation

The amount of the allowance is based upon a number of factors (Tribunal Determination 16/2017 refers). The allowance amounts are as follows:

<table>
<thead>
<tr>
<th>AMOUNT PER ANNUM (excluding GST)</th>
<th>ELECTORATES</th>
</tr>
</thead>
</table>
| GTA Band 1 $18,360 (effective 25/11/17) | Algester  
Aspley  
Bancroft  
Barron River  
Bonney  
Broadwater  
Buderim  
Bulimba  
Bundaberg  
Bundamba  
Burleigh  
Cairns  
Caloundra  
Capalaba  
Chatsworth  
Clayfield  
Coomera  
Cooper  
Currimbin | Everton  
Ferny Grove  
Gaven  
Gladstone  
Glass House  
Greenslopes  
Hervey Bay  
Inala  
Ipswich  
Ipswich West  
Jordan  
Kawana  
Keppel  
Kurwongbah  
Lockyer  
Logan  
Lytton  
Macalister  
Mackay | Maiwar  
Mansfield  
Maroochydore  
McConnel  
Mermaid Beach  
Miller  
Moggill  
Morayfield  
Mount Ommaney  
Mudgeeraba  
Mulgrave  
Mundingburra  
Murrumba  
Nicklin  
Ninderry  
Noosa  
Nudgee  
Oodgeroo  
Pine Rivers  
Pumicestone  
Redcliffe  
Redlands  
Rockhampton  
Sandgate  
South Brisbane  
Southport  
Springwood  
Stafford  
Stretton  
Surfers Paradise  
Theodore  
Thuringowa  
Toohay  
Toowoomba North  
Toowoomba South  
Townsville  
Waterford  
Woodridge |
| GTA Band 2 $30,040 (effective 25/11/17) | Burnett  
Condamine  
Gympie  | Hill  
Hinchinbrook  
Maryborough  | Mirani  
Nanango  
Scenic Rim  | Southern Downs  
Whitsunday |
| GTA Band 3 $40,000 (effective 25/11/17) | Burdekin  | Callide  | |
| GTA Band 4 $79,700 (effective 01/01/2019) | Cook  | Gregory  | Traeger  | Warrego |

**Notes**

1. The GTA is provided each financial year. Any unexpended allocation at year end does not carry-over into the following year.

**Service contact for Members**

For assistance regarding the General Travel Allocation:

Financial and Administrative Services  
Parliamentary Service  
Parliament House  
(07) 3553 6160

Last updated: 28/11/2019 3:15 PM
2.3.2.2. The principle of Parliamentary Business (as it relates to travel)

In order for travel costs to be “eligible” to be met from the GTA, the travel undertaken must be for the primary purpose of conducting Parliamentary Business.

**The definition of Parliamentary Business** (Tribunal Determination 4/2014 refers)

For the purposes of travel, "Parliamentary business" is 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) 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 an office holder (Speaker, Minister, Assistant Minister, Opposition Spokesperson or other parliamentary office holder);

(j) Studies, investigations, or inquiries on matters related to 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'.

Each of the above items is referred to as a “category” of Parliamentary Business.

For all significant GTA claims, Members are required to nominate which specific category of Parliamentary Business applies to the claim. In some cases, multiple categories may apply.

In the case of minor GTA claims defined as low value taxis or public transport less than $100 (incl. toll costs) Members are not required to nominate a specific category but all travel must nonetheless be for Parliamentary Business. More information regarding this is outlined later.
The meaning of primary purpose

In order for travel to be deemed to have been primarily for Parliamentary Business, the Clerk must be satisfied that:

a) The nature and duration of the business being conducted (as submitted by the Member on the Parliamentary Business certificate) clearly aligns with one of the above-mentioned categories of Parliamentary Business.

b) Where the period of travel covers a significant period (e.g. several days), that there is clear evidence that Parliamentary business is being conducted for at least 50% of the total period of absence to demonstrate the primary purpose of the travel. The Clerk will generally seek confirmation of this through an itinerary outlining meetings or the like being conducted by the Member over the period of absence.

If in doubt Members are encouraged to seek advice from the Clerk or his delegate in advance regarding the eligibility of proposed travel.

Where a Member incurs travel costs against the GTA and the Clerk considers that the travel does not meet the Parliamentary business criteria above, Members shall be liable to reimburse any travel costs incurred by the Parliament on behalf of the Member.

2.3.2.3. Claims for air and ground transport

There are two (2) steps in managing air and ground transport:

a) Organising/booking the travel; and
b) Formally making a claim for it to be charged against the GTA.

Organising/booking travel

All significant travel (commercial air transport, car hire) must be 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; and
- allows access to detailed information necessary for the preparation of the Annual GTA Report (see section 2.3.2.6).

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;
- in the event of booking cancellation, Members should advise the Travel Office immediately; and
- 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.

Where Members wish to organise local air charters within their electorate, such travel may be booked directly with the charter provider however Members should seek advice from the Travel Office in the first instance to ensure that proposed carriers meet appropriate safety standards.
Minor travel

In the case of Minor Travel defined as taxis, public transport or car parking costs less than $100 (excluding GST) in value (incl. toll costs), Members arrange travel themselves and then seek permission to have the costs met from the GTA. All Members are provided with a Cabcharge taxi charge card for official use.

Formally making a claim

Claims against the GTA are managed in different ways, depending upon the nature of the expenditure incurred.

<table>
<thead>
<tr>
<th>HOW THE TRAVEL IS BOOKED/COST INCURRED</th>
<th>HOW THE CLAIM IS MADE AGAINST THE GTA</th>
</tr>
</thead>
</table>
| Travel booked by the Parliament House Travel Office or on an account of the Parliament. For example-  
  • Flight costs  
  • Hire car costs | • After travel is complete, Travel Office staff will forward final costs and details to the MP and request that the Member certify the nature of Parliamentary Business conducted (see below for more information on certification requirements).  
  • Following receipt of the certification, the cost is recorded against the Member’s GTA. |
| Travel costs incurred or arranged personally by the Member in the first instance. For example-  
  • Minor public transport costs (see below re certification)  
  • Electorate air charters  
  • Private aircraft direct operating costs | • After travel is complete, the Member is to forward to the Clerk appropriate documentary evidence (e.g. receipt or invoice) that travel was undertaken.  
  • Member must also supply the Clerk with a certification as to the nature of Parliamentary Business conducted (see below for more information on certification requirements). |

Certification requirements

Parliamentary Business certification

Where required, the current form of certification required by the Clerk is contained in Attachment A of this Handbook.

Minor travel

No certification is required for individual “minor travel” events as defined above however all such travel must be for Parliamentary Business and the onus is on individual Members to advise the Clerk of any taxi travel or other minor travel not on Parliamentary Business but which may, as a matter of course, be charged against the GTA (e.g. Members Cabcharge costs). Members will be liable to meet any such private costs personally.

Where travel includes overnight accommodation, Members may claim for Daily Travel Allowance (see later section).
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, then the cost of the spouse’s travel may be met from the Member’s GTA.

Where spouse travel is claimed in relation to a formal invitation to accompany the Member, a copy of the invitation must be provided with the claim. For the purpose of this section, “formal invitation” does not include generic written or electronic invitations distributed to the broader public.

Accompanying travel by Parliamentary Service employees
(i.e. Electorate Office staff or cross-bench support staff approved by the Premier but employed by the Parliamentary Service)

Where a Member travels on Parliamentary Business and requires one or more of their staff to accompany them (for all or part of the period of absence of the Member), the cost of the staff travel may be met from the Member’s GTA under the following conditions:

a) The Member must only be conducting Parliamentary business according to categories (f); (g) and (j).

