

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES 2014-15**

Finance Portfolio

**Department/Agency:** Finance  
**Outcome/Program:** 3/3.1  
**Topic:** Entitlements Handbooks

**Senator:** Collins  
**Question reference number:** F83  
**Type of question:** Hansard, F&PA Committee, Page 101, 29 May 2014  
**Date set by the committee for the return of answer:** Friday, 11 July 2014

**Number of pages:** 3

**Question:**

**Senator JACINTA COLLINS:** I have a series of questions in relation to the Opposition Office Holders' Entitlements handbook. Can the department advise me when it was first published?

...

**Senator JACINTA COLLINS:** The current version.

**Ms Moy:** The current version—I will just see if Ms Baker is aware. There is not an actual date. I could get it on notice for you, but there is not an actual date here at the table, sorry.

...

**Senator JACINTA COLLINS:** Can you tell me whether it is presently up to date?

...

**Ms Baker:** There is a printed version, but unfortunately they are both out of date at the moment.

...

**Ms Baker:** I do not have at hand the exact nature of what areas of the handbook are out of date. I can take that on notice.

...

**Ms Moy:** But we can take on notice for you when it will actually be up to date.

**Ms Baker:** And any changes that need to be made.

**Senator JACINTA COLLINS:** Okay. Could you tell me who is involved in reviewing it? When did the review commence? When is it expected to be completed? What are the reasons for the delay? Is it because issues in it need to be approved internally, or are we waiting on external approval by the minister or the Prime Minister or whatever the approval process is?

**Ms Baker:** I will take that on notice. I cannot answer that at the moment.

...

**Senator JACINTA COLLINS:** I can tell you that it is dated 2012. When in 2012? That is the question that I was getting to in my first question. We are not talking about daily updates; that is not the issue.

**Ms Moy:** I will check whether or not that is the correct date. I will take that on notice.

**Senator JACINTA COLLINS:** This is the online version, so it is the version currently available and, as Senator Bernardi has aptly pointed out, it is the version that members and senators and their staff would refer to.

**Ms Moy:** I just do not know if it has the right date on it.

**Ms Baker:** We understand the concern and we will take on notice when it will be updated and the changes that will be made between the version that is currently published and the version that will be updated.

...

**Senator JACINTA COLLINS:** Neither am I, but perhaps we will end up revisiting that. We will see. Can I take you to part 3.2 of the Opposition Office Holders' Entitlements Handbook, which sets out the entitlement to officers for an opposition office holder outside of Parliament House. Can you tell me if that section is up to date?

...

**Ms Moy:** I am happy to take it on notice on that point.

...

**Senator JACINTA COLLINS:** I also want to go to appendix A of the Opposition Office Holders' Entitlements handbook in relation to the use of the special purpose aircraft. Is that up-to-date?

**Ms Moy:** Again, I would have to take it on notice, and I said I would take on notice those portions that required any change.

#### **Answer:**

##### *Review Process*

The Opposition Office Holders' Entitlements handbook (OOH handbook) dated June 2012, was published on the Ministerial and Parliamentary Services website on 3 July 2012.

The Department of Finance (Finance) reviews the suite of entitlements handbooks. There is no external (to Finance) approval required prior to their publication. Updates are made as soon as possible after changes to the parliamentary entitlements framework come into effect.

It is expected that an updated version of the OOH handbook will be published in October 2014. The updated version will incorporate all changes to entitlements that have been made since 3 July 2012.

##### *Updates to be made:*

- Name of the Department of Finance and the Chief Operating Officer Group;
- References to Remuneration Tribunal determinations to reflect current determinations and clause numbers in footnotes (no change to entitlement);
- Presiding Officers now approve office information technology equipment and facilities including mobile telephones (as of 25 June 2013);
- Mobile telephone entitlement of personal employees (addition of smartphones);
- Car transport and private-plated vehicle provisions as provided by *Procedural Rule No 1 of 2012 – Car Transport and Guidelines on Provision of Private-Plated Vehicles for Senators and Members 2012*;
- One-night stopover arrangements for Western Australia, Northern Territory and some Queensland parliamentarians when travelling to Canberra;
- Travelling Allowance rates as of 1 September 2013;
- Overseas travel entitlement of the Leader of the Opposition (as of 1 July 2012) including Appendix B which sets of the *Financial Arrangements for Overseas Visits*;

- Travel insurance on overseas travel for the Leader and Deputy Leader of the Opposition and approved Opposition members (as of 1 July 2013).
- Recruitment advertising for *Members of Parliament (Staff) Act 1984* (MOP(S) Act) employees (as at 13 May 2014);
- Rates of Private Plated Vehicle Allowance for Chiefs of Staff and Senior Advisers (as of 19 June 2014); and
- Employee entitlements to reflect the *Commonwealth Members of Parliament Staff Enterprise Agreement 2012-2015* and its guidelines.
- Section 3.2 for offices outside Parliament House for an Opposition Office Holder.

*Special Purpose Aircraft – Appendix A*

Appendix A in relation to special purpose aircraft is up to date.