



OFFICE OF THE CLERK OF THE PARLIAMENT

Parliamentary Service

LEGISLATIVE ASSEMBLY OF QUEENSLAND

MEMBERS' REMUNERATION HANDBOOK



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Legislative Assembly of Queensland Members' Remuneration Handbook

Table of Handbook Updates

Date	Details of Update
January 2014	QIRT Determinations 1/2014 and 2/2014 refer
March 2014	QIRT Determinations 3/2014 and 4/2014 refer
December 2014	QIRT Determinations 5/2014 and 6/2014 refer
January 2015	QIRT Determination 6/2014 refers
April 2015	QIRT Determination 7/2015 refers
July 2015	Changes to the <i>Parliament of Queensland Act</i> , the <i>Parliamentary Service Act</i> and QIRT Determination 8/2015 refers
December 2015	QIRT Determination 9/2015 refers (plus administrative adjustments/clarifications issued by the Clerk). The Determination details the ability for staff travel when accompanying the Member to be expensed to the GTA under certain conditions (section 2.3.2.3).
January 2016	QIRT Determination 9/2015 (Allowance adjustment) and 10/2016 (salary adjustment) refer
March 2016	QIRT Determination 11/2016 refers (Additional salary - Minister and Leader of the House)
September 2016	QIRT Determination 12/2016 refers (MP salaries – replacing Determination 10/2016)
January 2017	QIRT Determination 13/2016 refers (Minor Amendments – Biannual Reporting, Fuel reimbursement where no taxis or hire car available, Adjustment to the Electorate and Communication Allowance)
April 2017	<ul style="list-style-type: none"> QIRT Determination 14/2017 refers (Additional Salary - Leader of the House) Minor changes to section 2.4.2.4 (Electoral Roll Information)
June 2017	QIRT Determination 15/2017 refers (Additional salary - Chair & Members of Select Committees)
July 2017	Changes to reflect superannuation fund flexibility options for Members
September 2017	Changes to salary rates to reflect 1 Sept 2017 increase - QIRT Determination 12/2016 refers
November 2017	<ul style="list-style-type: none"> QIRT Determination 16/2017 refers (review of allowance rates and update to reflect impacts of the 2017 Electoral Boundary Redistribution) Minor changes to section 2.4.2.2 (Electorate office staffing)
May 2018	<ul style="list-style-type: none"> Changes to Claims for overnight stays in Brisbane – Special arrangements for parliamentary sitting days Electorate Office staffing – update references to legislative and administrative documents
June 2018	QIRT Determination 17/2018 (Minor amendments to the Electorate and Communication Allowance & Motor Vehicle Allowance)
December 2018	QIRT Determination 18/2018 refers (2018 Review of Allowances): <ul style="list-style-type: none"> Variation to ECA, MVA and GTA rates and bands Amendments to ECA Annual Report format Amendments to Brisbane overnight allowance eligibility (renamed <i>Parliamentary Business Overnight Rate (Brisbane)</i>) Amendment to Air Warrants (Alternate Travel) provisions to include use of private motor vehicle for travel between electorate and Brisbane (for Members provided with Air Warrants)
November 2019	<ul style="list-style-type: none"> Minor change to Office Holder Additional salary table to reflect current portfolio committee titles Minor change to Claims for overnight stays in Brisbane – <i>Special Arrangements for Sitting Days</i> Addition of new section (2.4.2.3) detailing Electorate Office Relief Staff Allocation Changes to Electorate Office staffing (2.4.2.2) – Connected Party restriction for appointments Minor change to Former Member Transition Allowance (3.2.3) - taxation treatment Removal of Former Member travel benefits (following cessation of entitlement) Minor change to Hansard Publications (2.4.1.4) – removal of daily Hansard entitlement

Date	Details of Update
December 2019	<ul style="list-style-type: none"> QIRT Determination 19/2019 refers (pro-rata payment of Electorate and Communication Allowance, and Motor Vehicle Allowance in election years)
April 2020	<ul style="list-style-type: none"> QIRT Determination 20/2020 refers (increase in carry-over limit to 40% for unspent <i>Electorate and Communication Allowance</i> for 2019-20 only in response to the impact of COVID-19 on Member's normal electorate activities).
September 2020	<ul style="list-style-type: none"> Changes to Electorate Officer and Assistant Electorate Officer salary rates to reflect 1 September 2020 increase – <i>Parliamentary Service Electorate Office Staff Certified Agreement 2020</i> Update to Relief Staff Allocation (2.4.2.3) to reflect 2020-21 allocation amount (\$13,850 p.a.)
October 2020	<ul style="list-style-type: none"> QIRT Determination 22/2020 refers (minor amendment to QIRT Determination 20/2020 regarding the increase in carry-over limit to 40% for unspent <i>Electorate and Communication Allowance</i> for 2019-20 only in response to the impact of COVID-19 on Member's normal electorate activities).
November 2020	<p>QIRT Determination 21/2020 refers:</p> <ul style="list-style-type: none"> No changes to Member salary rates from 1 September 2019 to 1 September 2022 Changes to ECA bands, band amounts and allocation of electorates in each band from 1 November 2020 Changes to the Daily Travel Allowance and Parliamentary Business Overnight Rate from 1 November 2020 <p>Amendment to reflect the authority of the Remuneration Tribunal to make determinations regarding additional staffing resources for cross bench Members (section 2.4 refers).</p>
February 2021	<p>QIRT Determination 23/2021 refers:</p> <ul style="list-style-type: none"> Definition of 'cross bench member' (section 1.5 refers) Use of the Member's General Travel Allocation for travel by additional support staff provided to cross bench Members (section 2.3.2.3 refers) Provision of additional support staff for cross bench Members of the 57th Parliament (section 2.4 refers)
May 2021	QIRT Determination 24/2021 refers to the reallocation of electorates for the Electorate and Communication bands with effect from 1 January 2021.
August 2021	<ul style="list-style-type: none"> QIRT Determination 25/2021 refers to changes to reflect Member annual base and additional salary rate increases from 1 September 2021. Update of Committee names (2.1.2) Minor change to Hansard Publications (2.5.1.4) – provision of annual Bound Volumes
September 2021	<ul style="list-style-type: none"> Changes to Electorate Officer and Assistant Electorate Officer salary rates to reflect 1 September 2021 increase – <i>Parliamentary Service Electorate Office Staff Certified Agreement 2020</i> Update to Relief Staff Allocation (2.5.2.3) to reflect 2021-22 allocation amount (\$14,200 p.a.)
March 2022	<ul style="list-style-type: none"> QIRT Determination 25/2021 refers to changes to reflect Member annual base and additional salary rate increases from 1 March 2022. Changes to Electorate Officer and Assistant Electorate Officer salary rates to reflect 1 March 2022 increase – <i>Parliamentary Service Electorate Office Staff Certified Agreement 2020</i>
March 2022	<p>QIRT Determination 26/2022 refers to:</p> <ul style="list-style-type: none"> the reallocation of electorates for the Electorate and Communication bands with effect from 1 July 2021 (section 2.2). an additional Electorate and Communication Allowance payment for the Member for Coomera for the 2021/22 financial year (section 2.2). changes to the provision of additional support staff for cross bench Members of the 57th Parliament (section 2.4).
July 2022	<p>QIRT Determination 26/2022 refers to:</p> <ul style="list-style-type: none"> an Electorate and Communication Allowance high enrolment supplement from 1 July 2022 (section 2.2). changes to the Motor Vehicle Allowance from 1 July 2022 (section 2.3.1).