(j) Attending to business (including attending conferences, functions, meetings or seminars) 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;

(j) Studies, investigations, or inquiries on matters related to 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;

b) Travel is not permitted to events organised principally by the media or events where media and publicity is the principal purpose.

c) Costs will be reimbursed in accordance with amounts contained in the Parliamentary Service staff travel policy.

d) Costs will be reported in the GTA Annual Report.

Note:
1. In the event that staff (as defined above) have need to travel, but such travel does not meet the above conditions, certain costs may be acquittable under the Electorate and Communication Allowance (see separate guidance provided by the Clerk in relation to such claims).

Service contact for Members
For assistance regarding air/ground transport:

Financial and Administrative Services
Parliamentary Service
Parliament House
(07) 3353 6160
2.3.2.4. Claims for overnight travel expenses - Daily Travel Allowance (domestic)

**Purpose and Description**

When a Member travels for the primary purpose of conducting Parliamentary Business, and-
• that travel necessitates an overnight absence from their normal place of residence; and
• associated overnight expenses are incurred, then a Daily Travel Allowance may be claimed.

Daily Travel Allowance may be claimed to meet a variety of expenses including:-
• accommodation
• meals/beverages
• hotel telephone/data costs
• dry cleaning
• incidentals
• porterage

Members may claim Daily Travel Allowance for each day of 24 hours or part of a day in excess of 12 hours which includes overnight absence from the Members normal place of residence.

**Amount of the Allowance**

<table>
<thead>
<tr>
<th>Location of overnight stay</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State and Territory capital cities within Australia as well as Wellington (New Zealand) and Port Moresby (Papua New Guinea)</td>
<td>$315.00 per day</td>
</tr>
<tr>
<td>All other destinations</td>
<td>$270.00 per day</td>
</tr>
</tbody>
</table>

**Notes:**
1. 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 Travel Allowance applies (equivalent to 1/3rd of the above-mentioned full rates).
2. Any associated travel expenses incurred including taxis, hire cars, etc. may be met from the Member’s GTA.

**Administrative arrangements**

Claims for Daily Travel Allowance must be submitted after the overnight stay has occurred.

Claims are submitted in a form specified by the Clerk, which requires a range of details to be completed by the Member including the Parliamentary Business conducted during the journey.

There are different forms depending upon the location of the overnight stay:

a) For overnight stays in Brisbane the *Parliamentary Business Overnight Rate (Brisbane)* may be claimed (refer to Attachment A and see section 2.3.3 for more information).

b) For all other overnight stays, a Member must complete and certify the Daily Travel Allowance component of the GTA Claim Form (refer to Attachment B of this Handbook). Members may also provide certification for associated travel expenses (e.g. hire cars) as a component of the GTA Claim Form.
2.3.2.5. Claims for overnight travel expenses - Daily Travel Allowance (overseas)

**Purpose and Description**

Where a Member travels overseas and conducts Parliamentary Business during the course of that travel, the Member may claim Overseas Daily Travel Allowance (OSDTA) to meet overnight expenses including:

- accommodation
- meals/beverages
- hotel telephone/data costs
- dry cleaning
- incidentals
- porterage

The balance of all travel costs incurred by the Member (e.g. airfares, other transport) must be met by the Member personally. Members may not use their GTA for such travel costs.

**Amount of OSDTA**

The current rate of OSDTA is $333.00.

Where a Member is provided with complimentary accommodation, or stays with relatives or friends, a reduced rate (1/3rd) of the above-mentioned OSDTA may be claimed.

**Booking arrangements**

Members must make all booking arrangements for OSDTA.

**Applications for OSDTA**

All applications must be in advance. Members wishing to apply for OSDTA must submit an application to the Clerk 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) a detailed proposed itinerary (which clearly indicates the number of days to be spent on Parliamentary Business);

b) 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

c) 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 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.
Special reporting arrangements for OSDTA

The following special reporting arrangements apply in respect of OSDTA.

These special reporting arrangements are in addition to the standard reporting arrangements applicable to any claims against the GTA, which are outlined in the next section.

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.

Taxation issues

OSDTA paid is not subject to PAYG taxation however the total of all payments are recorded on each Member’s Payment Summary at year end.
2.3.2.6. Annual reporting arrangements

Key responsibilities

In broad terms, the accountability and reporting arrangements require that:

1. Members must -
   a) be personally responsible for ensuring that all travel claimed against the GTA is within the parameters of the entitlement and primarily related to Parliamentary Business;
   b) where in doubt of the eligibility of any travel, take proactive steps to clarify eligibility prior to its incurrence with the Clerk or their delegate; and
   c) submit any claims against the GTA in a timely fashion.

2. The Clerk must review all claims made by Members and prepare/table an annual report to the Parliament regarding expenditure against the GTA.

Under-expenditure or over-expenditure of the GTA

Any unspent GTA at 30 June each year will lapse. Any over-expenditure against the GTA must be borne by the Member personally.

Reporting of expenditure against the GTA

The Clerk prepares an annual report before 30 September each year containing information on expenditure incurred by each Member against their GTA for tabling in the Parliament.

The report must contain certain information as outlined in the example provided on the following pages. While the format of this example may change, the minimum content will remain.

Service contact for Members
For assistance regarding GTA Annual Reporting:

Financial and Administrative Services
Parliamentary Service
Parliament House
(07) 3553 6160
2.3.3. Claims for overnight stays in Brisbane

When a Member travels for the primary purpose of conducting Parliamentary Business in Brisbane city, the Parliamentary Business Overnight Rate (Brisbane) may be claimed.

**Stays in the Parliamentary Annexe:**
- Members who are provided with overnight accommodation in the Parliamentary Annexe may make a claim for any overnight stay in Brisbane when conducting Parliamentary business including attending Parliamentary sittings.
- The rate payable will be at 1/3rd the current capital city rate (refer rate schedule below).
- Members wishing to make such claims should do so using the form at Attachment A.

*Special arrangements for parliamentary sitting days (effective 6 March 2018)*

The Clerk has determined that for the purposes of determining an overnight stay in Brisbane on sitting days only, the Member need only certify that they were in attendance at the precinct conducting parliamentary business until at least 7.30pm. Note however that special taxation arrangements may apply in such circumstances. Taxation must be withheld from claims related to any individual sitting day where the Member travels from their principal place of residence to Parliament and returns to that residence on the same day (i.e. without any overnight stay).

**Stays in accommodation other than the Parliamentary Annexe:**
- Members who are not provided with overnight accommodation in the Parliamentary Annexe may make a claim for an overnight stay in Brisbane when conducting Parliamentary business including attending Parliamentary sittings.
- For Members representing the following Brisbane based electorates, the rate payable will be at 1/3rd the current capital city rate (refer rate schedule below):

<table>
<thead>
<tr>
<th>ELECTORATES</th>
<th>Algester</th>
<th>Aspley</th>
<th>Bulimba</th>
<th>Chatsworth</th>
<th>Clayfield</th>
<th>Cooper</th>
<th>Everton</th>
<th>Ferny Grove</th>
<th>Greenslopes</th>
<th>Inala</th>
<th>Lytton</th>
<th>Maiwar</th>
<th>Mansfield</th>
<th>McConnel</th>
<th>Miller</th>
<th>Moggill</th>
<th>Mount Ommaney</th>
<th>Nudgee</th>
<th>Sandgate</th>
<th>South Brisbane</th>
<th>Stafford</th>
<th>Stretton</th>
<th>Toohey</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

- For all other Members, the rate payable will be at the current capital city rate.
- Members wishing to make such claims should do so using the form at Attachment A.
- If a Member is provided with overnight accommodation in the Annexe but elects to stay elsewhere in Brisbane (other than in their principal place of residence), the Member can still claim an amount equal to 1/3rd of the current capital city rate.

