



Australian Government

National Archives of Australia

Records Authority

2019/00059269

**Independent Parliamentary
Expenses Authority**

Parliamentary Travel Expenses and Allowances

2019

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CONTENTS

INTRODUCTION.....	4
APPLICATION OF THIS AUTHORITY	4
CONTACT INFORMATION	5
AUTHORISATION	6
PARLIAMENTARY TRAVEL EXPENSES AND ALLOWANCES.....	7

INTRODUCTION

The Independent Parliamentary Expenses Authority (IPEA) and the National Archives of Australia have developed this records authority to set out the requirements for keeping or destroying records for the core business areas of Parliamentary Travel Expenses and Allowances. It represents a significant commitment on behalf of IPEA to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of IPEA. It takes into account the agency's legal and organisational information management requirements, and the interests of stakeholders, the agency and the National Archives.

The authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This authority gives IPEA permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives on the basis of information provided by the agency.

As changes in circumstances may affect future information management requirements, the periodic review of this authority is recommended. All amendments must be approved by the National Archives.

APPLICATION OF THIS AUTHORITY

1. This authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the authority.
 - Where the minimum retention period has expired and the records are not needed for IPEA business they should be destroyed as authorised in this authority.
 - Records that have not reached the minimum retention period must be kept until they do.
 - Records that are identified as 'retain as national archives' are to be transferred to the National Archives for preservation.
2. This authority should be used in conjunction with general records authorities such as:
 - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover business processes and records common to Australian Government agencies; and
 - General Records Authority (31) - Destruction of source or original records after digitisation, conversion or migration (2015).
3. The normal administrative practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this authority but can be used as a tool to assist in identifying records for destruction together with an agency's records authority or authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a NAP policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop a NAP policy is available from the National Archives' website at www.naa.gov.au.
4. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the *Archives Act 1983*, the *Freedom*

- of Information Act 1982* or any other relevant act must not be destroyed until the action has been completed.
5. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. Further information about disposal freezes and whether they affect the application of this authority is available from the National Archives website at www.naa.gov.au.
 6. Where the method of recording information changes (for example from an analogue system to a digital system, or when information is migrated from one system to a new system) this authority can still be applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this authority. The IPEA will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.
 7. In general, retention requirements indicate a minimum period for retention. The IPEA may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the IPEA believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
 8. Records coming within 'retain as national archives' classes in this authority have been determined to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under section 27 of the *Archives Act 1983*.
 9. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available for public access including those records that remain in agency custody.
 10. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives. Records created digitally after 1 January 2016 can be transferred in digital formats only.
 11. Advice on how to use this authority is available from the IPEA information manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this authority or for advice on other information management matters, please contact National Archives' [Agency Service Centre](#).

AUTHORISATION

RECORDS AUTHORITY 2019/00059269

**Person to whom notice of
authorisation is given:**

Ms Annwyn Godwin
Chief Executive Officer
Independent Parliamentary Expenses Authority
One Canberra Avenue
FORREST ACT 2603

Purpose:

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Determines records classed as 'retain as national archives' in this records authority to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*.

Application:

All core business records relating to Parliamentary Travel Expenses and Allowances

This authority gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. This authority will apply only with the consent of the agency currently responsible for the business documented in the records described.

Authorising Officer

Linda Macfarlane
Assistant Director-General (a/g)
National Archives of Australia

Date of issue:

24 April 2019

PARLIAMENTARY TRAVEL EXPENSES AND ALLOWANCES

The core business of processing and administering client accounts for claims of travel expenses, travel allowances and related expenses of Parliamentarians and their employees.

Includes providing personal and general advice on travel resourcing matters, collecting and reporting on expenses data, arranging and conducting audits and the provision of Rulings related to travel resourcing matters.

Note

'Parliamentarians' refers to Members of Parliament and former members of Parliament. 'Employees' refers to persons employed under legislation relevant for the employment of staff of members of parliament – currently the *Members of Parliament (Staff) Act 1984*.

The **core activities** include:

- processing claims for allowances, reimbursements, contract administration and recovery of monies. Includes administration of incurred expenses and the coordination of goods and services for overseas travel;
- preparation and monitoring of electorate support budgets, travel resources and travel for parliamentary purposes;
- providing tailored personal advice and general advice on travel matters, and the publishing of general advice. Includes advice on ad hoc queries;
- collecting, collating, managing and analysing data relating to the expenditure of parliamentary business resources, includes the publication of expenditure reports, distribution of data and online publishing;
- complex and less complex audits and investigations related to thematic and targeted audits, including verification and compliance activities of limited assurance reviews;
- development, determination and publication of Rulings related to travel resources matters, including providing independent advice to parliamentarians and responding to issues as requested;
- managing and responding to objections and reviews of Rulings or decisions;
- developing and reviewing major tools, products and calculators to support data collection and reporting;
- preparing regular reports on work expenses, travel expenses and travel allowances claimed by parliamentarians and their staff; and
- recovery of overpayments, repayments and cost recovery related to travel resources.