Date	Details of Update
September 2022	<ul style="list-style-type: none"> QIRT Determination 25/2021 refers to changes to reflect Member annual base and additional salary rate increases from 1 September 2022. Changes to Electorate Officer and Assistant Electorate Officer salary rates to reflect 1 September 2022 increase – <i>Parliamentary Service Electorate Office Staff Certified Agreement 2020</i>. Update to Relief Staff Allocation (2.5.2.3) to reflect 2022-23 allocation amount (\$14,600 p.a.).
March 2023	<p>QIRT Determination 27/2023 refers:</p> <ul style="list-style-type: none"> the High Enrolment Supplement increases to \$5,000 per financial year; the Member for Coomera be paid the High Enrolment Supplement of \$5,000 per financial year from 1 January 2023; the Motor Vehicle Allowance will increase by 2.5% for all bands effective from 1 January 2023; changes to the Daily Travel Allowances effective from 1 January 2023; and changes to the Parliamentary Business Overnight Rates effective from 1 January 2023.
July 2023	<ul style="list-style-type: none"> Superannuation changes from 1 July 2023 for Queensland Government entities (2.1.4). Update to Relief Staff Allocation (2.5.2.3) to reflect 2023-24 allocation amount (\$16,700 p.a.).
October 2023	QIRT Determination 28/2023 refers to changes to Electorate and Communication bands and annual allowance amounts effective from 1 July 2023.
December 2023	QIRT Determination 29/2023 refers to changes to reflect Member annual base and additional salary rate increases from 1 July 2023.
February 2024	<p>Minor change to Office Holder additional salary table to reflect current portfolio committee titles.</p> <p>QIRT Determination 30/2024 refers:</p> <ul style="list-style-type: none"> that all bands of the Electorate and Communication Allowance are increased by 4.0% with effect from 1 July 2023; the High Enrolment Supplement is increased by 4.0% with effect from 1 July 2023; that all bands of the Motor Vehicle Allowance are increased by 3.0% with effect from 1 January 2024; and that all bands of the General Travel Allocation are increased by 4.0% with effect from 1 January 2024.
March 2024	<ul style="list-style-type: none"> Changes to Electorate Officer and Assistant Electorate Officer salary rates to reflect 1 July 2023 increase – <i>Parliamentary Service Electorate Office Staff Certified Agreement 2023</i> Update to Relief Staff Allocation (2.5.2.3) to reflect updated 2023-24 allocation amount (\$24,100 p.a.)
May 2024	<ul style="list-style-type: none"> Changes to Electorate Officer and Assistant Electorate Officer salary rates to reflect 1 September 2023 increase – Queensland Industrial Relations Commission State Wage Case (section 2.5.2.2) QIRT Determination 31/2024 refers to pro-rata payment of Electorate and Communication Allowance, and Motor Vehicle Allowance in election years.
July 2024	<ul style="list-style-type: none"> QIRT Determination 29/2023 refers to changes to reflect Member annual base and additional salary rate increases from 1 July 2024. Changes to Electorate Officer and Assistant Electorate Officer salary rates to reflect 1 July 2024 increase – <i>Parliamentary Service Electorate Office Staff Certified Agreement 2023</i> (section 2.5.2.2). Changes for the provision of one additional Assistant Electorate Officer (AEO) in each of the 93 primary electorate offices (sections 2.5.2.2 and 2.5.2.4). Update to Relief Staff Allocation (2.5.2.3) to reflect updated 2024-25 allocation amount (\$37,600 p.a.)
September 2024	QIRT Determination 32/2024 refers to the reallocation of electorates for the Electorate and Communication bands with effect from 1 July 2024.
October 2024	Changes to Electorate Officer and Assistant Electorate Officer salary rates to reflect 1 September 2024 increase – Queensland Industrial Relations Commission State Wage Case (section 2.5.2.2)

Date	Details of Update
December 2024	<ul style="list-style-type: none"> Minor change to Office Holder additional salary table to reflect current portfolio committee titles.
March 2025	<ul style="list-style-type: none"> QIRT Determination 33/2025 refers to the introduction of a new Home Security Allowance for eligible Members (new section 2.4) Reference to pro-rata allocation of GTA (section 2.3.2) and Air Warrants (2.3.4) for new Members.
May 2025	<p>QIRT Determination 35/2025 refers:</p> <ul style="list-style-type: none"> that all bands of the Electorate and Communication Allowance are increased by 4.1% with effect from 1 January 2025 (section 2.2); the High Enrolment Supplement is increased by 4.1% with effect from 1 January 2025 (section 2.2); that all bands of the Motor Vehicle Allowance are increased by 4.1% with effect from 1 January 2025 (section 2.3.1); that all bands of the General Travel Allocation are increased by 4.1% with effect from 1 January 2025 (section 2.3.2.1); changes to the Daily Travel Allowances effective from 1 January 2025 (section 2.3.2.4); and changes to the Parliamentary Business Overnight Rates effective from 1 January 2025 (section 2.3.2.5).
July 2025	<ul style="list-style-type: none"> QIRT Determination 29/2023 refers to changes to reflect Member annual base and additional salary rate increases from 1 July 2025 (section 2.1) Changes to Electorate Officer and Assistant Electorate Officer salary rates to reflect 1 July 2025 increase – <i>Parliamentary Service Electorate Office Staff Certified Agreement 2023</i> (section 2.6.2.2). Update to Relief Staff Allocation (2.6.2.3) to reflect updated 2025-26 allocation amount (\$39,400 p.a.)