**Parliamentary Business Overnight Rate for Stays in Brisbane CBD**

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members provided with overnight accommodation in the Parliamentary Annexe</td>
<td>$105.00 per day</td>
</tr>
<tr>
<td>Members representing Brisbane based electorates (identified above) not provided with overnight accommodation in the Parliamentary Annexe who stay in commercial accommodation facilities for an overnight stay (e.g. hotel)</td>
<td>$105.00 per day</td>
</tr>
<tr>
<td>Other Members not provided with overnight accommodation in the Parliamentary Annexe who stay in commercial accommodation facilities for an overnight stay (e.g. hotel)</td>
<td>$315.00 per day</td>
</tr>
</tbody>
</table>

**Taxation**

Daily Travel Allowance paid is not subject to PAYG taxation or recorded on each Member’s Payment Summary at year end, except in circumstances where a Member returns home on a sitting day without an overnight stay (refer Special Arrangements for parliamentary sitting days above).
2.3.3.1. **Annual reporting arrangements**

The cost of any claims for the Parliamentary Business Overnight Rate (Brisbane) will **not** be a charge against the Member’s General Travel Allocation (GTA), but the total sum of such claims in the year will be reported as a note to the Annual GTA Report tabled in the Parliament (see section 2.3.2.6).

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**Service contact for Members**

For assistance regarding Claims for overnight stays in Brisbane:

Financial and Administrative Services  
Parliamentary Service  
Parliament House  
(07) 3553 6160
ANNUAL REPORT OF EXPENDITURE AGAINST THE GENERAL TRAVEL ALLOCATION
Schedule of Travel expenditure for the period 1 July 2019 to 30 June 2020

<table>
<thead>
<tr>
<th>TRAVEL DATE(S)</th>
<th>DESTINATION OR CENTRES VISITED</th>
<th>COSTS (excluding GST)</th>
<th>Category of Parliamentary Business</th>
<th>COMMENTS OR SUPPLEMENTARY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Airfares   Daily Travel Allowance</td>
<td>Hire cars</td>
<td>Taxis</td>
</tr>
<tr>
<td>July 2019</td>
<td></td>
<td>NA</td>
<td>400.00</td>
<td>NA</td>
</tr>
<tr>
<td>17/07/2019-19/07/2019</td>
<td>Charleville, Longreach</td>
<td>775.00</td>
<td>480.00</td>
<td></td>
</tr>
<tr>
<td>August 2019</td>
<td></td>
<td>50.00</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>07/08/19-09/08/19</td>
<td>Gympie, Bundaberg</td>
<td>880.00</td>
<td>240.00</td>
<td>200.00</td>
</tr>
<tr>
<td>September 2019</td>
<td>Rockhampton</td>
<td>350.00</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>14/09/19-17/09/19</td>
<td></td>
<td>700.00</td>
<td>720.00</td>
<td></td>
</tr>
<tr>
<td>20/09/19-25/09/2019</td>
<td>Cairns, Horn Island, Aurukun</td>
<td>2,500.00</td>
<td>1,200.00</td>
<td></td>
</tr>
<tr>
<td>October 2019</td>
<td></td>
<td></td>
<td>NA</td>
<td>220.00</td>
</tr>
<tr>
<td>28/10/2019</td>
<td>Toowoomba</td>
<td>880.00</td>
<td>240.00</td>
<td>180.00</td>
</tr>
<tr>
<td>November 2019</td>
<td></td>
<td></td>
<td>60.00</td>
<td>NA</td>
</tr>
<tr>
<td>15/11/2019</td>
<td>Gregory</td>
<td></td>
<td>180.00</td>
<td></td>
</tr>
<tr>
<td>December 2019</td>
<td></td>
<td></td>
<td>150.00</td>
<td>NA</td>
</tr>
<tr>
<td>18-20/12/2019</td>
<td>Sydney</td>
<td>2,600</td>
<td>610.00</td>
<td></td>
</tr>
<tr>
<td>18-20/12/2019</td>
<td>Sydney</td>
<td>2,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-20/12/2019</td>
<td>Sydney</td>
<td>2,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 2020</td>
<td></td>
<td></td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>TOTALS:</td>
<td></td>
<td>13,535.00</td>
<td>3,490.00</td>
<td>560.00</td>
</tr>
</tbody>
</table>

Note: A category for Parliamentary Business is not required for taxi travel.
Note: The Member also received $### during the period in Parliamentary Business Overnight Rate (Brisbane) claims for overnight stays in Brisbane in accordance with Tribunal determination 18/2018.

Member of the Legislative Assembly (signature)  The Clerk of the Parliament (signature)
2.3.4. Commercial air travel allocation (Air Warrants) and alternate travel

Members representing certain regional electorates are provided with an allocation of ‘Air Warrants’ to facilitate commercial air travel from the Member’s electorate to Brisbane and/or return. This allocation supports the long-standing principle that remote/regional Members should not be disadvantaged in terms of travelling to and from Brisbane to conduct Parliamentary Business.

Members entitled to Warrant Travel are also able to utilise ‘alternate’ travel options when commercial air travel options are unsuitable (e.g. using charter flights or private air travel costs - up to the value of commercial air travel costs that would otherwise have been incurred).

2.3.4.1. Air Warrants

*Purpose and Description*

Members representing the following regional electorates are provided with an allocation of Air Warrants to facilitate commercial air travel from the Member’s Electorate to Brisbane and/or return.

<table>
<thead>
<tr>
<th>Barron River</th>
<th>Bundaberg</th>
<th>Burdekin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burnett</td>
<td>Cairns</td>
<td>Calide</td>
</tr>
<tr>
<td>Cook</td>
<td>Gladstone</td>
<td>Gregory</td>
</tr>
<tr>
<td>Hervey Bay</td>
<td>Hill</td>
<td>Hinchinbrook</td>
</tr>
<tr>
<td>Keppel</td>
<td>Mackay</td>
<td>Maryborough</td>
</tr>
<tr>
<td>Mirani</td>
<td>Mulgrave</td>
<td>Mundingburra</td>
</tr>
<tr>
<td>Rockhampton</td>
<td>Thuringowa</td>
<td>Townsville</td>
</tr>
<tr>
<td>Traeger</td>
<td>Warrego</td>
<td>Whitsunday</td>
</tr>
</tbody>
</table>

Where a Members electorate listed above does not include a commercial airport, or the use of alternative commercial airports adjacent to the Members electorate are more convenient, such airports may also be used for the purpose of Air Warrant travel between the Electorate and Brisbane. Members wishing to stopover for the purpose of conducting Parliamentary Business whilst travelling between the electorate and Brisbane may do so provided the normal flight route is completed.

*Amount of Allocation*

Eligible Members shall be issued with 60 Air Warrants per financial year on 1 July each year. Each Air Warrant issued may be exchanged for a one way business class commercial airline ticket only.

*Organising/booking travel*

Members may book flights directly with an airline or travel agent, or contact the Parliamentary Service Travel Office. Where commercial services may be unsuitable/unavailable, alternate travel options may be used (see next section). Warrants may not be exchanged for personal credit by the Member.