The performance of the core business is supported by **general activities** such as:

- developing, implementing and reviewing policies, principles, procedures, frameworks, strategies, standards and protocols;
- delegating powers;
- establishing, managing and participating in committees and meetings;
- preparing and delivering speeches and presentations;
- identifying, assessing and managing risk;
- stakeholder consultation;
- research;
- maintaining registers and summary processing records;

- liaison with similar international jurisdictions, including supporting records of meetings and formal reports of the Authority; and
- routine administrative tasks supporting the business areas.

Cross references to AFDA Express

For governance matters, use STRATEGIC MANAGEMENT

For the publication of advice and reports to the agency’s website, use PUBLICATION

Cross references to other records authorities

For the administration of Authority members, use General Records Authority 27 – Governing Bodies

Class no	Description of records	Disposal action
62552	<p>Records documenting:</p> <ul style="list-style-type: none"> • Provision of high level personal advice, general advice and solutions to ad hoc queries to Members of Parliament and their staff. Includes: <ul style="list-style-type: none"> ○ publishing of general advice; ○ personal advice focussed on individual circumstances; and ○ activities associated with issuing general advisory documents relating to the travel resources. • Outcomes of data collection, including the distribution of data and online publishing. Includes: <ul style="list-style-type: none"> ○ developing national and high-level reports, including major statistical reports for parliamentarians and online publishing. Includes final versions, major drafts, analysis, approvals, briefings, stakeholder consultation and supporting research; and ○ developing and reviewing major tools, products and calculators. • Final speeches delivered by the agency head or Minister • Audits and investigations of the misuse of travel resources. Includes thematic and targeted audits of business resources. Includes: <ul style="list-style-type: none"> ○ final audit reports; ○ significant post-payment assurance reviews; and ○ appeals or reviews of formal findings or advice. • Rulings relating to parliamentary travel resources issued by Members of the Authority, including independent advice and guidance. Includes: <ul style="list-style-type: none"> ○ final versions of Authority decisions and reasons; ○ written advice as a ruling published by the Authority; ○ rulings that establish precedents or lead to changes to legislation and policy in relation to the expenditure of Parliamentarians; ○ final minutes and supporting records of meetings of the Authority; and ○ strategic documents of the Authority resulting from legal challenge or impact from legislative change. 	Retain as national archives
62553	<p>Records documenting:</p> <ul style="list-style-type: none"> • Collecting, collating, managing and analysing data relating to travel expenditure and related expenses, allowances and electorate office 	Destroy 20 years after action completed

Class no	Description of records	Disposal action
	budgets. Includes: <ul style="list-style-type: none"> ○ collections of raw data relating to parliamentary business resources that support the core business. Includes pre-quality checked raw datasets and associated and value-added information; ○ developing and reviewing internal policies, procedures, strategies, frameworks, standards, and protocols on data collection, data reporting, benchmarking and quality assurance; and ○ draft reports, submissions (correspondence) for corrections from members of Parliament, stakeholder consultation and supporting research. [For finalised reports use class 62552.]	
62554	Records documenting: <ul style="list-style-type: none"> • Client accounts and records of claims history. • Principal records of claims, payments and reimbursements that document client transactions, includes recovery of overpayments, repayments and cost recovery. Includes: <ul style="list-style-type: none"> ○ processing travelling allowances; ○ processing motor vehicle allowances; ○ processing reimbursements; ○ processing transport claims relating to large electorates; ○ processing unscheduled commercial transport claims; ○ coordination of goods and services for overseas travel; and ○ managing payments for incurred expenses and debt recovery. • Monitoring travel resources expenditure and electorate office budgets, including preparation and advice on electorate office travel expenditure. Includes: <ul style="list-style-type: none"> ○ budgets for large electorates; ○ family reunion travel; ○ electorate support; and ○ monitoring travel for Parliamentary purposes. 	Destroy 10 years after receipt of final claim or departure from Parliament
62555	Records documenting: <ul style="list-style-type: none"> • research and working papers supporting the arrangements and conduct of audits not covered in class 62552. 	Destroy 3 years after action completed
62556	Records documenting: <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • Parliamentary travel expenses and allowances activities other than those covered in classes 62552-62555 Includes: <ul style="list-style-type: none"> • documentation for the contract management of service providers of scheduled and unscheduled commercial transport; and 	Destroy 7 years after action completed

Class no	Description of records	Disposal action
	<ul style="list-style-type: none">processing records related to administration of claims for allowances, reimbursements and related expenses not covered in class 62554.	