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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).

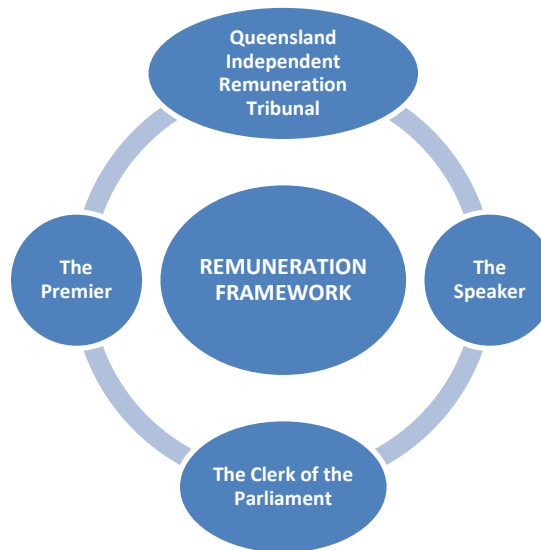
1.1.4. Key contacts

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

The Handbook is a public document, published on the Queensland Parliament's Internet site at www.parliament.qld.gov.au.

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.

Where the Tribunal make formal rulings in response to requests by the Clerk or Speaker, a summary of the ruling may be published by the Tribunal at <https://www.remunerationtribunal.qld.gov.au>.

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:

On 1 July a Member receives the first bi-annual payment of the Electorate and Communication Allowance (Band 1 - a total of \$46,700).

Two weeks later the Member announces their resignation effective 31 August.

In the period 1 July to 31 August the Member spends \$24,000 against the Allowance. The pro-rata allowance available to the Member is \$15,865.

In this scenario the Member will be-

- *required to acquit to the Clerk all expenditure incurred between the period July to August.*
- *required to repay to the Clerk the overspend of the pro-rata of the allowance - \$8,135*

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

Accountable officer	As defined in Section 66 of the <i>Financial Accountability Act 2009</i> .
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.
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.
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.
Cross Bench Member	A Member of the Legislative Assembly who is neither a member of a political party recognised in the Assembly as being in government or as being in opposition.
DTA	Daily Travel Allowance
Electioneering/campaigning purposes	<p>Expenditure associated with attending or organising:</p> <ul style="list-style-type: none"> • a fundraiser; • campaign launches; • candidate selection or campaign strategy meetings; • general campaigning/electioneering by a Member or on behalf of other Members/candidates. <p>Note expenditure may relate to party events or to the activities of an individual (independent) Member.</p> <p>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.</p>
Official election campaign period	The period from the date that the Legislative Assembly is dissolved until polling day.
GTA	General Travel Allocation
Parliamentary business	<p>An overarching term used to define allowable expenditure <u>for the purposes of Members travel (and in some cases travel by spouses and staff)</u>.</p> <p>This term incorporates a range of nominated parliamentary constituency and party activities. Refer section 2.3.2 for more information.</p>
Political party activity	<ol style="list-style-type: none"> 1. Campaigning for a political party (including electioneering/campaigning purposes outlined above). 2. Organising and sustaining branches, such as: <ul style="list-style-type: none"> ▪ drafting Members to the party; or ▪ undertaking administrative activities to support and grow the party. <p>Note expenditure for party membership fees/levies or donations to a party is deemed to be associated with political party activity. Policy formulation activity 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.</p>
Private or commercial purposes	<p><i>Private purposes</i> means:</p> <ul style="list-style-type: none"> • 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 <i>Electorate and Communication Allowance</i>, section 2.2). <p><i>Commercial purposes</i> means a purpose relating to the sourcing of financial benefit or reward (directly or indirectly) <u>other than</u> a benefit or reward provided to the Member by the Parliament.</p>
RSA	Relief Staff Allocation
Spouse of a Member (Member here also means former Member)	<p>May be either:</p> <ul style="list-style-type: none"> • the married partner of a Member, designated by the Member; or • a defacto partner of a Member, designated by the Member; or • for a Member that has no partner, a designated relative of a Member. <p>The designated relative is not to be continually changed and is always subject to the Clerk's approval.</p>
The Tribunal	Queensland Independent Remuneration Tribunal

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

Effective from 1 July 2025 the annual base salary is \$189,505 (Tribunal Determination 29/2023 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.

Service contact for Members

For assistance regarding Members' salaries:

Payroll Services

Parliamentary Service

Parliament House

(07) 3553 6444

CURRENT BASE SALARY AND ADDITIONAL SALARY RATES

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 July 2025 unless otherwise noted.

Member/Office Holder	Annual Base salary \$	Annual Additional Salary \$	Annual Aggregate Salary \$	Fortnightly Aggregate Salary \$
Member of the Legislative Assembly	189,505		189,505	7,263
Member of the: <ul style="list-style-type: none"> Committee of the Legislative Assembly Education, Arts and Communities Committee Ethics Committee Governance, Energy and Finance Committee Health, Environment and Innovation Committee Justice, Integrity and Community Safety Committee Local Government, Small Business and Customer Service Committee Parliamentary Crime and Corruption Committee Primary Industries and Resources Committee State Development, Infrastructure and Works Committee Select Committee 	as above	28,682	218,187	8,363
Chairperson of the: <ul style="list-style-type: none"> Committee of the Legislative Assembly Education, Arts and Communities Committee Ethics Committee Governance, Energy and Finance Committee Health, Environment and Innovation Committee Justice, Integrity and Community Safety Committee Local Government, Small Business and Customer Service Committee Parliamentary Crime and Corruption Committee Primary Industries and Resources Committee State Development, Infrastructure and Works Committee Select Committee 	as above	71,705	261,210	10,012
Deputy Opposition Whip	as above	35,852	225,357	8,637
Government Deputy Whip	as above	35,852	225,357	8,637
Opposition Whip	as above	43,023	232,528	8,912
Senior Government Whip	as above	43,023	232,528	8,912
Leader of a Recognised Political Party	as above	71,705	261,210	10,012
Opposition Spokesperson	as above	71,705	261,210	10,012
Chief Government Whip	as above	100,386	289,891	11,111
Manager of Opposition Business	as above	100,386	289,891	11,111
Assistant Minister	as above	100,386	289,891	11,111
Deputy Speaker	as above	100,386	289,891	11,111
Deputy Leader of the Opposition	as above	114,727	304,232	11,661
Leader of the House	as above	143,409	332,914	12,760
Assistant Minister and Leader of the House	as above	172,091	361,596	13,859
Speaker	as above	172,091	361,596	13,859
Leader of the Opposition	as above	200,773	390,278	14,959
Minister	as above	200,773	390,278	14,959
Minister and Leader of the House	as above	207,943	397,448	15,234
Deputy Premier	as above	229,454	418,959	16,058
Premier	as above	286,818	476,323	18,257