*Acquittal*

Each Warrant must be completed 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. Where Members are required to travel between the electorate and Brisbane for the purpose of attending official meetings/hearings of a Parliamentary committee to which they are a member, such costs can be met by the committee pursuant to section 2.4.3 of the Handbook.
2.3.4.2. Alternate travel

**Purpose and Description**

Members who qualify for Commercial Air Travel allocation may also claim Alternative Travel, in the event that travel between the electorate and Brisbane upon scheduled commercial airline services is unsuitable.

Members may claim the following:

- **Travel by charter flight** - charter costs up to the value of the normal business class airfare (excluding GST). Excess charter costs may be met from the Member’s GTA.
- **Direct operating costs for a Member’s private aircraft** (as determined reasonable by the Clerk) travelling between the electorate and Brisbane (up to the value of the lowest commercial flight cost excluding GST for travel between the electorate and Brisbane to which a Member is entitled). For the purpose of calculating estimated private aircraft costs, the rate determined by the Clerk in section 2.3.2.1 shall be used. Where estimated costs are greater than the alternative commercial flight cost, excess operating costs may be met from the Member’s GTA.
- **Travel by private vehicle** - kilometric payment (at public service kilometric rates) up to the value of the normal business class airfare.

**Organising/booking travel**

Members may book flights, charter flights directly with an airline or travel agent, or contact the Parliamentary Service Travel Office.

Warrants may not be exchanged for personal credit by the Member.

**Acquittal**

As Alternative Travel is claimed in lieu of normal Air Warrant arrangements, a Warrant(s) must still be issued by a Member to make a claim.

Upon completion of a journey, a Member may submit a claim for alternative travel in the form specified by the Clerk (see Attachment C), which will provide:

- an unused Air Warrant for each one way trip claimed, duly certified as to the category of Parliamentary Business;
- dates of travel, mode of travel (charter, Member’s private aircraft, or private motor vehicle); and
- appropriate documentary evidence (e.g. charter invoice, official log of private aircraft activity, or travel dates and distances for use of a private motor vehicle).

Where Members are required to travel between the electorate and Brisbane for the purpose of attending official meetings/hearings of a Parliamentary committee to which he/she is a member, such costs can be met by the committee pursuant to section 2.4.3 of the Handbook.
2.3.4.3. Annual reporting arrangements

Key responsibilities

In broad terms, the accountability and reporting arrangements require that:

1. Members must -
   a) be personally responsible for ensuring that all Warrant (or alternate travel) use claimed against the allocation is within the parameters of the entitlement and primarily related to Parliamentary Business;
   b) where in doubt of the eligibility of any travel, take proactive steps to clarify eligibility prior to its incurrence with the Clerk or their delegate; and
   c) submit any claims against the allocation in a timely fashion.

2. The Clerk must review all claims made by Members and prepare/table an annual report to the Parliament regarding expenditure against the Warrant allocation.

Under or overuse of the Warrant allocation

Any unused Warrants at 30 June each year will lapse and must be returned to the Parliament House Travel Office.

Reporting of expenditure against the Warrant allocation (including alternate travel)

The Clerk prepares an annual report before 30 September each year containing information on all expenditure incurred by each Member against the Warrant allocation for tabling in the Parliament.

The report must contain certain information as outlined in the example provided on the following page. While the format of this example may change, the minimum content will remain.

Service contact for Members

For assistance regarding Warrant (and alternate travel):

Financial and Administrative Services
Parliamentary Service
Parliament House
(07) 3553 6160
This sample is presented as a conceptual design only and may be subject to change. Individual entries are presented to aid in interpretation of the design and amounts are not intended to reflect actual expenditure that may be incurred for such entries.

### ANNUAL REPORT OF WARRANT TRAVEL AND ALTERNATE TRAVEL

Schedule of Travel expenditure for the period 1 July 2019 to 30 June 2020

<table>
<thead>
<tr>
<th>TRAVEL DATE(S)</th>
<th>COSTS (excluding GST)</th>
<th>Category of Parliamentary Business</th>
<th>COMMENTS OR SUPPLEMENTARY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfares</td>
<td>Alternate Travel (Charter Flight, use of private plane, use of private vehicle)</td>
<td></td>
</tr>
<tr>
<td>09-13/07/2019</td>
<td>880.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>30/07-03/08/2019</td>
<td>880.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>09-11/08/2019</td>
<td>880.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>20-24/08/2019</td>
<td>880.00</td>
<td></td>
<td>(b)</td>
</tr>
<tr>
<td>01-02/09/2019</td>
<td>880.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>26-28/09/2019</td>
<td>880.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>19-24/10/2019</td>
<td>880.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>27/10/2019</td>
<td>30.00</td>
<td>NA</td>
<td>Flight cancelled – booking fee only</td>
</tr>
<tr>
<td>29/10-02/11/2019</td>
<td>1,200.00</td>
<td>(a)</td>
<td>Charter flight required from remote location</td>
</tr>
<tr>
<td>10/11/2019</td>
<td>460.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>12-15/10/2019</td>
<td>880.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>06/10/2019</td>
<td>460.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>12/11/2019</td>
<td>460.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>30/11/2019</td>
<td>460.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>06/12/2019</td>
<td>756.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>06-08/02/2020</td>
<td>912.00</td>
<td></td>
<td>(b)</td>
</tr>
<tr>
<td>20-22/02/2020</td>
<td>912.00</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Totals:</td>
<td>10,734</td>
<td>1,956.00</td>
<td></td>
</tr>
</tbody>
</table>

Member of the Legislative Assembly (signature) The Clerk of the Parliament (signature)
2.4. Other entitlements determined by the Speaker

The *Parliamentary Service Act 1988* outlines the functions of the Speaker. Section 5 of the Act states:

*Speaker to decide policies about parliamentary accommodation and services*

The Speaker is responsible for deciding policies about—

a) accommodation and services in the parliamentary precinct; and
b) accommodation and services supplied elsewhere by the Legislative Assembly for its members.

Section 55 of the QIRT Act recognises the role of the Speaker under the *Parliamentary Service Act 1988*, noting the Speaker’s responsibilities for *accommodation and services such as electorate offices, office furniture and fixed telephones, staffing support, computers, printing and copying hardware and other information technology infrastructure and major items of office equipment.*

This section outlines the various entitlements afforded Members by the Speaker.
2.4.1. Parliamentary precinct – accommodation and services

2.4.1.1. Accommodation

The Speaker provides a range of accommodation for Members within the Parliamentary precinct.

**Office accommodation**

Each member is provided with office accommodation.

**Overnight accommodation**

There are a limited number of bedrooms within the Parliamentary Annexe available for Members. Priority of these rooms is accorded on the following basis:

- As a general rule all Ministers and senior office-bearers are provided with overnight accommodation within the precinct.
- All other Members, representing an electorate outside the Brisbane metropolitan area are provided with overnight accommodation.
- If after the above rooms have been allocated there are sufficient rooms still available, they may be provided to Members representing metropolitan areas, with those representing the most remote metropolitan areas being afforded priority.

Metropolitan electorates are generally defined as those electorates that are:

a) wholly or predominately within the Brisbane City local government “border”; and/or
b) within a 20km radius of Parliament House.

Where Members elect to stay overnight in Brisbane for the purpose of conducting parliamentary business, the *Parliamentary Business Overnight Rate (Brisbane)* may be claimed (see section 2.3.3 for more information). Note however that a Member offered overnight accommodation within the precinct who elects to use other commercial hotel accommodation in lieu will be limited to claiming the reduced (1/3rd) *Parliamentary Business Overnight Rate (Brisbane)*.

