



**Australian Government**

**Department of Finance**

**Key Points**

- *On 3 April 2017, the Independent Parliamentary Expenses Authority (IPEA) commenced operations.*
- *There are changed arrangements for enquiries relating to the Parliamentarians and MOP(S) Staff work expenses framework.*

Circular No 2017/02

**All Senators and Members  
All MOP(S) Act Employees**

**COMMENCEMENT OF THE INDEPENDENT PARLIAMENTARY EXPENSES  
AUTHORITY**

Advice regarding parliamentarians' and MOP(S) Act employees' work expenses is now split between two entities – **IPEA enquiries** (travel, reporting and other matters managed by IPEA) and **all other work expense enquiries** (managed by Ministerial and Parliamentary Services).

New contact details are below:

**IPEA enquiries**

IPEA phone	(02) 6215 3000
IPEA email	<a href="mailto:enquiries@ipea.gov.au">enquiries@ipea.gov.au</a>
Hours of operation	9:00am – 5:00pm EST
Internet	<a href="http://www.ipea.gov.au">www.ipea.gov.au</a>

**All other work expense and employee enquiries**

Parliamentarians	(02) 6215 3542
MOP(S) Act employees	(02) 6215 3333
Parliamentarians & MOP(S)	<a href="mailto:mpshelp@finance.gov.au">mpshelp@finance.gov.au</a>
Hours of operation	9:00am EST – 5:00pm WST
Internet	<a href="http://www.maps.finance.gov.au">www.maps.finance.gov.au</a>

The core functions of IPEA relate to travel, reporting and audit, including:

- providing personal advice to parliamentarians and MOP(S) Act employees on travel expenses, allowances, and related expenses
- monitoring parliamentarians and MOP(S) Act employees use of travel expenses, allowances, and related expenses
- administering travel expenses, allowances, and related expenses, including processing of these claims
- publically reporting on work expenses under the existing framework
- auditing work expense claims under the existing parliamentary framework.

Ministerial and Parliamentary Services will retain the following functions:

- Human Resources and payroll services for MOP(S) Act employees
- office accommodation (including Ministerial Wing at APH and Commonwealth Parliament Offices)
- COMCAR
- advice, support and administration of non-travel related work expenses
- contract management of third party service providers

Please also note that there have been changes to the Advice and Support Directors in Ministerial and Parliamentary Services. The new arrangements and contact details are set out below:

Lauren Barons (NSW/WA/ACT)	02 6215 3426	<a href="mailto:Lauren.Barons@finance.gov.au">Lauren.Barons@finance.gov.au</a>
Daniel Collet (SA/QLD)	02 6215 1373	<a href="mailto:Daniel.Collet@finance.gov.au">Daniel.Collet@finance.gov.au</a>
Shane McGaughey (VIC/TAS/NT)	02 6215 3827	<a href="mailto:Shane.McGaughey@finance.gov.au">Shane.McGaughey@finance.gov.au</a>



Lauren Barons  
 A/g Assistant Secretary  
 Advice and Support Branch  
 Ministerial and Parliamentary Services  
 06 April 2017