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*

Service contact for Members

For assistance regarding salary sacrifice:

Payroll 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:

Category	Fund	Contribution on Base Salary	Contribution on Additional Salary (see note)	Contribution on Aggregate Salary	Employer Contribution	Choice of Fund Available
1	MPs elected Pre December 2004	11.5%	Varies depending upon MP	No
2	MPs elected Dec 2004 – Nov 2008					
	• MP in Defined Benefit scheme	5%	0-5%	--	12.75%	No
	• MP in Accumulation scheme	--	--	0-5%	12.75%	Yes
3	MP's elected after Nov 2008 (accumulation scheme only)			0-5%	12.75%	Yes

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.

For optional contribution rates (0 to 5%) the default contribution rate is 5%. Members may elect to nominate any percentage contribution rate within the range of 0 to 5%.

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:

*Payroll 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:

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

CATEGORY	EXAMPLES
Support for constituents and organisations	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> <u>Consumables</u> such as stores and stationery for the electorate office, business cards, personalised stationery expenses. <u>Staffing costs</u> such as additional temporary and casual staffing costs beyond that provided by the Parliamentary Service. <u>Education costs</u> 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). <u>Administrative costs</u> such as book-keeping, account keeping, bank charges, other software costs, insurance for "Minor equipment" purchased under that category (see above). <u>Incidentals</u> 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 35/2025 and effective 1 January 2025) are as follows:

AMOUNT PER ANNUM	ELECTORATES		
ECA Band 1 \$101,119	Chatsworth Currumbin Gaven Gladstone Mansfield	Miller Moggill Mount Ommaney Mundingburra Oodgeroo	Southport Springwood Stretton Toohey
ECA Band 2 \$103,067	Algester Aspley Bancroft Bonney Broadwater Bundaberg Burdekin Burleigh Cairns Callide Capalaba Cooper Everton Ferry Grove	Glass House Greenslopes Hinchinbrook Inala Ipswich Ipswich West Kawana Lockyer Lytton Maroochydore Mermaid Beach Mirani Mulgrave	Nicklin Noosa Nudgee Rockhampton Sandgate Southern Downs Surfers Paradise Theodore Thuringowa Toowoomba South Townsville Waterford Whitsunday
ECA Band 3 \$105,774	Barron River Buderim Bulimba Bundamba Burnett Caloundra Clayfield Condamine Gympie Hervey Bay Hill	Keppel Kurwongbah Macalister Mackay Maiwar Maryborough McConnel Morayfield Mudgeeraba Nanango	Ninderry Pine Rivers Pumicestone Redcliffe Redlands Scenic Rim South Brisbane Stafford Toowoomba North Woodridge
ECA Band 4 \$108,481	Cook* Coomera Gregory*	Jordan Logan Murrumba	Traeger* Warrego*

* Members representing an electoral district of 100,000 square kilometres or more, and who are provided with an additional electorate office (section 2.6.2.1 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).

High Enrolment Supplement

In Determination 30/2022 the Tribunal determined that from 1 July 2022 Members are to receive a high enrolment supplement if:

- the electorate is in ECA Band 4; and
- the number of electors is 25% or more above the quota, over a period of six consecutive months, determined in accordance with the ECQ monthly enrolment data (the high enrolment supplement criteria).

Members whose electorates have met the high enrolment supplement criteria in the preceding 6 months will receive a pro-rata payment of the additional funding in their half yearly instalment.

Amount of the Supplement

Effective 1 January 2025 the High Enrolment Supplement (set by Determination 35/2025) is \$5,413 per financial year.

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.

Pro-rata payments for Ordinary General Elections (Tribunal Determination 31/2024 refers)

- a) Pre-paid Electorate and Communication Allowance payments normally scheduled for 1 July each year (covering period 1 July to 31 December) will be pro-rated for the period 1 July to the day before the normal polling day for the ordinary general election (i.e. the last Saturday of October in that year).
- b) Immediately following the Election, all elected Members (including both new and returned Members) will receive pro-rata Electorate and Communication Allowance payments for the period from the normal polling day for the ordinary general election to 31 December in that year. Normal allowance payments in accordance with standard Handbook scheduling will then recommence from 1 January.

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%¹ 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

STEPS IN THE ACQUITTAL AND REPORTING PROCESS

Step 1	Each Member receives the first bi-annual allowance payment (1 July each year).
Step 2	<p>Each Member progressively records expenditure (inclusive of GST where applicable) against the allowance using the information system provided by the Clerk.</p> <ul style="list-style-type: none"> 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. The standards for receipting required will be set by the Clerk. In any financial year, transactions unsubstantiated with a receipt must total no more than \$1,000.
Step 3	Each Member receives the second bi-annual allowance payment (1 January each year).
Step 4	<p>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).</p> <ul style="list-style-type: none"> The Clerk will advise Members of the required form and content of the annual reports to be submitted to the Clerk. 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.
Step 5	<p>The Clerk reviews the report received from the Member to:</p> <ol style="list-style-type: none"> ensure entries appear to be consistent with the purpose of the allowance provided; and 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).
Step 6	<p>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.</p> <p>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.</p>
Step 7	The Clerk conducts random audits of reported expenditure (refer below).

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.