2.4.1.2. Equipment

Members are provided with access to a range of office equipment, including telephones, multi-function devices and the like.

2.4.1.3. Services

Members are provided with a range of support services delivered by the Parliamentary Service including Library, Chamber and Committee related services, Catering, Property and Security services plus a range of organisational services such as Information Technology, Human Resource and other administrative services.

*Service contact for Members*

*For assistance regarding Accommodation, Equipment, Services:*

The Office of the Clerk
Parliamentary Service
Parliament House
(07) 3553 6450
2.4.1.4. Hansard publications

**Purpose and Description**

Each Member may access a range of Hansard publications at no cost. The Parliamentary Reporting and Broadcasting Service provides Members with transcripts of proceeding of the Parliament in various forms and these are outlined below under “Details of Publications”.

Members may also purchase multiple copies of printed speeches through the Parliamentary Reporting Service with costs met from their Electorate and Communication Allowance. Members can contact the Chief Hansard Reporter for more information regarding this service.

**Details of publications**

Each Member may:

a) receive an electronic transcript of all their speeches made in the House, but excluding consideration in detail (known as Hansard “Greens”) and may, on request, be provided with copies of other Members’ speeches after the period for proofing by the Member has expired; and

b) receive one (1) copy of the annual bound volumes with their name inscribed thereon.

**Service contact for Members**

For assistance regarding Hansard publications:

Chief Hansard Reporter
Parliamentary Service
Parliament House
07 3553 6344
2.4.2. Electorate Office - accommodation and staffing

2.4.2.1. Electorate office accommodation

**Purpose and description**

Each Member is provided with a single electorate office to support activities in servicing the electorate, however Members representing an electoral district of 100,000 square kilometres or more in area may elect to be provided with an additional electorate office.

**Location of an electorate office**

Offices are positioned in commercial, leased premises located within the boundaries of the Member’s electorate. In special circumstances, the Speaker may approve that an office is located outside the Member’s electorate.

From time to time it may be necessary or beneficial to relocate an electorate office. The Speaker has established a policy in relation to relocations which is available to Members through the Parliament’s Intranet site.

**Accommodation standards**

The Speaker seeks to maintain certain standards for electorate offices, encompassing size, accessibility and security.

**Management of each office**

Each office is managed and maintained by the Parliamentary Service with costs met by the Parliament. These costs include:

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Leasing/Rental</td>
<td>All Office leases are negotiated and managed by/through the Clerk.</td>
</tr>
<tr>
<td>Furnishings</td>
<td>A standard suite of furnishings has been approved by the Speaker.</td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>A standard suite of security measures/systems has been approved by the Speaker for all offices.</td>
</tr>
<tr>
<td>Insurance</td>
<td>Covers all contents provided/owned by the Parliament (e.g. furniture, fittings, equipment etc.) but not privately owned items (see Electorate and Communication Allowance for more).</td>
</tr>
<tr>
<td>Signage</td>
<td>A standard suite of signage has been approved by the Speaker.</td>
</tr>
</tbody>
</table>

Members are responsible for managing electorate office cleaning and pest control and ensuring work is performed by professional contractors. Such costs may be met from the Electorate and Communication Allowance (refer section 2.2).

**Service contact for Members**

For assistance regarding Electorate Office accommodation:

- **During business hours** contact the Electorate Accommodation Officer
  Precinct Services
  Parliamentary Service
  Parliament House
  (07) 3553 6255

- **After hours emergency e.g. weather damage, fire, criminal activity** contact the State Government Protective Security Services - 3224 6666
2.4.2.2. Electorate office staffing

Purpose and description

Each Member may engage, subject to the approval of the Clerk, one (1) full-time Electorate Officer and one (1) full-time Assistant Electorate Officer to assist the Member in maintaining the operation of an electorate office.

Where a Member representing an electoral district of 100,000 square kilometres has been provided with an additional electorate office, that Member may engage, subject to the approval of the Clerk, an additional Electorate Officer but not an additional Assistant Electorate Officer.

Each position of Electorate Officer and Assistant Electorate Officer may be job-shared between two (2) individuals.

The role of the Clerk as employer

As employer, the Clerk assumes a range of responsibilities in relation to the management of all Parliamentary Service staff, including electorate office staff.

The Clerk will work with individual Members to ensure that the Clerk’s employer responsibilities and obligations are met within each electorate office workplace. The Clerk retains the right to take whatever action is required to ensure and preserve workplace conditions consistent with those responsibilities and obligations, including requiring the attendance of Members, as the workplace supervisor, at appropriate workplace training or information sessions (for example, the new Members’ induction program) or the implementation of appropriate administrative procedures, as a condition to the appointment of electorate office staff.

Further information concerning Electorate Office Staff Administrative Arrangements is available from Human Resource Services.

Recruitment and selection

Members may undertake their own recruitment and selection activities to locate suitable staff or may elect to have HR Services staff assist with these activities. HR Services can coordinate recruitment and selection activities including preparing position descriptions, advertising, shortlisting and interviewing of candidates.

Prior to any staff commencing employment Members are required to certify that they:

- have interviewed the prospective employee;
- reviewed the prospective employee’s resume;
- carried out referee checks; and
- believe the person has the minimum requisite skills and abilities to satisfactorily perform the duties and tasks detailed in the approved position description (noting especially the requirement for proven word processing and computing skills and familiarity with Microsoft Office software).

Members may not engage “connected parties” (as defined in section 1.5) in either of the electorate office staff positions.

Members must notify the Clerk of their intention to engage an Electorate Officer or Assistant Electorate Officer and the Clerk must approve such employment.
The prospective employee must be able to demonstrate that they are eligible to work in Australia and will voluntarily participate in obtaining a National Criminal History Check.

**Terms and conditions of employment**

Electorate Officers and Assistant Electorate Officers are Parliamentary Service employees, employed by the Clerk on behalf of the Legislative Assembly. The terms and conditions of employment of electorate office staff are outlined in the *Parliamentary Service Act 1988*, the *Queensland Parliamentary Service Award – 2015*, and the *State Government Entities Certified Agreement 2015*.

**Salary rates**

The salaries of electorate office staff are determined by the *Queensland Parliamentary Service Award – 2015* and the *State Government Entities Certified Agreement 2015*.