EXAMPLE OF ANNUAL REPORT TO BE TABLED IN PARLIAMENT

SCHEDULE OF ELECTORATE AND COMMUNICATION ALLOWANCE ACQUITTALS
FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2025
HENRY LAWSON MP, MEMBER FOR CUNNAMULLA

PART A: ACTUAL EXPENDITURE ACQUITTED FOR PERIOD BY CATEGORY	\$
Hosting Costs	x
Minor Equipment	x
Office Expenses	x
Other	x
Production, Publication and Distribution Services	x
Support for Constituents and Organisations	x
Telecommunications and Data Costs	x
Total expenditure acquitted	xx

PART B: ALLOWANCE RECONCILIATION	Note	\$
Allowance paid for the period		
Allowance as per handbook	1	xx
<u>Less</u> amounts withheld due to underspend in previous period	2	(x)
<u>Equals</u> cash payment to Member in this period		xx
Allowance to be acquitted for the period		
Cash payments for the period (as per above)		xx
<u>Plus</u> amount paid in previous period but not acquitted	2	x
<u>Plus</u> carryover from previous period	3	x
<u>Equals</u> total allowance to be acquitted in this period		xx
Actual expenditure for the period		
Amount acquitted		xx
Amount un-acquitted	4	x
Carry-over to next period	3	x
Reduction in future payments	2	(x)

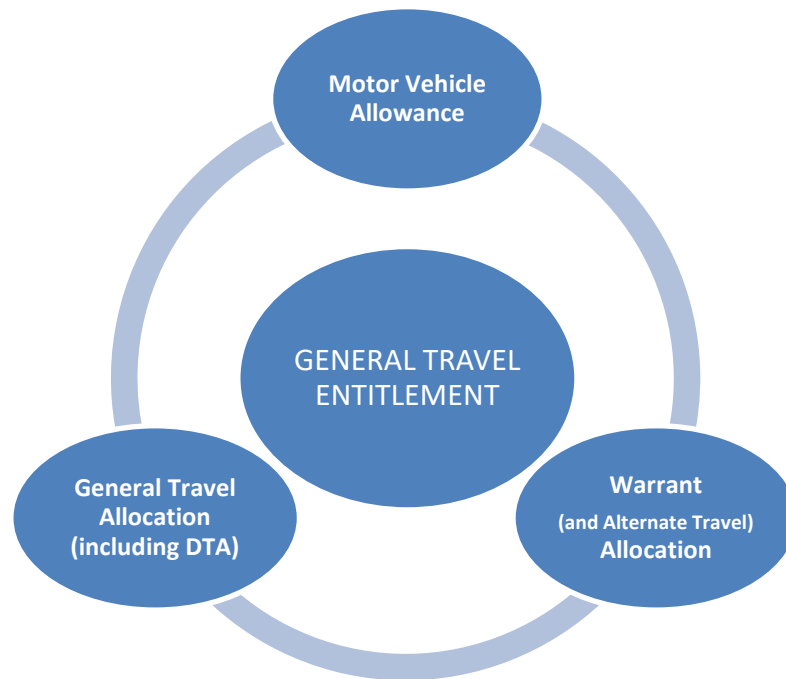
Notes:

1. Annual allowance amounts were varied by the Queensland Independent Remuneration Tribunal (QIRT) effective 1 January 2025. Amounts reported include pro-rata adjustments for the current reporting period.
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	
Certification by the Member	Certification by the Clerk
<p>I certify that -</p> <ol style="list-style-type: none"> a) the above summary is a true and correct record of the expenditure acquitted by me against the Allowance; and b) use of the Allowance has been in accordance with the requirements of the <i>Members' Remuneration Handbook</i> and supplementary written advice provided by the Clerk. <p>.....</p> <p>Member of the Legislative Assembly</p> <p>Certified on:</p>	<p>I certify that -</p> <ol style="list-style-type: none"> a) the total allowance amounts to be acquitted in the above summary are correct and have been duly paid to the Member; b) the total acquittal amounts correctly reflect the total individual acquittals submitted by the Member against the Allowance; 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 <i>Members' Remuneration Handbook</i>; d) in accordance with the requirement of the <i>Members' Remuneration Handbook</i> 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 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. <p>.....</p> <p>Neil Laurie The Clerk of the Parliament</p> <p>Certified on:</p>

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 current allowance amounts (set by Determination 35/2025 and effective 1 January 2025) are as follows:

AMOUNT PER ANNUM	ELECTORATES		
MVA Band 1 \$29,784	Algester Aspley Bancroft Barron River Bonney Broadwater Buderim Bulimba Bundaberg Bundamba Burleigh Cairns Caloundra Capalaba Chatsworth Clayfield Coomera Cooper Currumbin Everton Ferry Grove Gaven Greenslopes Inala	Ipswich Ipswich West Jordan Kawana Kurwongbah 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 Toohey Toowoomba North Toowoomba South Townsville Waterford Woodridge
MVA Band 2 \$37,367	Burnett Condamine Gladstone Glass House	Gympie Hervey Bay Hinchinbrook Keppel	Lockyer Maryborough Scenic Rim Whitsunday
MVA Band 3 \$49,017	Burdekin Callide Cook Gregory	Mirani Hill Nanango	Southern Downs Traeger Warrego

Timing of payments

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

Pro-rata payments for Ordinary General Elections (Tribunal Determination 31/2024 refers)

- a) Pre-paid Motor Vehicle Allowance payments normally scheduled for 1 July each year (covering period 1 July to 30 September) will be altered to include one additional month to align with the day before the normal polling day for the ordinary general election (i.e. the last Saturday of October in that year).
- b) Immediately following the Election, all elected Members (including both new and returned Members) will receive pro-rata Motor Vehicle Allowance payments for the period from the normal polling day for the ordinary general election to 31 December in that year. Normal allowance payments in accordance with standard Handbook scheduling will then recommence from 1 January.

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:

Payroll Services

Parliamentary Service

Parliament House

07 3553 6444

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:

CATEGORY	EXAMPLES
Air travel	<ul style="list-style-type: none"> commercial and charter air travel costs within and outside the electorate reimbursement of direct operating costs associated with a Member's private aircraft (see note 2 below) ancillary costs associated with air travel including airline club memberships, passport/visa fees, travel insurance, airport parking
Ground travel	<ul style="list-style-type: none"> public transport expenses (including rail, bus, ferry) short term car hire, taxis and connecting services (see note 1 below) reimbursement of fuel costs for private vehicle where taxi or hire car services are not available (see note 3 below) prepaid toll cards or e-toll devices car parking
Overnight expenses	<ul style="list-style-type: none"> Daily Travel Allowance

Notes

- 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 Allowance (see section 2.3.1).
- The allocation may be used to meet direct operating costs from private aircraft travel (as determined reasonable by the Clerk).
- 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.
- 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 current allowance amounts (set by Determination 35/2025 and effective 1 January 2025) are as follows:

AMOUNT PER ANNUM (excluding GST)	ELECTORATES			
GTA Band 1 \$19,877	Alger Aspley Bancroft Barron River Bonney Broadwater Buderim Bulimba Bundaberg Bundamba Burleigh Cairns Caloundra Capalaba Chatsworth Clayfield Coomera Cooper Currumbin	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 Toohey Toowoomba North Toowoomba South Townsville Waterford Woodridge
GTA Band 2 \$32,522	Burnett Condamine Gympie	Hill Hinchinbrook Maryborough	Mirani Nanango Scenic Rim	Southern Downs Whitsunday
GTA Band 3 \$43,306	Burdekin	Callide		
GTA Band 4 \$86,286	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.

Note: Following an election (including by-election) new Members will receive a pro-rata GTA allocation starting from the Election Date.

Service contact for Members

For assistance regarding the General Travel Allocation:

Financial and Administrative Services

Parliamentary Service

Parliament House

(07) 3553 6160

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.

HOW THE TRAVEL IS BOOKED/COST INCURRED	HOW THE CLAIM IS MADE AGAINST THE GTA
Travel booked by the Parliament House Travel Office or on an account of the Parliament. For example- <ul style="list-style-type: none"> • Flight costs • Hire car costs 	<ul style="list-style-type: none"> • 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- <ul style="list-style-type: none"> ▪ Minor public transport costs (see below re certification) ▪ Electorate air charters ▪ Private aircraft direct operating costs 	<ul style="list-style-type: none"> ▪ 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:

- that Member's spouse is formally invited to attend a function with the Member; or
- 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 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:

Travel by electorate office staff

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

- (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;*
- (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;*

Travel by Principal Policy Officers (applicable to cross bench Members only)

- b) The cross bench Member must only be conducting Parliamentary business according to categories (a); (b); (g) and (j).

- (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;*
- (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'.*

Other general conditions

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

Costs will be reimbursed in accordance with amounts contained in the Parliamentary Service Staff Travel Policy.

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) 3553 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
- portage

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

**DAILY TRAVEL ALLOWANCE RATE FOR TRAVEL
WITHIN AUSTRALIA, NEW ZEALAND, OR PAPUA NEW GUINEA
(effective 1 January 2025 – Tribunal Determination 35/2025 refers)**

Location of overnight stay	Amount
State and Territory capital cities within Australia as well as Wellington (New Zealand) and Port Moresby (Papua New Guinea)	\$444.00 per day
All other destinations	\$405.00 per day

Notes:

1. Where a Member is provided with complimentary accommodation or stays with relatives or friends, a DTA rate of 1/3rd of the full rate applies. The Tribunal determines this amount be set at \$148.
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 city 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
- portage

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

Effective 1 January 2025, the current rate of OSDTA is \$405.00.

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.

Service contact for Members

For assistance regarding Overseas Daily Travel Allowance:

Financial and Administrative Services

Parliamentary Service

Parliament House

(07) 3553 6160

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):

ELECTORATES			
Algester	Everton	Mansfield	Sandgate
Aspley	Ferny Grove	McConnel	South Brisbane
Bulimba	Greenslopes	Miller	Stafford
Chatsworth	Inala	Moggill	Stretton
Clayfield	Lytton	Mount Ommaney	Toohey
Cooper	Maiwar	Nudgee	

- 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 (effective 1 January 2025 – Tribunal Determination 35/2025 refers)

Circumstance	Amount
<i>Members provided with overnight accommodation in the Parliamentary Annexe</i>	<i>\$148.00 per day</i>
<i>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)</i>	<i>\$148.00 per day</i>
<i>Other Members not provided with overnight accommodation in the Parliamentary Annexe who stay in commercial accommodation facilities for an overnight stay (e.g. hotel)</i>	<i>\$440.00 per day</i>

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).

Service contact for Members

For assistance regarding Claims for overnight stays in Brisbane:

Financial and Administrative Services

Parliamentary Service

Parliament House

(07) 3553 6160

SAMPLE OF ANNUAL REPORT TO BE TABLED IN PARLIAMENT

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 EXPENDITURE AGAINST THE GENERAL TRAVEL ALLOCATION
Schedule of Travel expenditure for the period 1 July 2024 to 30 June 2025

Member name : H. LAWSONElectorate: Cunnamulla

TRAVEL DATE(S)	DESTINATION OR CENTRES VISITED	COSTS (excluding GST)						Category of Parliamentary Business	COMMENTS OR SUPPLEMENTARY INFORMATION
		Airfares	Daily Travel Allowance	Hire cars	Taxis	Rail	Other		
July 2024					400.00			NA	Cabcharge Account
17/07/2024-19/07/2024	Charleville, Longreach	775.00	480.00					(f)	
August 2024					50.00			NA	Cabcharge Account
07/08/20-09/08/24	Gympie, Bundaberg	880.00	240.00	200.00				(g)	
September 2024					350.00			NA	Cabcharge Account
14/09/24-17/09/2024	Rockhampton	700.00	720.00					(f)	
20/09/24-25/09/2024	Cairns, Horn Island, Aurukun	2,500.00	1,200.00				225.00	(h)	Includes ferry charges
October 2024					220.00			NA	Cabcharge Account
28/10/2024	Toowoomba	880.00	240.00	180.00				(d)	
November 2024					60.00			NA	Cabcharge Account
15/11/2024	Gregory			180.00				(d)	
December 2024					150.00			NA	Cabcharge Account
18-20/12/2024	Sydney	2,600	610.00					(j)	
18-20/12/2024	Sydney	2,600						(j)	Spouse travel
18-20/12/2024	Sydney	2,600						(j)	Electorate staff travel
January 2025					80.00			NA	Cabcharge Account
TOTALS:		13,535.00	3,490.00	560.00	1,310.00		225.00		

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.

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

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. Each Air Warrant issued may be exchanged for a one way business class commercial airline ticket only.

Note: Following an election (including by-election) new Members will receive a pro-rata Warrant allocation for the period commencing from the election date to 30 June.

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 trip must be certified by the Member with a declaration to the category of Parliamentary Business undertaken. The Warrant number(s) is quoted to the airline or travel agent at the time of booking. 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 2.6.3 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 allocated 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 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 2.6.3 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 of the Warrant allocation

Any unused Warrants as at 30 June each year will lapse and will not be carried over to the new financial year.