Members should note that the appointment of new staff to salary levels is determined by the Clerk using set criteria. Members should not offer prospective staff a particular salary level until they have consulted with HR Services. The current full-time salary rates are:

<table>
<thead>
<tr>
<th>Level</th>
<th>Salary Per Fortnight ($) as at 01.09.2019</th>
<th>Salary Per Annum ($) as at 01.09.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>L 1</td>
<td>2,569.00</td>
<td>67,023</td>
</tr>
<tr>
<td>L 2</td>
<td>2,656.00</td>
<td>69,292</td>
</tr>
<tr>
<td>L 3</td>
<td>2,811.00</td>
<td>73,336</td>
</tr>
<tr>
<td>L 4</td>
<td>2,900.00</td>
<td>75,658</td>
</tr>
<tr>
<td>L 5</td>
<td>2,992.00</td>
<td>78,058</td>
</tr>
<tr>
<td>L 6</td>
<td>3,082.00</td>
<td>80,406</td>
</tr>
<tr>
<td>L 7</td>
<td>3,241.00</td>
<td>84,554</td>
</tr>
<tr>
<td>L 8</td>
<td>3,333.00</td>
<td>86,955</td>
</tr>
<tr>
<td>L 9</td>
<td>3,425.00</td>
<td>89,355</td>
</tr>
<tr>
<td>L 10</td>
<td>3,515.00</td>
<td>91,703</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Salary Per Fortnight ($) as at 01.09.2019</th>
<th>Salary Per Annum ($) as at 01.09.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>L 1</td>
<td>2,393.00</td>
<td>62,431</td>
</tr>
<tr>
<td>L 2</td>
<td>2,480.00</td>
<td>64,701</td>
</tr>
<tr>
<td>L 3</td>
<td>2,569.00</td>
<td>67,023</td>
</tr>
<tr>
<td>L 4</td>
<td>2,656.00</td>
<td>69,292</td>
</tr>
</tbody>
</table>
**Staff leave and relieving arrangements**

Electorate office staff are entitled to standard public sector leave entitlements e.g. recreation leave, sick leave, long service leave etc. When electorate office staff access leave, the Parliament will meet costs for relief staff in the following circumstances:

- parental leave;
- leave without salary;
- long Service Leave;
- sick leave - minimum of 5 weeks; and
- situations of both officers being absent, e.g. one staff member on approved leave and the second staff member unexpectedly absent or, both staff members attending a Parliamentary Service event away from the electorate office;
- any approved leave absence associated with a Member’s second official electorate officer which is staffed by a single electorate officer.

For other relief staff requirements, Members may access the Relief Staff Allocation to meet these costs (refer section 2.4.2.3).

**Termination**

Should a Member wish to terminate the services of an Electorate Officer or Assistant Electorate Officer, the Member must contact the Clerk providing justification for the termination and the Clerk may approve such termination.

In considering the termination request, the Clerk will take into account all relevant circumstances, including the justification provided by the Member and relevant award provisions. (Members may contact the Manager Human Resource Services for advice about the award provisions.)

Should the Clerk refuse to terminate the Electorate Officer or Assistant Electorate Officer or the Member otherwise feels aggrieved by the Clerk’s decision in a matter involving the employment of electorate office staff, the Member may appeal the matter to the Speaker.

**Optional part-time staffing allocation**

Members may, subject to the approval of the Clerk and in lieu of being provided with an Assistant Electorate Officer under the standard staffing arrangements, elect to be provided with an annual allocation to fund the engagement of additional staff on a part-time or casual basis.

The value of the allocation is equal to the current salary rate payable to an Assistant Electorate Officer (plus on-costs). Members may implement a variety of staffing options that best meet their individual requirements. The minimum amount payable to staff employed under this section is equivalent to AEO level 1. Members may not engage consultants or connected parties (as defined in section 1.5).

---

**Service Contact for Members**

For assistance regarding Electorate Office staff:

*Human Resource Services*
*Parliamentary Service*
*Parliament House*
*07 3553 6444*
2.4.2.3. Relief Staff Allocation

**Purpose and description**

The Relief Staff Allocation (RSA) is designed, first and foremost, to provide an electorate office relief staff framework which:
- reduces workload impediments that impact on the ability of electorate staff to access reasonable scheduled leave;
- provides a mechanism to engage relief staff during leave absences and maintain operation of each Member’s electorate office; and
- reduces workplace health and safety and security risks associated with a single electorate staff member supporting the office alone for an extended period of time.

**Amount of the Allocation**

The RSA amount for the 2019-20 financial year is $13,500 per Member. The RSA amount is indexed annually.

The Allocation is not cumulative from one financial year to the next.

The RSA is not paid directly to Members. The RSA is managed centrally by HR Services with costs charged to the Allocation as they are incurred (similar to Members’ General Travel Allocation).

**Administrative arrangements**

The RSA may be used to meet any relief staff needs arising from absences of existing electorate staff (other than costs to be met by the Parliamentary Service as noted in section 2.4.2.2).

Members may access the RSA to meet the costs for relief staff engaged on any specific day(s) that an electorate office staff member is absent from the electorate office on approved leave or official duties. Typical examples include relief staff required for:
- recreation leave absences;
- sick leave absences (where less than 5 weeks);
- TOIL (Time Off in Lieu of Overtime) absences;
- special leave absences (e.g. bereavement leave);
- other absences from the electorate office on official duties, for example:
  - where electorate staff are travelling with or on behalf of the Member; or
  - where electorate staff are attending a mobile office or an event outside the office.

Relief staff engaged due to electorate staff absences must perform duties generally consistent with the generic positions descriptions for Electorate Officer and Assistant Electorate Officer roles:
- electorate office resources (including physical resources, permanent or relief staff) may not be used to conduct political campaigning or electioneering activities; and
- Members may not engage connected parties (as defined in section 1.5) as relief electorate staff.

Members may also use the RSA to meet paid overtime costs where directly associated with staff absences. For example, where one electorate staff member is on leave and, in lieu of engaging relief staff, the Member and remaining staff agree to additional paid overtime hours.
Members may claim up to a maximum of 20% of the annual Allocation for the purpose of engaging additional electorate staff. For example, circumstances may exist where Members require additional staff to address urgent matters following periods of short-term unplanned staff leave (e.g. sick leave), or immediately prior to planned staff leave.

Additional information regarding the use of the Allocation is available to Members via the Parliament’s intranet site.

---

**Service Contact for Members**

*For assistance regarding the Relief Staff Allocation:*

**Human Resource Services**
**Parliamentary Service**
**Parliament House**
**07 3553 6444**
2.4.2.4. Electorate office equipment

Purpose and description

Each Member is provided with certain items of office equipment. The equipment is provided for undertaking constituency and/or parliamentary activities only.

Standard equipment items

The Parliamentary Service provides each Member/office with a range of major information technology and telecommunications equipment.

a) For each Member, one (1) laptop computer

Note that Members entitled to be provided with a laptop by Ministerial Services, the Department of the Premier and Cabinet will not be provided with a laptop by the Parliamentary Service.

b) For each office-
   - two (2) desktop computers and associated network infrastructure and data connectivity;
   - a suite of printing/copying equipment; and
   - a suite of fixed telephony devices (including handsets and associated lines).

The Parliamentary Service also provides certain other equipment items as part of the office fit-out (e.g. kitchen equipment such as refrigerators).

The nature and standard of equipment is as determined by the Speaker from time to time.

Periodic stock-takes

Equipment provided under this provision remains the property of the Legislative Assembly of Queensland and is subject to periodic stock-takes.

Service contact for Members
For assistance regarding Electorate Office equipment:

Information Technology Services
Parliamentary Service
Parliament House
(07) 3553 6999

Procurement Services
Parliamentary Service
Parliament House
(07) 3553 6157
2.4.2.5. Electoral roll information

**Purpose and description**

Section 61 of the *Electoral Act 1992* establishes circumstances under which the Electoral Commission Queensland (ECQ) must provide each Member of the Legislative Assembly with certain electoral roll information, as follows:

<table>
<thead>
<tr>
<th>Information to be given</th>
<th>Circumstances in which information is to be given</th>
</tr>
</thead>
</table>
| a reasonable number of copies, *in printed form*, of the most recent version of the electoral district the member represents | (a) as soon as practicable after each of the following happens—  
(i) the member is declared elected;  
(ii) the roll is prepared under section 59(1)(c); and  
(b) without charge |
| a copy, *in electronic form*, of the most recent version of the electoral roll for the electoral district the member represents | (a) once during each Legislative Assembly; and  
(b) without charge |
| a copy, *in electronic form*, of the changes to the most recent version of the electoral roll for the electoral district the member represents | without charge |

**Administrative arrangements**

The ECQ produces the Electoral Rolls in both formats and makes them available to the Parliament. Each Member is provided access to download a full electronic copy and the subsequent released electronic updates of the electoral roll for the electoral district that the Member represents.