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

SAMPLE OF ANNUAL REPORT TO BE TABLED IN PARLIAMENT

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 2024 to 30 June 2025

Member name : H. LAWSON

Electorate: Cunnamulla

TRAVEL DATE(S)	COSTS (excluding GST)		Category of Parliamentary Business	COMMENTS OR SUPPLEMENTARY INFORMATION
	Airfares	Alternate Travel (Charter Flight, use of private plane, use of private vehicle))		
09-13/07/2024	880.00		(a)	
30/07-03/08/2024	880.00		(a)	
09-11/08/2024	880.00		(a)	
20-24/08/2024	880.00		(b)	
01-02/09/2024	880.00		(a)	
26-28/09/2024	880.00		(a)	
19-24/10/2024	880.00		(b)	
27/10/2024	30.00		NA	Flight cancelled – booking fee only
29/10-02/11/2024		1,200.00	(a)	Charter flight required from remote location
10/11/2024	460.00		(e)	
12-15/10/2024	880.00		(b)	
06/10/2024	460.00		(a)	
12/11/2024	460.00		(a)	
30/11/2024	460.00		(a)	
06/12/2024		756.00	(a)	Fuel costs in relation to using own plane
06-08/02/2025	912.00		(b)	
20-22/02/2025	912.00		(a)	
Totals:	10,734	1,956.00		

Member of the Legislative Assembly (signature)

The Clerk of the Parliament (signature)

2.4. Home Security Allowance

Purpose and description (Tribunal Determination 33/2025 refers)

The Home Security Allowance is available to reimburse eligible Members for expenses incurred in implementing home security measures recommended by a security assessment undertaken in relation to the eligible member's home by the Queensland Police Service or other appropriately qualified person approved by the Clerk.

Eligible Members include all members other than Ministers, the Leader of the Opposition and the Speaker who can request home security measures pursuant to specific guidelines applicable to their office holder roles. Refer section 1.1.2 for general Handbook exclusions.

Amount of the allowance

The Queensland Independent Remuneration Tribunal determined the Home Security Allowance is up to \$6,500 per Parliamentary term for eligible Members.

The Home Security Allowance commenced from 14 February 2025 for members of the 58th Parliament.

Security assessments

It is recommended that a security assessment is undertaken for every member, regardless of whether the member wishes to claim the allowance or not. Security assessments not only enable an assessment of the member's home, but also provide an opportunity to educate about situational awareness and other matters, bespoke to the member's circumstance.

For Members wishing to make a claim against the Home Security Allowance, a formal security assessment is mandatory. The assessment report will recommend and prioritise any necessary security enhancements. The assessment will be coordinated by the Parliamentary Service in partnership with the Queensland Police Service or other accredited partners.

Arranging home security works

Members will be responsible for arranging the purchase and installation of the specific preventative security measures recommended in the security assessment.

Claiming reimbursement

Once invoices have been paid for security work completed, Members can submit invoices for reimbursement from the allowance. The security works identified on the invoice will be verified against the recommended work from the security assessment, then a reimbursement will be processed.

Service contact for Members

For assistance regarding the Home Security Allowance:

*The Sergeant-at-Arms
Parliamentary Service
Parliament House
(07) 3553 6480*

2.5. Additional Staff Resources for Cross Bench Members

Pursuant to Part 4A of the *Queensland Independent Remuneration Tribunal Act 2013*, the Tribunal may make determinations to provide additional staffing resources to cross bench Members.

Where additional staff are provided in accordance with Tribunal determinations, such arrangements will be administered by the Clerk of the Parliament consistent with the role of the Clerk as Chief Executive of the Parliamentary Service under the *Parliamentary Service Act 1988*.

Purpose and description

Each Member may engage, subject to the approval of the Clerk, one Parliamentary Policy Officer (PPO) on a 1.0 Full time Equivalent (FTE) basis.

The PPO will provide Parliamentary support to the cross bench Member and must not support the cross bench Member in their electorate or political party functions.

The PPO shall be remunerated at the salary rate applicable within the Parliamentary Service equivalent to an Administration Officer level 7 (AO7) under the *State Government Entities Certified Agreement 2023 – Queensland Parliamentary Service Award – State 2015*.

Each cross bench Member has discretion to decide the work arrangements, work location, hours and schedule for the PPO. Members should consult with People and Culture regarding proposed arrangements.

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 persons appointed to PPO roles.

Further information concerning PPO Administrative Arrangements is available from People and Culture.

Recruitment and selection

Members may undertake their own recruitment and selection activities to locate suitable staff or may elect to have People and Culture staff assist with these activities. People and Culture can coordinate recruitment and selection activities advertising, shortlisting and interviewing of candidates.

A Position Description has been developed to outline the general requirements of the PPO role and is available from People and Culture. This document should be provided to prospective employees as part of the recruitment process.

Appointments to PPO positions should be made by way of an Employment Contract pursuant to section 27 of the *Parliamentary Service Act 1988* or via secondment arrangements if the person is appointed from an existing Queensland public sector position.

Members may not:

- (a) engage “connected parties” (as defined in section 1.5) in either of the electorate office staff positions; or
- (b) permit job sharing arrangements to facilitate existing electorate office staff also perform the role of a PPO concurrently.

2.6. 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.

2.6.1. Parliamentary precinct – accommodation and services

2.6.1.1. 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)*.

2.6.1.2. Equipment

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

2.6.1.3. 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*

2.6.1.4. 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 proceedings 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 embossed with their name on an “opt in” basis. Members will be required to specifically request their edition each year rather than have one automatically produced and issued.

Service contact for Members

For assistance regarding Hansard publications:

*Chief Hansard Reporter
Parliamentary Service
Parliament House
07 3553 6344*

2.6.2. Electorate Office - accommodation and staffing

2.6.2.1. 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:

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

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*

2.6.2.2. Electorate office staffing

Purpose and description

Each Member may engage, subject to the approval of the Clerk, one (1) full-time Electorate Officer and two (2) full-time Assistant Electorate Officers 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, one (1) additional Electorate Officer but not an additional Assistant Electorate Officer.

Each role of Electorate Officer or 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 People and Culture or Payroll Services.

Recruitment and selection

Members may undertake their own recruitment and selection activities to locate suitable staff or may elect to have People and Culture or Payroll Services staff assist with these activities. People and Culture or Payroll 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 *Parliamentary Service Electorate Office Staff Certified Agreement 2023*.