The ECQ determines the nature and timing of all Electoral Roll downloads.

Members wishing to obtain the electronic copy can access and download a copy directly from the ROLS (Roll on-line System) application, available via the Parliamentary Intranet.

Members wishing to obtain hard-copy rolls must contact the Table Office, Parliament House. The office will coordinate the provision of the rolls to the Member.

---

**Service contact for Members**

*For hard-copy of Electoral Rolls, contact:*

- **Table Office**  
  Parliamentary Service  
  Parliament House  
  07 3553 6401

*For electronic copies of the Electoral Rolls, contact:*

- **IT Service Desk**  
  Parliamentary Service  
  Parliament House  
  07 3553 6999
2.4.3. Parliamentary Committee resources and travel

2.4.3.1. Introduction

The annual *Appropriation (Parliament) Act* provides funding to support the activities of a range of Parliamentary Committees. The Speaker approves individual Committee budgets. In order to record the full cost of maintaining each Committee, all costs associated with Committee activities (e.g. 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 their Daily Travel and/or the General Travel Allocation. 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 Chairperson (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.

2.4.3.2. Domestic travel by Committee Members

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.
2.4.3.3. Overseas travel by Committee Members

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.

2.4.3.4. Other expenses incurred by Committees at Parliament House

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

_Service contact for Members_

_For assistance regarding Committee Resources and Travel:_

Manager, Committee Office
Parliamentary Service
Parliament House
(07) 3553 6600
2.4.4. Other special travel arrangements

2.4.4.1. 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 eight (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 i.e. Government Member followed by non-Government Member. The Clerk as Honorary Secretary is responsible for coordinating representation by the Queensland Branch at all CPA activities including sourcing the nomination of Queensland delegate(s) through the Leader of the House and/or Leader of Opposition Business and provision of appropriate travel benefits and allowances to delegates.

The above mentioned allowances are not subject to PAYG taxation however the total of all allowance payments is recorded on each Member’s Payment Summary at year end.
2.4.4.2. 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.

---

*Service contact for Members*

For assistance regarding Other Special Travel arrangements:

Financial and Administrative Services  
Parliamentary Service  
Parliament House  
(07) 3553 6160
2.5. **Other entitlements determined by the Premier**

The Premier approves a range of members entitlements associated with the activities of the Executive (e.g. ministerial entitlements, entitlements for the office of the opposition). The delivery of these entitlements is managed by Ministerial Services Branch within the Department of the Premier and Cabinet.

There are however a small number of entitlements determined by the Premier that, for reasons of administrative convenience, are managed by the Parliamentary Service.

This section outlines these entitlements. Note that in some cases, the entitlements may apply only for a given Parliament, depending upon the make-up of that Parliament.

2.5.1. **Overseas 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 PAYG taxation, however the total of all payments is recorded on each Member’s Payment Summary at year end.
2.5.2. **Additional resources provided to cross bench Members**

The Premier may allocate additional resources to a cross bench Member as defined in section 79 of the *Parliament of Queensland Act*. Should the Premier wish to allocate such resources, they will advise the Clerk formally in writing outlining the nature and extent of resources to be provided.

A cross bench Member will only be considered eligible for additional resources if they retain the same status as when elected at the most recent election (i.e. elected as an Independent, or Member of a minor party).

### 2.5.2.1. **Staffing**

Should the Premier determine staffing resources are to be provided to a cross bench Member, the Premier will advise the Clerk of the number of staff, salary levels and where they are to be located.

Where additional staffing resources are approved:

a) Staff will be Parliamentary Service employees engaged on a temporary basis (for the term of the Parliament).

b) The terms and conditions of employment for additional electorate staff will, aside from the temporary nature of the employment and salary level, be as outlined in section 2.4.2.3 of this Handbook.

c) The terms and conditions of employment for Research Officers will (aside from the temporary nature of the employment) be standard Parliamentary Service terms and conditions. Should a Member wish to terminate the services of a Research Officer, the Member must contact the Clerk providing justification for the termination and the Clerk may approve such termination. In considering the termination request, the Clerk will take into account all relevant circumstances, including the justification provided by the Member and relevant award provisions. (Members may contact the Manager Human Resource Services for advice about the award provisions.) Should the Clerk refuse to terminate the staffer, or the Member otherwise feels aggrieved by the Clerk’s decision in a matter involving the employment of a Research Officer, the Member may appeal the matter to the Speaker.

### 2.5.2.2. **Associated accommodation/equipment**

The Clerk will make available accommodation and telecommunications/office equipment where required. This includes a workstation; desktop computer and associated Parliamentary network infrastructure and data connectivity; access to printing/copying equipment; and a fixed telephone.
3. FORMER MEMBERS OF THE LEGISLATIVE ASSEMBLY

3.1. 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 3.1.1.

3.1.1. 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 3 of this Handbook.

Provision 2
Provision 1 does not apply where upon appeal the conviction is quashed.

Provision 3
Section 3.1.1 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 3.1.1 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.
3.2. Severance Arrangements

3.2.1. 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; and

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.

3.2.2. Repayment of Allowances

Where a Member is paid any 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 56 of the QIRT Act refers.

3.2.3. Transition Allowance

3.2.3.1. Members elected before 1 October 2014

Purpose and description

A Member who retires involuntarily from the Parliament will be eligible to receive a Transition 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 Transition 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 Transition 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 Clerk 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 considered an Employment Termination Payment (ETP) and taxed accordingly. The
allowance is not taken into account for superannuation purposes.

3.2.3.2. Members elected on or after 1 October 2014

Description

Upon serving one or more terms of Parliament, a Member of Parliament (MP) is entitled to a
Transition Allowance if the MP meets the following criteria:

a) is not currently in office and is elected after 30 September 2014;
b) has 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); and
c) is not eligible to access a pension or superannuation benefit (related to their service in the
Parliament) immediately upon ceasing to be an MP.

Amount of Allowance

The amount of the Allowance is the equivalent of 12 week’s base salary 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

In the case of a Member who has retired involuntarily through loss of party pre-selection for reasons
other than misconduct, the Transition Allowance will be payable from polling day subject to provision
of verification to the Clerk that the Member lost party pre-selection for reasons other than
misconduct.

In the case of a Member defeated at an election (including where they have campaigned to be elected
to represent a different Electoral District) the Transition Allowance will be payable upon notification
of results for the Electoral District pursuant to section 122 of the Electoral Act 1992.

The allowance is considered an Employment Termination Payment (ETP) and taxed accordingly.
The allowance is not taken into account for superannuation purposes.

For the purpose of assessing eligibility to access a pension or superannuation benefit, the Clerk will
take advice from QSuper or the relevant superannuation fund.