Salary rates

The salaries of electorate office staff are determined by the *Queensland Parliamentary Service Award – 2015* and the *Parliamentary Service Electorate Office Staff Certified Agreement 2023*.

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 People and Culture or Payroll Services. The current full-time salary rates are:

ELECTORATE OFFICER			ASSISTANT ELECTORATE OFFICER		
Level	Salary Per Fortnight (\$) as at 01.07.2025	Salary Per Annum (\$) as at 01.07.2025	Level	Salary Per Fortnight (\$) as at 01.07.2025	Salary Per Annum (\$) as at 01.07.2025
L1	4,525.40	118,064	L1	3,431.10	89,515
L2	4,627.20	120,720	L2	3,540.30	92,364
L3	4,730.40	123,413	L3	3,652.00	95,278
L4	4,832.30	126,071	L4	3,762.40	98,158
L5	5,047.20	131,678	L5	3,956.60	103,225
L6	5,168.40	134,840	L6	4,068.30	106,139
L7	5,287.10	137,937	L7	4,180.90	109,077
L8	5,404.60	141,002	L8	4,291.40	111,960

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 2.6.2.3).

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 People and Culture 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:

People and Culture

Parliamentary Service

Parliament House

07 3553 6002

2.6.2.3. 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 2025-26 financial year is \$39,400 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 Payroll 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.2.6.2.2).

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:

- (a) paid overtime costs for existing staff subject to operational restrictions approved by the Clerk;
and
- (b) costs associated with engaging additional staff on a temporary or casual basis to assist in addressing office workload demands.

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:

Payroll Services

Parliamentary Service

Parliament House

07 3553 6444

2.6.2.4. 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 those 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-

- three (3) 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*

2.6.2.5. 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:

Information to be given	Circumstances in which information is to be given
a reasonable number of copies, in <u>printed form</u> , of the most recent version of the entire electoral roll for 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 <u>electronic form</u> , of the most recent version of the entire electoral roll for the electoral district the member represents	(a) once during each Legislative Assembly; and (b) without charge
a copy, in <u>electronic form</u> , of the changes to the most recent version of the entire 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

2.6.3. Parliamentary Committee resources and travel

2.6.3.1. 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.

2.6.3.2. 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.

2.6.3.3. 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.

2.6.3.4. 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*

2.6.4. Other special travel arrangements

2.6.4.1. 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.

2.6.4.2. 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

2.7. 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.

2.7.1. 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.

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.

Service contact for Members

For assistance regarding Property:

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

For assistance regarding Transition Allowance:

*Payroll Services
Parliamentary Service
Parliament House
(07) 3553 6444*

For assistance regarding Other Special Travel arrangements:

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

PRINT THIS PAGE AND NEXT PAGE, DOUBLE-SIDED

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)

DATE OF OVERNIGHT STAY(S)	WHERE DID YOU STAY?			DETAILS OF PARLIAMENTARY BUSINESS (PB) UNDERTAKEN			
				CATEGORY OF PB			DESCRIPTION OF PB
	Parliamentary Annexe	Commercial accommodation in the city	Complimentary accommodation or with relatives/friends	Sittings of the Legislative Assembly PB category (a)		Other PB Categories (b) – (k)	
				Sitting of the Assembly	Did you return to your principal place of residence on any actual sitting nights claimed? (see note 1)		
	(tick if applicable)	(tick if applicable)	(tick if applicable)	(tick if applicable)	(tick as applicable)		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Notes

- 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).
- 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) Where seeking reimbursement for travel costs directly incurred, receipts must be provided with the claim		
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:			
Departure Date	/ /	Departure Time: A.M. P.M.	Return Date / / Return Time: A.M. P.M.
FULL RATE (Note different rates apply for visits to capital cities)		REDUCED RATE (1/3 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.		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.	
Name of Accommodation	From:	To:	Days claimed:
.....
.....
.....
.....
		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: <i>(Please tick the appropriate box and/or provide the relevant details)</i>		
a) <i>Sittings of the Legislative Assembly or direct travel of the Member to or from such sittings;</i>	<input type="checkbox"/>	
b) <i>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;</i>	<input type="checkbox"/>	Name of Parliamentary Committee
c) <i>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;</i>	<input type="checkbox"/>	Representing..... Event.....
d) <i>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;</i>	<input type="checkbox"/>	Nature of Meeting.....
e) <i>Attendance at official Government, Parliamentary or Vice-regal functions;</i>	<input type="checkbox"/>	Function.....
f) <i>Attending to business (including attending conferences, functions, meetings or seminars) directly relating to a Member's Electorate;</i>	<input type="checkbox"/>	Nature of Business
g) <i>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;</i>	<input type="checkbox"/>	Nature of Business
h) <i>Attending to business directly related to the subject matter of a Parliamentary party committee to which the Member belongs;</i>	<input type="checkbox"/>	Party Committee.....
i) <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);</i>	<input type="checkbox"/>	Nature of Business.....
j) <i>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</i>	<input type="checkbox"/>	Nature:..... Official purpose..... Place:..... Other details.....
k) <i>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'.</i>	<input type="checkbox"/>	

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).

Date	Depart From	Arrived At	Warrant Number	Mode of travel (select one):		
				Commercial Air Charter (actual costs)	Private Aircraft (flying hours)	Motor Vehicle (kilometres)
				<input type="checkbox"/> \$:	<input type="checkbox"/> Hrs:	<input type="checkbox"/> Km:
				<input type="checkbox"/> \$:	<input type="checkbox"/> Hrs:	<input type="checkbox"/> Km:
				<input type="checkbox"/> \$:	<input type="checkbox"/> Hrs:	<input type="checkbox"/> Km:
				<input type="checkbox"/> \$:	<input type="checkbox"/> Hrs:	<input type="checkbox"/> Km:
				<input type="checkbox"/> \$:	<input type="checkbox"/> Hrs:	<input type="checkbox"/> Km:
				<input type="checkbox"/> \$:	<input type="checkbox"/> Hrs:	<input type="checkbox"/> Km:
				<input type="checkbox"/> \$:	<input type="checkbox"/> Hrs:	<input type="checkbox"/> Km:
				<input type="checkbox"/> \$:	<input type="checkbox"/> Hrs:	<input type="checkbox"/> Km:

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)

Date	Actual Cost or reimbursement	Comparative commercial airfare	Amount claimable
		Total Claim Amount:	