For the purposes of determining eligibility for the Transition Allowance, a Member elected at a
by-election is taken to have been elected for one term of Parliament at the end of the term of
Parliament in which the Member was elected at the by-election provided that they have served at
least 12 months at the date of the end of the term of Parliament.
3.2.4. Severance Travel

*Purpose and description*

Members who are entitled to an allocation of Air Warrants under the *Members’ Remuneration Handbook* are entitled to severance travel which provides for up to two return flights for the Member between the Member’s electorate and Brisbane during the period up to two calendar weeks after the return of the relevant election writ to allow finalisation of Parliamentary business following the election.
## CLAIMS FOR PARLIAMENTARY BUSINESS OVERNIGHT RATE (BRISBANE)

(Refer section 2.3.3 of the Members’ Remuneration Handbook)

### 1. DETAILS OF OVERNIGHT STAY *(to be completed by the Member)*

<table>
<thead>
<tr>
<th>DATE OF OVERNIGHT STAY(S)</th>
<th>WHERE DID YOU STAY?</th>
<th>DETAILS OF PARLIAMENTARY BUSINESS (PB) UNDERTAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CATEGORY OF PB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sittings of the Legislative Assembly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PB category (a)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other PB Categories (b) – (k)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DESCRIPTION OF PB</td>
</tr>
<tr>
<td>Parliamentary Annexe</td>
<td>Commercial accommodation in the city</td>
<td>Sitting of the Assembly (tick if applicable)</td>
</tr>
<tr>
<td>(tick if applicable)</td>
<td>(tick if applicable)</td>
<td>(tick as applicable)</td>
</tr>
<tr>
<td></td>
<td>Complimentary accommodation or with relatives/friends</td>
<td>Did you return to your principal place of residence on any actual sitting nights claimed? (see note 1)</td>
</tr>
<tr>
<td>(tick if applicable)</td>
<td>(tick if applicable)</td>
<td>(tick as applicable)</td>
</tr>
</tbody>
</table>

### Notes

1. Taxation must be withheld from claims related to any individual sitting day where the Member travels from their principle place of residence to Parliament and returns to that residence on the same day (i.e. without any overnight stay).

2. Amounts payable are as prescribed in section 2.3.2.4 of the Members’ Remuneration Handbook.

### 2. CERTIFICATION *(to be completed by the Member)*

I certify that the above information is true and correct

Signed: ................................................................. MP Member for: .................................................................

Member’s name (please print): ................................................................. Date: .................................................................
The definition of Parliamentary Business

For the purposes of travel, "Parliamentary business" is 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) 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 an office holder (Speaker, Minister, Assistant Minister, Opposition Spokesperson or other parliamentary office holder);

(j) Studies, investigations, or inquiries on matters related to 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'.

Each of the above items is referred to as a “category” of Parliamentary Business.
GENERAL TRAVEL ALLOCATION CLAIM FORM
(for claims pursuant to Section 2.3.2 of the Members’ Remuneration Handbook)

CLAIMANT ........................................................................................................ MP

(Member to complete Part A – E where applicable and return to the Parliament House Travel Office)

| Part A: CLAIM FOR ACTUAL TRAVEL COSTS (e.g. flight costs, hire car, taxis in excess of $100, etc) |
|---------------------------------|---------------------------------|---------------------------------|
| DATE | DETAILS OF TRAVEL COSTS | AMOUNT |
|      |                     |       |
|      |                     |       |
|      |                     |       |

Part B: CLAIM FOR DAILY TRAVEL ALLOWANCE (not for overnight claims in Brisbane – see form A in the Handbook)
(Where overnight absence from normal place of residence)

Note: Member must complete details below and indicate number of days claimed

From(point of origin): ................................................................. To (destination): ................................................................. & Return

Major Centres Visited: ................................................................................................................................................


**FULL RATE**
(Note different rates apply for visits to capital cities)

I certify that I incurred overnight costs at a recognised hotel/motel or similar accommodation.

<table>
<thead>
<tr>
<th>Name of Accommodation</th>
<th>From:</th>
<th>To:</th>
<th>Days claimed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REDUCED RATE (1/3 RATE)**
(Note different rates apply for visits to capital cities)

I certify that I have incurred overnight costs where provided with complimentary accommodation (excluding overnight accommodation in the Parliamentary Annexe – use separate form for these claims) or staying with relatives or friends.

Claim For ........ Days @ Reduced DTA Rate
## Part C: PARLIAMENTARY BUSINESS CERTIFICATION

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)*

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Sittings of the Legislative Assembly or direct travel of the Member to or from such sittings;</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>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;</td>
<td>Name of Parliamentary Committee ..........................................................</td>
</tr>
<tr>
<td>c)</td>
<td>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;</td>
<td>Representing....................................................................................... Event....................................................................................... Nature of Meeting.......................................................................................</td>
</tr>
<tr>
<td>d)</td>
<td>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;</td>
<td></td>
</tr>
<tr>
<td>e)</td>
<td>Attendance at official Government, Parliamentary or Vice-regal functions;</td>
<td></td>
</tr>
<tr>
<td>f)</td>
<td>Attending to business (including attending conferences, functions, meetings or seminars) directly relating to a Member’s Electorate;</td>
<td></td>
</tr>
<tr>
<td>g)</td>
<td>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;</td>
<td></td>
</tr>
<tr>
<td>h)</td>
<td>Attending to business directly related to the subject matter of a Parliamentary party committee to which the Member belongs;</td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>Attending to business related to the Member’s current responsibilities as an office holder (Speaker, Minister, Assistant Minister, Opposition Spokesperson or other parliamentary office holder);</td>
<td></td>
</tr>
<tr>
<td>j)</td>
<td>Studies, investigations, or inquiries on matters related to 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</td>
<td>Nature:................................................................................................. Official purpose....................................................................................... Place:....................................................................................................... Other details..............................................................................................</td>
</tr>
<tr>
<td>k)</td>
<td>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’;</td>
<td></td>
</tr>
</tbody>
</table>
Part D: 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 E: MEMBER’S CERTIFICATION

I certify that this claim is true and -

a) the Parliamentary business in respect of the claim and associated travel is as stated; and

b) in accordance with the Members' Remuneration Handbook.

Signed .................................................................................................................... MP

Member for .............................................................................................................

Date ........................................
**ALTERNATE TRAVEL CLAIM FORM**
(pursuant to Section 2.3.3.2 of the Members’ Remuneration Handbook)

**CLAIMANT** ………………………………………………………………………………… MP

**Part A: DETAILS OF TRAVEL**
For claiming actual costs of commercial air charter, reimbursement for flying hours in private aircraft or motor vehicle kilometric allowance.

Note: Copies of relevant invoices/receipts (for commercial air charter) or official activity log (for private aircraft) must be provided with the claim).

<table>
<thead>
<tr>
<th>Date</th>
<th>Depart From</th>
<th>Arrived At</th>
<th>Warrant Number</th>
<th>Mode of travel (select one):</th>
<th>Commercial Air Charter (actual costs)</th>
<th>Private Aircraft (flying hours)</th>
<th>Motor Vehicle (kilometres)</th>
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</table>

**Part B: MEMBER’S CERTIFICATION**
I certify that:
- I travelled between the Electorate and Brisbane as identified above in lieu of using commercial air services;
- Travel was undertaken for the purpose of conducting parliamentary business as certified on the attached Air Warrants (one warrant required for each one way trip claimed above); and
- Travel costs have been incurred as identified on attached receipts/invoices/logs.

Signed  ………………………………………………………………………………….. MP
Member for  …………………………………………………………………………………
Date  …………………………………………………………………………………

**Part C: AMOUNT CLAIMABLE** (to be completed by Travel Services, Parliament House)

<table>
<thead>
<tr>
<th>Date</th>
<th>Actual Cost or reimbursement</th>
<th>Comparative commercial airfare</th>
<th>Amount claimable</th>
</tr>
</thead>
</table>

Total Claim Amount: