

Expenses relating to a Leader's Office

1 answering machine
1 fax machine

Alternatively, one of the telephone lines and/or this equipment may be located in the Leader's Electorate Office or Parliament House suite. Where a Leader shifts residence the Leader will be required to personally meet the costs of transfer of one telephone line. All costs associated with the other phone/fax lines will be a charge to the Office of the Leader.

The movement of phones within the Leader's residence is a private cost.

Mobile phones

Leaders will be provided with one digital mobile phone as a standard. A mobile phone and car kit will also be provided in the Leader's official vehicle.

These mobile services are in the name of Ministerial Services and are billed direct to Ministerial Services. All reasonable call costs will be a charge to the Office.

Pagers

If required, Leaders will be provided with a pager with national coverage.

Accounts in the name of the Leader

Reimbursements or upfront payments will be made for rental and service charges and 85% of the cost of all calls for the Leader's private line.

Reimbursements or upfront payments will be made for installation costs, rental and service charges and up to 100% of reasonable call costs for the official/facsimile line and will be a charge to the Office.

Any significant personal costs (eg. personal overseas, STD or mobile calls, personal calls to information services, or private business use), on the official/facsimile line should be identified and will be a personal cost of the Leader.

Procedures

Telephone lines in residences will be in the name of the Leader. Arrangements for installation need to be made by the Leader or a person living at the Leader's residence. Payment of accounts in the Leader's name will be made:

- a. by reimbursement subject to the provision of documentation

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- including proof of payment and a payment voucher authorised by the Chief Delegated Officer; or
- b. direct by Ministerial Services on the original account attached to a claim for payment authorised by the Chief Delegated Officer. If direct payment is required, claims should be lodged as early as possible and Leaders should include a personal cheque for 15% of call costs on the private line and any identified personal costs on the official/facsimile line.

See ENTITLEMENTS - Leader.

Internet Connection - Leader

Home broadband internet connections assist in utilising remote access facilities to the Opposition Network. Leaders may choose to be reimbursed 85% of a private Internet connection in lieu of the reimbursement for one home telephone line. This reimbursement would be to a maximum of \$100 per month.

Once-only set up and installation costs of up to \$200 may be an official expense if the internet service is not already connected. Higher set up costs (if required) will be considered on a case by case basis.

Costs of up to \$200 to transfer an internet service to a new address may be an official expense. Costs of relocating a service within a residence will be a personal expense. Early termination charges on internet plans will be a personal expense.

4.12.2 Staff

Telecommunications is an essential tool in the workplace. However, the use of telecommunication equipment carries with it certain responsibilities. Incorrect or inappropriate use can have serious consequences for the government. The intent of the following policy and guidelines is to clarify staff use of telecommunications equipment and to establish professional and ethical conduct.

Policy

Staff may be provided with equipment/lines for official duties within reasonable limits.

The following can be considered a standard:

- a. Senior Media Advisors may request the use of a home fax machine for official purposes. In the absence of a clear business case to the contrary, home fax machines are to be operated through an existing telephone line. Other Senior Advisors will only be provided with a home fax machine on the basis of clear business needs.
- b. Telecards/Smartcards may be requested for official use in regional areas.
- c. Staff who are allocated a motor vehicle and who have use of

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an office mobile phone will be entitled to a hands-free kit installed in the vehicle.

All costs associated with transferring telephones from one residence to another are to be treated as private in nature.

Inappropriate Use

Telecommunications usage must be able to withstand public scrutiny and or disclosure.

Unauthorised accessing, transmitting or storing material that might bring the government into disrepute is not permitted.

Official telecommunications equipment must not be used to:

- a. Call 0055 or 1900 prefixed information lines;
- b. maintain or support a personal or private business;
- c. defame, harass, abuse or otherwise offend other users, individuals or organisations;
- d. download, store or distribute offensive material (via camera, SMS or MMS);
- e. access chat lines or information services that incur additional costs.

When using telecommunications equipment (particularly writing messages and using the camera), staff should assume that information can be retrieved if not deleted by the user.

Inappropriate use of telecommunications equipment can lead to disciplinary action and/or the revocation of telecommunications entitlements.

It is the policy of the Queensland Government that any employee found to have used a government owned communication or information device to download, store or distribute pornography will be dismissed.

Personal use of Telecommunications equipment

It is acknowledged that staff are often required to be on call, travel for work purposes or work away from the office for extended periods. Reasonable personal use of telecommunications equipment is permitted where it:

- a. is not used to support a private business;
- b. does not interfere with the operation of the Government;
- c. does not violate any State/agency policy or related State/Federal legislation and regulation.

Personal use should be kept to a minimum and mobile phone usage will be monitored regularly.

Reimbursement for private calls may be required.

The ability to use Multimedia Messaging Service (MMS) to distribute photos is not generally enabled on phones and is only

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done so for official purposes. Staff should not distribute personal photos by MMS on official phones.

The privilege of using Government devices for reasonable personal use may be revoked or limited at any time.

Reimbursements of telephone expenses

Chauffeurs are entitled, as a condition of their employment, to be reimbursed for standard service and equipment charges of their private home telephone plus 280 local telephone calls per calendar year. In addition, chauffeurs may also claim for other official calls (eg. official STD calls and official calls to mobile phones)

Reimbursement for costs incurred by other staff entitled to telephone expenses as a condition of their employment, will cover standard service and equipment charges plus 35% of local, STD, and calls made to mobile phones. All international calls will require approval on the basis that they are for official purposes and should be claimed separately from Ministerial Services.

If a staff member obtains the Leader's approval for a separate fax, phone or data line, reimbursement will cover standard service and equipment charges plus 90% of local, STD, and calls made to mobile phones.

Internet Connection - Staff

Home broadband internet connections assist in utilising remote access facilities to the Opposition Network. Staff (other than chauffeurs) with an entitlement to telephone expenses as a condition of their employment may choose to be reimbursed 85% of a private internet connection in lieu of the reimbursement for one home telephone line. This reimbursement would be to a maximum of \$50 per month.

Set up, installation and transfer costs will be a personal expense. Early termination charges on internet plans will be a personal expense.

See ENTITLEMENTS - Staff.

No entitlement to telephone expenses

Staff who are not entitled to telephone expenses as a condition of their employment may be reimbursed for official calls made on their private residential phone if it can be shown that excessive expenses have been incurred. This should not be on an ongoing basis.

Reimbursements for the use of personal mobile phones will only be considered in exceptional cases and not on an ongoing basis.

Procedures

Payment of accounts in the staff member's name will be made by reimbursement subject to the provision of adequate documentation.

4.12.3 Office

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Policy

Telecommunications equipment and lines will be provided to meet official needs.

The following are examples of official phone costs met through Ministerial Services:

- office phones
- fax lines
- mobile phones
- pagers and
- official Telecards/Smartcard charges

Normal phone services provided to Members will be a responsibility of and a charge to the Parliamentary Service.

Office Phones

Arrangements for official requirements for office phones are to be made through Ministerial Services.

Fax Machines

The Office will be provided with necessary fax machines for incoming and outgoing facsimiles. Fax machines for specific office staff are not provided. See TELECOMMUNICATIONS - Staff.

The use of fax stream (high volume faxing) should be kept to a minimum and recipient lists should be reviewed at least every six months.

Mobile Phones

The Office is provided with mobile phones in addition to the phones provided for the use of the Leader.

Limits are set by the Premier.

Staff who are provided with a motor vehicle as a condition of their employment and who are also provided with a mobile phone are entitled to have a hands free kit installed in their motor vehicle.

Personal mobile phones are not to be utilised for official purposes except in exceptional cases.

Blackberry Personal Digital Assistants

The Office of the Leader of the Opposition may request up to 3 Blackberry devices for use by the Leader and/or staff. These devices are also a mobile phone and will replace a mobile phone provided a suitable car kit is available. Requests for additional Blackberry devices should be submitted to Ministerial Services.

Pagers

Up to 5 pagers with national coverage are available on request.

Satellite Phones and Conference phone

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A number of satellite phones are available from Ministerial Services for loan purposes. Satellite phones are not provided to Offices on an ongoing basis because of the high cost.

A conference phone is held by Ministerial Services for loan purposes.

Telecards/Smartcards

Telecards/Smartcards will be provided, if required, for use in regional areas, particularly where the mobile phone coverage is not available. These cards will be separate from telecards issued by the Parliamentary Service for Member's use.

Electorate Office

Electorate office phones are generally the responsibility of the Clerk of the Parliament.

Procedures

Bill Payments

General Office telecommunications bills will be received, checked and paid directly by Ministerial Services without the prior approval of the Office.

Ministerial Services will provide the Office with summary reports on telecommunication bills. Individuals will be provided with copies of their mobile phone account.

Any anomalies in these summary reports or significant variations in bills should be queried by the Office with Ministerial Services.

Bills held in Ministerial Services are available for perusal by the Office. It is not administratively practical to distribute copies of detailed phone bills for landlines.

Repairs

Repairs and maintenance of any approved equipment and telephone lines are chargeable to the Office of the Leader.

Requests for repairs should be directed through Ministerial Services.

4.13 Transportation

4.13.1 Fines

Policy

Leaders and staff are to strictly observe traffic regulations (including parking regulations) at all times and any costs incurred through breaches of these regulations are to be treated as personal costs unless there are exceptional circumstances.

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Any requests for the payment of parking and traffic fines should be made to Ministerial Services and include details of why the infringement was unavoidably incurred in carrying out official duties.

4.13.2 Ministerial parking station

The Ministerial Parking Station (MPS) facility provides six pool vehicles, parking areas, a car wash bay and a chauffeur's rest area.

Pool vehicles may be utilised as follows:

- a. by Ministers when their vehicles are out of service;
- b. to chauffeur the Premier's partner;
- c. for use by former Premiers and VIPs;
- d. by the Opposition Leader, the Speaker and the Governor when their vehicles are out of service; and
- e. by the Premier as a self drive vehicle.

The MPS facility is used on a day to day basis for washing and general maintenance of chauffeur driven vehicles. The Opposition may also utilise the facility for these purposes.

Guidelines for the day to day operations of the MPS are:

- a. The area is to be secured by locking the roller door at times when there are no chauffeurs present.
- b. Vehicle keys are to be secured in the key locker in the Office when the vehicle is not in use.
- c. Before returning vehicles to the pool, a check of the vehicle including fluids, oil levels and tyre pressure is to be undertaken. Any damage or faults should be repaired prior to return to the MPS or reported to the Chauffeur to the Premier.
- d. The Chauffeur to the Premier is to ensure that regular servicing is carried out on all MPS vehicles.
- e. Vehicles are not supplied with fuel cards. Temporary fuel cards are available from Ministerial Services.
- f. Pool vehicles should be returned to the MPS with a full tank of fuel.
- g. After use, the chauffeur driving the vehicle should ensure that the log book located in the MPS is completed.

4.13.3 Motor vehicles

Policy

The numbers of motor vehicles allocated to the Office and any private use component of motor vehicles will be at the discretion of the Premier.

Approved vehicles are provided to staff for official purposes.

Subject to the Premier's approval the Leader may choose to forego vehicles and reallocate funds to other priorities.

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All official vehicles are leased through QFleet. Expenditure on lease payments, running costs, any insurance excess for repairs, and any costs associated with getting the vehicle to a standard to be returned to QFleet at the end of the lease, will usually be a charge to the Leader's Office.

In addition, Leaders and staff may utilise hire motor vehicles, as and when required, for official purposes. QFleet is often able to assist with the hire of vehicles at discount rates.

All staff are to take reasonable care of vehicles including housing and cleaning. Fuel cards for chauffeur driven vehicles will allow the use of automatic car wash facilities. Costs of cleaning vehicles are considered personal costs.

The use by staff members of their private vehicles for official purposes will only be allowable where:

- a. exceptional circumstances exist;
- b. the prior written approval from the Chief Delegated Officer is obtained;
- c. the vehicle has comprehensive or third party insurance coverage;
- d. it is cost effective; and
- e. the insurance policy has been endorsed to indemnify the State Government against certain liabilities at law. The indemnity must be attached to any request for approval and claims for payment.

Leader of the Opposition

The Leader is provided with a chauffeur and a 6 cylinder CEO level motor vehicle for official purposes. This vehicle is also available for private use. However, fuel when on leave is a personal expense and should not be placed on the fuel card.

This vehicle may be used by the Leader and the Leaders' partner or members of the Leader's Office or the Leader's electorate staff.

This vehicle must not be used for any commercial or business related purposes, or to display any form of advertising.

Deputy Leader of the Opposition

The Deputy Leader of the Opposition is entitled to an official vehicle up to an SES 2 level in accordance with government policy. This vehicle is also available for private use. However, fuel when on leave is a personal expense and should not be placed on the fuel card.

This vehicle may be used by the Deputy Leader and the Deputy Leaders' partner or members of the Leader's Office or the Deputy Leader's electorate staff.

This vehicle must not be used for any commercial or business related purposes, or to display any form of advertising.

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Staff

4 cylinder motor vehicles are provided for official use by the staff of the Office. The choice of vehicle is based on official need and the most economical lease type using whole of life costing.

With the exception of QG plated vehicles, these office vehicles may be allocated to a Senior Advisor or equivalent, for personal use. Allocation is to be approved by the Leader.

Personal use in relation to the motor vehicle means travelling to and from the Appointee's place of work, after hours use and use of the vehicle whilst on annual recreation leave. It includes being driven by the staff member, the staff member's partner and other office staff. It does not include private business ventures or commercial activities of any kind. Vehicles also must not be used to display any form of advertising.

Fuel costs when the staff member is on annual recreation leave is a personal expense and should not be placed on the fuel card.

A staff member who is provided with an official vehicle which is also available for personal use is not permitted to give that vehicle to a relative/partner while the staff member is at work. During these times the vehicle is to be available for office use.

If a senior staff member who has been allocated private use of a motor vehicle takes leave and leaves his/her car at the office that vehicle may be utilised by the acting staff member for home garaging only. Private use of the vehicle requires the Leader's approval.

Accidents

All accidents are to be reported promptly to Ministerial Services. All leased vehicles are covered by insurance under standard lease conditions. A standard excess of \$750 applies. The cost of insurance excess will generally be a cost to the Office. However, unless exceptional circumstances exist, the cost of insurance excess when a vehicle is damaged whilst being used for private purposes will be a private cost and not a cost to the Office of the Leader.

Procedures

- a. All official expenditure associated with motor vehicles will be a charge to the Office.
- b. Except in emergency circumstances, fuel should be purchased from the Government contract supplier.
- c. Fuel cards for the purchase of fuel are supplied by Ministerial Services. Correct odometer readings must be entered at the time of purchase of fuel to assist with re-ordering of vehicles.
- d. All fuel for private use of a motor vehicle whilst on holidays is a personal expense and should not be purchased using a fuel card.

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- e. If the Leader's official vehicle is unavailable, a replacement vehicle may be utilised from the pool of vehicles located in the Ministerial Parking Station.
- f. Vehicles generally are to be collected from QFleet, Brisbane. Remote location collections may only be arranged if there is no additional cost to the public.
- g. Requests for motor vehicle accessories should be directed to Ministerial Services and include details of any relevant business need. If an accessory (eg. tow bar) is for personal use, the cost of the accessory will be a personal expense. Any requests made in conjunction with a new vehicle order should be noted on the 'Requisition for Motor Vehicle' form. An invoice for the personal cost will be forwarded to the officer and should be paid prior to delivery of the vehicle. At the completion of lease agreements, those accessories will remain on the vehicle. Provided a personal accessory is fully paid for, and remains on the vehicle at lease end, it will be included in all future lease agreements without further charge, unless Ministerial Services are otherwise advised.
- h. Under the maintenance provisions of the lease agreement with QFleet, two (2) replacement tyres are provided for. Requests for replacement tyres can be made through QFleet or Ministerial Services.
- i. Ministerial Services provides regular vehicle management reports to Offices.

Examples

A staff member has an accident in an official vehicle on the way home from work. The full cost of repairs will be a charge to the Office.

The partner of a Senior Advisor is driving the vehicle during a family holiday and has an accident. The insurance excess or first \$750 of repairs will be a private cost.

A staff member is moving private equipment in a trailer and an item falls off the trailer and damages another vehicle. The insurance excess or first \$750 of repairs will be a private cost.

4.13.4 Taxis

Policy

Taxis are to be used for official purposes only and under no circumstances are they to be used for trips of a private nature.

Cabcharge accounts are provided for official travel by the Leader and staff.

Procedures

- a. The Office has a taxi account and the Office is responsible for ordering Cabcharge dockets.
- b. The cost of using a taxi for official purposes may be charged

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- to the Office by using a taxi voucher.
- c. Cabcharge cards are not normally available to Leaders or staff.

Taxi voucher books should be held by senior officers for distribution to staff as required. Note that these are accountable documents and as such, should be securely held and appropriately controlled. A register of taxi vouchers held in the Office should be maintained. When a taxi voucher is issued to a staff member, it should be signed for and the following information recorded in the register:

- a. voucher number;
- b. date;
- c. officer's name;
- d. purpose (if known); and
- e. destination (if known).

Staff should complete the details on the Cabcharge voucher at the time of travel and obtain a receipt on completion of the journey and return it to the register holder so cost and time can be completed in the register.

Cabcharge bills are provided to the Leader's Office on a monthly basis and include a copy of used vouchers. The bill is to be checked, reconciled to the register and certified by the Leader's Office that expenditure is incurred in accordance with this Handbook. Accounts are then forwarded to Ministerial Services.

At the end of each month any unused vouchers held by staff for more than three (3) months should be made void.

Taxi vouchers must not be pre-signed and held for later use.

In extenuating circumstances, where it is not possible to use a taxi voucher, a staff member may pay by cash or private credit card and seek reimbursement.

Cabcharge bills the Office on a monthly basis and includes a copy of used vouchers. The bill is to be checked and certified by the Office that the expenditure is incurred in accordance with this Handbook. Accounts are then forwarded to Ministerial Services.

- a. Under no circumstances are taxi vouchers to be issued for unauthorised purposes.
- b. Taxis may be used for any official business, however office vehicles should be used where possible.
- c. Taxis may be used where a staff member is required to attend an official function as part of their duties and it is not appropriate or convenient to use an office vehicle.
- d. Taxis may be used as transport between home and work, when:
 - a staff member is required to work prior to 7 am or leaves work after 7 pm and this is not part of the staff members regular, formal or scheduled work hours; and

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- a staff member is required to work on weekends and the staff member does not have the use of an official vehicle.
- e. The Chief Delegated Officer may approve the use of taxis for transport home at other times in exceptional circumstances only.
- f. Chauffeurs may take a taxi home when they have driven the Leader and the Leader wishes to retain the official car and public transport is not easily accessible. Taxis should not be used to return to work the next morning unless it is not reasonable to use public transport.
- g. All details on the taxi vouchers are to be completed, and failure to do so may result in the issue of a debit note by Ministerial Services to recoup the expenditure.

Taxis are not to be used in the following situations:

- a. as a means of transport between home and work where the staff member has use of an official vehicle; (Note: If a staff member has left a vehicle at work due to attending an official function for an evening, a taxi is not to be utilised as a means of transport to the Office the next morning unless the officer is required to commence work prior to 7am.)
- b. as transport for any trip which is of a private nature;
- c. where overtime is on a regular, formal or scheduled basis; or
- d. where public transport is reasonably available.

4.14 Travel

4.14.1 Air charter

Policy

Leaders are entitled to use charter aircraft for official purposes in circumstances where scheduled services are not available, or where to use scheduled services would not enable the Leader to keep an official commitment.

Twin engine aircraft should be used and Leaders should ensure that aircraft and pilots are rated for all-weather flying. However, where absolutely necessary, Leaders may be permitted to travel in single engine aircraft.

Suitable insurance coverage or indemnity should be arranged for Leaders when flying in a single engine aircraft or helicopter. (This is normally organised by the charter firm. Where not available, this will need to be organised by the Office).

During an election campaign, special attention must be paid to ensuring that charter aircraft are not used for personal campaign purposes (except to the extent they are used for normal travel to and from the electorate).

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Air charter should not become the regularly accepted form of transport and should only be used as a measure of last resort.

The cost of air charter is a charge against the Leader's Office.

Procedures

Unless exceptional circumstances exist, Air Charter with a private company is to be arranged through the travel provider - Qantas Business Travel. If Qantas Business Travel is not able to be used then three (3) verbal or written quotes should be obtained, evaluated and the final decision documented.

4.14.2 Qantas Business Travel

The Leaders Office has a travel contract with Qantas Business Travel (QBT) for all travel.

QBT booking procedures and administration information can be found as an attachment to this Handbook (Appendix 17). Use of Virgin Blue, Alliance Air and Jetstar are encouraged where it is practical and cost effective.

Only in exceptional circumstances are travel bookings to be made with another travel provider.

See EXPENSES RELATING TO A MINISTER'S OFFICE:

- Domestic travel
- Overseas travel
- Travel to and from the electorate
- Air charter.

4.14.3 Cash advances

Policy

Cash advances are provided for overseas travel and petty cash. Only in exceptional circumstances will cash advances be made available for other purposes.

Procedures

In exceptional circumstances contact Ministerial Services.

See EXPENSES RELATING TO A THE OFFICE OF THE LEADER OF THE OPPOSITION - Overseas Travel and Petty Cash.

4.14.4 Domestic Travel

Policy

All domestic travel must be for the purposes of carrying out official duties. Travel for private purposes is not to be charged to the office. Private expenditure while travelling must not be incurred on an official credit facility.

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Travel associated with election campaigns may be official in nature provided it is not used for personal campaign purposes.

Domestic travel expenditure must be approved by the Chief Delegated Officer.

No travel insurance should be purchased. The Government self insures for domestic travel purposes.

Domestic travelling expenditure to be charged to the Office will be official expenditure incurred whilst travelling within Australia by:

- a. the Leader;
- b. staff of the Leader (including consultants);
- c. guests of the Leader (whose attendance the Leader believes on reasonable grounds will assist in the performance of the relevant duties);
- d. partner of the Leader when:
 - accompanying the Leader; or
 - travelling separately to the Leader but attending the same function; or
 - attending a function, conference or convention in lieu of the Leader; or
 - attending a function, conference or convention in their own right as partner of the Leader.

A Leader's partner may accompany the Leader where the Leader believes, on reasonable grounds, that the attendance of the partner will or may assist the Leader in the performance of the relevant official duties.

Travel costs include:

- a. airfares (excluding Air Charter)
- b. accommodation
- c. allowances (travel)
- d. meals (including beverages)
- e. taxis/car hire
- f. other (including official telecommunications, postage, laundry and/or dry cleaning where travel involves at least four (4) consecutive overnight stays)

The Leader, partner and Official guests are only entitled to actual expenditure.

Staff may claim either actual expenditure or travel allowances. However, unless exceptional circumstances exist a combination of allowances and actuals expenditure may not be claimed on any one trip (base to base). Staff must note their responsibility not to claim:

- a. accommodation allowances where actual accommodation for the trip has been paid from a Government source; or
- b. meal allowances where any actual meal costs for the trip (including hospitality) have been met from any other Government source (eg. Business Travel Account).

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NB: Travel allowances will mirror the Department of the Premier and Cabinet allowances (see APPENDIX 1 – Allowances - travel).

Incidental Allowances

The overnight incidental allowances as detailed in Appendix 1 may be claimed for official travel by staff only.

Overnight incidental allowance is provided to cover items such as :

- a. newspapers, magazines;
- b. snacks including coffee, tea or drinks;
- c. personal items necessary for visit; and
- d. items and services for which receipts are unobtainable.

Claims for incidental allowance should be finalised before or as part of acquitting business travel accounts as all the necessary documents are available at this time. Claims made at a later date may result in the staff member being charged an administration fee for the excessive processing required.

Reasonable Limits

Class of Travel

Leaders and Senior Advisors or equivalent, may travel Business Class whilst other officers are required to travel best fare economy class with the following exceptions:

- a. When an officer is accompanying another officer who is travelling Business Class then that officer may also travel Business Class.
- b. If the plane trip within Australia is in excess of three (3) hours airtime, then that officer may travel Business Class.

The above standards of travel should be seen as a maximum and officers are encouraged to travel best fare economy where possible.

Accommodation

When travelling, a Leader is entitled to a level of accommodation commensurate to their role. The specific nature of the accommodation should be determined by the functional requirements of the travel. For example, the use of a suite, or a room with adjoining conference facilities may be considered where formal hospitality or working meetings are conducted at the location.

Staff are entitled to a reasonable standard of accommodation when travelling, but should have regard to economy, functionality and other requirements.

Mini-Bar

Leaders and Senior Advisors (or equivalent) may incur mini-bar costs to a maximum of \$25 per day. This amount is non-accumulative.

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This expenditure is to relate solely to use of mini-bars and excludes costs incurred in lounge or other hotel bars. These costs are personal in nature.

Mini-bar costs for other staff will be considered a personal expense.

Meals

A general limit for actual expenses incurred while travelling is as follows:

Breakfast	-	\$35 per person	(meal and beverage)
Lunch	-	\$50 per person	(meal and beverage)
Dinner	-	\$70 per person	(meal and beverage)

If these rates are exceeded, the additional cost will be deemed to be personal unless brief details of the reason for higher costs are endorsed by the Leader and included in the expense claim approved by the Chief Delegated Officer. (Eg. the average cost of main meals alone was \$44 at the accommodation venue).

Procedures

QBT, as the current Travel Service Provider, is to be utilised for all travel purposes unless a specific exemption is approved by Ministerial Services on the basis of business need.

Internet bookings direct with Virgin Blue, Air Alliance and Jetstar are allowable. Contact Ministerial Services regarding payment.

The Office will have a Business Travel Account.

Travel, where the primary purpose relates to the discharge of the duties and responsibilities of the Leader as the parliamentary representative of their electorate should be arranged through the Parliamentary Service and not be charged to the Office.

The following procedures apply for booking travel and associated costs:

- a. complete Travel Booking Form, include full details of purpose of travel;
- b. obtain approval of Chief Delegated Officer or a Senior Advisor not travelling; and
- c. arrange booking with travel provider.

The Qantas Business Travel Account is an official credit facility and must not be used to incur private expenditure (eg. videos, lounge bar costs, etc.). On checkout, a guest copy of the account should be requested and any personal costs should be paid for privately.

The following procedures apply for acquitting or claiming travel and associated expenditure.

- a. A copy of all travel booking forms are to be forwarded to

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- Ministerial Services by the end of the following month (eg. September's booking forms are forwarded by end of October).
- b. Business Travel Accounts will be forwarded monthly by Ministerial Services for verification. The account will have a nominated date of return to avoid late fees.
 - c. On receipt, check that charges agree with the respective travel orders as per flights taken, accommodation booked and prices quoted.
 - d. Verify that there has been no duplicate or incorrect charging by QBT or hotels. Any disputed amounts should be raised with QBT. Copies of any credit requests are to be forwarded to Ministerial Services with the monthly statement.
 - e. Check that any credits for unused or returned air tickets are being credited to the account (these can take up to three months to come through).
 - f. Identify all expenses incurred by the Leader on staff accounts and vice versa (for charging purposes).
 - g. Identify any Departmental cost so that they may be recovered from the Department.
 - h. Attach hospitality forms and other documentation as required.
 - i. Acquitted accounts must be signed by the Chief Delegated Officer and returned to Ministerial Services by the due date to avoid late fees.

Allowances are only claimable after appropriate documentation has been provided to Ministerial Services showing that the trip was undertaken and the dates of departure and return.

Where a Leader/Staff deviates from a direct route home for personal reasons, the Government would still meet airfares home, provided the cost did not exceed the costs that the Government would have been liable for if the Leader/Staff had flown home as soon as official business was completed.

Where the costs of travelling home exceed this amount, the additional amount is considered a personal cost.

Qantas Club Memberships

A corporate account has been established with Qantas.

The cost of membership is a charge against the Leader's Office.

All requests for membership must be signed by the Chief Delegated Officer and submitted through Ministerial Services.

Staff are not entitled to Qantas Club Membership.

Examples

Travel to the electorate with the Leader by a staff member to open a local school fete would not normally be allowable as a charge to the Office as it has no official purpose.

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Travel to Brisbane by a regionally based Leader's partner merely to spend time with the Leader will not be a sufficient reason for the travel costs to be allowable expenditure.

The Leader and staff need to travel to Townsville for a shadow cabinet meeting. The costs of the Leader and staff will be a charge to the office but not costs of other MPs.

Travel by the Leader to speak at a political function on Opposition policy and legislation would be allowable expenditure. See EXPENSES RELATING TO A MINISTER'S OFFICE - Political Party meetings.

Travel to Cairns by the Leader and a Senior Advisor to have discussions with the Cairns City Council will generally be a charge to the Office.

A Leader and staff member travel for official business, and accommodation and some meals are charged to the Business Travel Account, but a number of meals are not charged to the Business Travel Account. The actual costs of travel, accommodation and all meals will be a charge to the Office. The staff member will not be able to claim allowances for those meals not charged to the Business Travel Account, only actual costs incurred.

A staff member travels on official business and stays with friends or relatives. For travel allowances to be paid, all expenditure for accommodation or meals must be based on allowances.

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION:

- Frequent Flyer Points
- Overseas Travel
- APPENDIX 1 -- Allowances - travel
- Expenditure -- Allowable

ENTITLEMENTS - Staff

APPENDIX 12 - Travel Booking Form

4.14.6 Frequent Flyer points

The utilisation of any accrued frequent flyer points for future official travel is restricted to airline set terms and conditions but provides an opportunity for travel savings and is encouraged where feasible. Ministerial Services will manage monthly frequent flyer points statements and forward them to the relevant Leader.

When it is operationally convenient, travel booking officers should redeem frequent flyer points when making travel bookings.

It should be noted however, that consistent with the provisions of the Members' Entitlements Handbook and Opposition Staff Code of Conduct, frequent flyer points accrued as a result of official travel must not be personally availed of by the traveller.

Expenses relating to a Leader's Office

Therefore all Leaders, Leaders' Partners, and Staff are required to complete a Declaration Form stating that any frequent flyer points accrued through official travel will not be used for personal gain. This is commonplace in most government departments and is a requirement of Public Service guidelines.

In addition all Leaders, Leaders' Partners, and Staff who have Corporate Membership will be required to sign a Re-Direction Form for their monthly airline activity statements to be redirected to Ministerial Services. Upon finishing employment in an office a Re-Direction and Cancellation letter for accrued official frequent flyer points will need to be signed which will be forwarded to the airline for action.

Please note: This re-direction and cancellation in no way impedes Leaders, Leaders' Partners, or staff from accruing and redeeming frequent flyer points on private travel.

Procedures

All Leaders and Leaders' Partners are to complete a Frequent Flyer Declaration Form, Re-Direction Form (if an existing Corporate Membership holder) and forward them to Ministerial Services when the Leader officially takes up duty.

All Staff must complete a Frequent Flyer Declaration Form and forward it to Ministerial Services on commencement of duty in the Office of the Leader of the Opposition. Upon receipt of an application for Airline Club Membership, Ministerial Services will forward additional forms for signature.

Ministerial Services will monitor the accumulated frequent flyer points to January 2005 and where they still exist, advise booking officers on a quarterly basis of their availability.

Frequent flyer points may be redeemed via the normal booking process with QBT. Travel Booking Officers will still be required to complete a Trip Requisition Form prior to redeeming points. See Travel Booking Procedures below.

On cessation of duty, Ministerial Services will cancel all official travel points current at that date with the airlines and remove the membership from the Ministerial Services Corporate Plan. If applicable, arrangements can be made to transfer a membership to another corporate scheme.

See APPENDIX 11 - Frequent Flyer Points Declaration Form.

Redirection and cancellation forms are available from Ministerial Services.

Promotional Schemes

Promotional schemes such as instant scratch-its for free overseas flights or lucky door prizes won at official functions should not be accepted personally as that would be inconsistent with provisions in

the Members' Entitlements Handbook and the Opposition Staff Code of Conduct.

4.14.6 Overseas Travel

Policy

All overseas travel must be for the purpose of carrying out official duties and fulfilling official responsibilities in relation to the functions and activities of the Office. Travel for private purposes is not to be charged to the office. Private expenditure while travelling must not be incurred on an official credit facility. Generally, overseas travel should be limited to one trip per Parliamentary term by the Leader of the Opposition only.

Approval

Official Delegation

All overseas travel must have the prior approval of the Premier. (Generally, overseas travel should be limited to the entitlement of one trip per Parliamentary term by the Leader of the Opposition only). The submission for approval must incorporate:

- a. the objectives of the visit;
- b. the anticipated explicit benefit from the visit for Queensland;
- c. the countries to be visited;
- d. the approximate length of travel;
- e. full details of accompanying persons whose costs are to be met from public funds;
- f. total estimated cost (estimates of airfares, accommodation, meals and other costs are to be provided); and
- g. all requests for recreation leave to be taken in conjunction with the trip.

Requests are to be provided six weeks prior to travel if possible. Urgent requests may be considered by the Premier on a case by case basis.

All requests for overseas travel and a draft itinerary are to be directed to the Premier's Office for approval then forwarded to Ministerial Services. If the submissions requires further documentation to meet the requirements above, Ministerial Services will liaise directly with the Office of the Leader of the Opposition.

Travel by the Leader's Partner

Where travel by the Leader's partner is required, the submission for approval must also set out:

- a. the specific benefit to Queensland attributable to the partner travelling; and
- b. a separate detailed itinerary for the partner.

Expenses relating to a Leader's Office

The Premier's approval must specifically authorise any travel by the Leader's partner.

Recreation leave whilst overseas

Leaders or staff when travelling overseas may take recreation leave provided all the following conditions are met:

- a. the official trip is of a period in excess of one week;
- b. that the period of leave is generally not to exceed a period of two weeks (ie. ten working days) in any twelve month period. The Premier may approve longer periods;
- c. there are no additional costs to the Government; and
- d. the prior approval of the Premier is obtained.

Ministerial Services must be advised in writing of any leave to be taken prior to the commencement of the trip.

Credit Cards

Leaders and staff may be issued with a credit card for overseas use only. The Leader's card will be a personal card and the staff card will be an official credit card. These cards will be issued by Ministerial Services immediately prior to travel and must be returned to Ministerial Services for storage immediately after travel.

The request for overseas travel approval (see above) should include any requirements for credit cards for the Leader or staff.

Expenditure

Overseas travelling expenditure to be charged to the Office will be official expenditure incurred overseas by:

- a. the Leader;
- b. staff of the Leader (including consultants);
- c. partner of the Leader, whether accompanying the Leader or travelling separately to the Leader but attending the same function or attending a function, conference or convention in lieu of the Leader or in their own right as partner of the Leader. Costs associated with the attendance of a Leader's partner, when not accompanied by the Leader, at a party political function would not be chargeable as an expense of the Office; and
- d. guests of the Leader (whose attendance the Leader believes on reasonable grounds will assist in the performance of the relevant duties).

Travel costs include:

- a. airfares
- b. accommodation
- c. allowances (travel)
- d. meals (incl. beverages)
- e. taxis/car hire
- f. other (incl. official telecommunications, postage, laundry,

Expenses relating to a Leader's Office

dry-cleaning, excess baggage, insurance, tips, and portage)

Leaders and staff are entitled to claim an incidental allowance for overseas travel (see APPENDIX 1 – Allowances - Travel) to cover items such as:

- a. newspapers, magazines;
- b. snacks including coffee, tea or drinks;
- c. personal items necessary for visit; and
- d. items and services for which receipts are unobtainable.

Allowances are only claimable after appropriate documentation (eg. a signed itinerary) has been provided to Ministerial Services showing the final details of the trip was undertaken. (Refer to Procedures - Acquittal of Advance)

Report to Parliament

A written report on overseas travel undertaken is to be tabled in Parliament by the Leader within one month of their return. A copy of the tabled report is to be provided to Ministerial Services either prior to, or as soon as possible after tabling.

This report is to detail the benefits obtained from overseas travel in addition to the details in the approval section (above), excluding any requests for recreation leave. Note that the total estimated cost of the travel is to be included in the report and/or the actual costs are to be reported in the Public Report of Office Expenses which is currently required to be presented to Parliament on a six monthly basis in accordance with Section 3.8 of this Handbook.

Reasonable Limits

Class of Travel

Leaders may travel First Class. Other officers are required to travel Business Class unless the officer is accompanying the Leader who is travelling First Class, in which case the officer may also travel First Class.

The above standards of travel should be seen as a maximum standard and travellers are encouraged to economise where practical.

Accommodation

When travelling, a Leader is entitled to a level of accommodation commensurate to their role. The specific nature should be determined by the functional requirements of the travel. For example, the use of a suite, or a room with adjoining conference facilities may be considered where formal hospitality or working meetings are conducted at the location.

Officers are entitled to a reasonable standard of accommodation when travelling, but should have regard to economy, functionality and other requirements.

Expenses relating to a Leader's Office

Mini-Bar

Leaders and Senior Advisors (and equivalent) may incur mini-bar costs to a maximum of \$25 per day. This amount is non-accumulative. This expenditure is to relate solely to use of mini-bars and excludes costs incurred in lounge or other hotel bars. These costs are personal in nature.

Mini-bar costs for other staff will be considered a personal expense.

Procedures

Booking Procedures

Once the Premier's approval is obtained, Offices should book travel and accommodation through Qantas Business Travel.

Private Expenditure

Official credit cards must not be used to incur private expenditure (eg. videos, lounge bar costs, etc). When overseas, on checkout an account will be provided to all travellers for payment by credit card. Any personal costs should be paid for separately at this time. All documentation should be retained for acquittal purposes.

Travel Insurance

A travel insurance policy is in place for all official overseas trips. No additional travel insurance is required. Ministerial Services should be contacted for details.

Cash Advances

Cash advances shall only be in the form of travellers' cheques or foreign currency. Requests for either travellers' cheques or foreign cash must be made to Ministerial Services at least five (5) days prior to departure. Any special needs in terms of the advance, time and place for delivery and signing of the travellers cheques, should be included.

Acquittal of Advance

The full acquittal of advances must occur within two (2) weeks of return. If a full acquittal of the advance is not able to occur within this time frame the Office must advise Ministerial Services of the reason and expected date of acquittal. Before the acquittal can be finalised, the following must be forwarded to Ministerial Services:

- a. diary or final itinerary of trip signed by the Leader;
- b. appropriate signed and completed Hospitality forms;
- c. travellers' cheques counter-signed;
- d. slips showing currency exchange rates where currency was changed (eg. US dollars to Hong Kong dollars);
- e. reconciliation of expenditure against the advance; and
- f. all supporting documentation (eg. receipts, etc.) for expenditure incurred from the advance.

Expenses relating to a Leader's Office

Acquittance of Business Travel Accounts

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Domestic Travel

Acquittance of Credit Card Accounts

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Credit Cards

4.14.7 Travel to and from the Electorate (office or home)

Travel

The costs incurred by the Leader, or partner of the Leader when travelling to or from the Leader's Electorate for the conducting of, or at the conclusion of, official business are a charge against the Office.

So that Leaders with regional electorates are not disadvantaged in meeting electorate responsibilities, travel to and from the electorate will be treated as official expenditure and charged against the Office subject to the following:

- a. official Opposition business at the centre from which the Leader is travelling must be completed; and
- b. travel must be by the most direct, practicable, and cost effective route.

Costs are to cover the return of the Leader to their principal place of residence or Electorate Office.

Procedures

Where travel is booked through QBT the procedures for EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Domestic Travel or Air Charter should be consulted.

Meals on weekends

Regionally based Leaders may seek reimbursement of actual expenses when they incur meal costs while performing official duties in Brisbane and are staying at Parliament House over the weekend.

Where a partner stays at Parliament House over the weekend with the Leader, meal claims for the partner will only be payable where there is a direct connection with official duties.

Reimbursements will be available for times when Parliamentary Catering is closed (i.e. Saturday and Sunday).

Actual costs will be reimbursed up to the following limits which are based on allowance rates set out under the Directive for travel meals.

Breakfast \$19.60

Expenses relating to a Leader's Office

Lunch \$21.95

Dinner \$37.80

Procedures

Meal claims should be lodged using an expenditure voucher. Receipts for expenditure must be attached together with some document to evidence the official nature of the stay (eg. A copy/summary of the Leader's diary for the period).

4.15 Other

4.15.1 Brochures and Newsletters

Policy

Brochures, newsletters, direct mail outs and other like forms of communication may be an expense of the Office on the following conditions:

1. They must be related to Opposition business and distributed as a source of information from the alternative government.
2. Costs for distribution in the Leader's electorate will only be an official cost to the office if it is part of a more broadly targeted distribution, or if the issue can be demonstrated to be of broader state or regional significance.
3. Expenditure must be reasonable for the circumstances.
4. It must be clear that publicly funded communications have been produced by the Leader of the Opposition and not by a political party.
5. Publications are not designed in a manner that significantly promotes the Leader or another Member personally. Government practice will be a guide to reasonableness in this regard.

Publications that are attached to or included as part of paid advertisements are covered under Section 4.5 - Advertising.

Refer to 4.11 - Shadow Cabinet

Refer to 4.5 - Advertising

Example

A brochure by the Office detailing Opposition policy on education and distributed to schools, businesses in the education field, and media may be an official cost.

Expenses relating to a Leader's Office

A brochure detailing the achievements of the Leader and distributed substantially only in the Leader's electorate is not an official cost of the Leader's Office.

A newsletter detailing results of the Leader's consultation with the community may be an official expense. Providing that the primary focus of the newsletter is clearly on the Leader's consultation, photographs and text regarding other Member's may be included.

A report card to the public outlining alternative government policies that is obviously published by the Opposition Leader may be an official expense.

A newsletter that is presented as coming from a political party would not be an official expense. However, incidental mention of a political party would not in itself cause the newsletter to be considered party political.

The Leader representing themselves as Leader of the Opposition (first) and Leader of a party (second) is acceptable to include in an official publication by the Office.

A shadow cabinet report is not an official expense (see 4.11 - Shadow Cabinet).

Costs of publication and/or distribution of party political documents are not an official expense.

A document that is presented as being produced by an Opposition Coalition may be an official cost.

4.15.2 Bereavements

Policy

Sympathy cards and a wreath may be sent in situations which relate to Leaders carrying out their official duties. The cost of wreaths should be kept within reasonable limits.

Under no circumstances should cards or wreaths be charged to the Office where the expenditure purely relates to electoral matters.

Donations should not be made under any circumstances.

On State occasions, it may be appropriate for the Office to provide a card/or wreath on behalf of the alternative government.

If there is any doubt, the matter should be raised with Ministerial Services before any purchase is made.

Examples

Examples of where it is appropriate to purchase wreaths or sympathy cards include:

Expenses relating to the Office of the Leader of the Opposition

- a. death of next of kin of senior staff;
- b. death or serious injury of a person of high standing in industry or the community; and
- c. state funeral.

4.15.3 Christmas cards

Policy

Christmas cards may be sent by the Leader to relevant persons or organisations and are chargeable to the Office.

Christmas cards are to display the State Crest and/or Opposition motif.

Christmas cards for electorate, Party political or private purposes are not chargeable to the Office.

Procedures

- a. Normal purchasing procedures are to be followed for the purchasing and printing of cards (see EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Purchases).
- b. Regard should be made to the price set by GoPrint for Christmas cards as a guide to reasonable costs.
- c. Numbers and costs of Christmas cards should be kept within reasonable limits.
- d. Ministerial Services should be consulted where there is doubt about costs or styles.

Examples

Examples of where it is appropriate to send Christmas cards includes:

- people of high standing in Industry or the Community; or
- a person who has provided volunteer services for the Opposition (NB not a volunteer for a political Party)

4.15.4 Credit cards

Policy

Official general purpose credit cards are not to be issued to Leaders or staff for use in Australia.

Leaders and staff may utilise private credit cards to incur expenditure for official purposes and seek reimbursement by providing adequate supporting documentation. The supporting documentation must be sufficient to allow Ministerial Services to charge costs to appropriate expenditure codes and ensure expenditure complies with this Handbook.

Interest and other charges levied on private credit cards are not allowable expenditure and cannot be reimbursed. Late fees on

Expenses relating to the Office of the Leader of the Opposition

official cards will be a personal cost except where delays are outside of the cardholder's control.

Leaders and staff may be issued with a credit card for overseas use only. These cards will be issued by Ministerial Services immediately prior to travel and must be returned to Ministerial Services for storage immediately after travel.

The primary use of these cards is for official overseas travel. By utilising official credit cards overseas, the need for substantial cash advances is negated and staff are not required to expend substantial private funds and seek reimbursement. It is the responsibility of the staff issued with these credit cards to ensure that the expenditure incurred utilising such cards is strictly in accordance with this Handbook. Holders of official credit cards are fully accountable for all transactions associated with the use of the card.

Officers who use their official credit cards in a manner other than as is prescribed by this Handbook shall, subject to the discretion of the Leader, have their cards revoked and/or suffer any other disciplinary action which is deemed to be necessary.

Leaders and Staff may be issued with specialised credit cards (eg. Fuel card, Toll card, Telecard, Cabcharge) to incur expenditure for authorised purposes only.

The following requirements apply to the use of official credit cards overseas.

- a. If the card is used to pay the accumulated travelling costs of a number of persons, full details must be provided.
- b. The official nature of the expenditure must be clearly indicated on the duplicate copy of the charge docket.
- c. All supporting documentation, including invoices, must be appended to the charge docket.
- d. Under no circumstances is an official credit card of a staff member to be utilised to meet any expenditure incurred by the Leader. Eg. if the Leader and staff member have a meal together whilst travelling on official duty overseas, the official staff credit card cannot be utilised to meet the cost of the Leader's meal. However the Leader may incur staff costs on their card.
- e. Cards are not to be used for private expenditure.
- f. Cards are not to be used for the purchase of items of a capital nature.
- g. Cards are not to be used to obtain cash advances or cash withdrawals.
- h. All travel and entertainment expenditure incurred in the course of travel must be approved by the Chief Delegated Officer.

Procedures

Staff

Expenses relating to the Office of the Leader of the Opposition

Subsequent to a written request by the Leader, nominated staff will be issued with an official credit card for overseas use only by the Director, Ministerial Services. A minimum of 1 week's notice is required for the issue of new cards. All new credit card applicants will receive training and are required to sign a "Conditions for Use" form before receiving their card. Detailed documentation is provided to card holders at time of issue of cards.

Cards will be issued by Ministerial Services just prior to official overseas travel and are required to be returned to Ministerial Services for safe custody at the end of the official overseas travel. Ministerial Services will issue a receipt for the return of the card.

Cardholders are responsible for the safe custody of their card at all times and must report lost or stolen cards immediately as per the following:

- a. Leader: USA 1800 307 7309 (Freecall)
Elsewhere Call USA collect 1 636 722/7111
Within Australia: 13 2221
- b. Staff: USA 1800 307 7309 (Freecall)
Elsewhere Call USA collect 1 636 722 7111
Within Australia: 13 2221

A written report outlining the circumstances of the loss of the credit card is to be provided to the Director, Ministerial Services upon the officer's return from overseas or within 24 hours of the loss being reported.

All purchases are to be recorded on a Credit Card Transaction sheet. Charge dockets and source documentation are to be retained with the transaction sheet.

Monthly credit card statements will be forwarded by Ministerial Services to the Office which must perform the following verification for each itemised charge and return to Ministerial Services by the nominated date with:

- a. the appropriate transaction sheets with relevant transactions highlighted;
- b. the charge dockets and source documentation (ie. invoices) attached;
- c. for hospitality expenses, a fully completed hospitality form (see EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Entertainment, Leader or Staff) attached;
- d. reasons for incurring expenditure indicated; and
- e. the Chief Delegated Officer's authorisation (see EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Delegations), for expenditure incurred in the course of overseas travel.

Upon termination of employment, any official credit cards in a staff member's possession must be returned to Ministerial Services for cancellation.

Expenses relating to the Office of the Leader of the Opposition

Leader (Special Use Credit Card Issued by Ministerial Services for Overseas Use Only)

- a. Monthly card statements highlighting official expenditure are to be forwarded to Ministerial Services by the due date to avoid late fees.
- b. A personal cheque to Ministerial Services for all private expenditure must be attached to the statement. Personal costs are not to be paid by Ministerial Services and subsequently recovered.
- c. Supporting documentation (ie. charge dockets, invoices and receipts) for all official expenditure must be attached.
- d. For hospitality expenses, a fully completed hospitality form (see EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Hospitality, Leader or Staff) is to be attached.
- e. The Chief Delegated Officer's authorisation is required.

4.15.5 Petty cash

Policy

The Office of the Leader may operate a Petty Cash Imprest system to be used for the reimbursement or purchase of items of an insignificant nature and for minor expenditure. In all cases, petty cash must be used for official purposes and expenditure must be properly authorised prior to use.

The following rules apply to the use of petty cash:

- a. An imprest limit of \$500 applies;
- b. a petty cash voucher must be prepared for each reimbursement (see APPENDIX 15);
- c. a maximum limit of \$50 (including GST) applies to any one transaction/voucher;
- d. staff are not to split receipts into lesser amounts in order to meet the \$50.00 limit per transaction;
- e. cash must be kept in a lockable container which is under the control of a designated officer;
- f. a petty cash book must be maintained and reconciled on at least a monthly basis. The reconciliation is to be signed and counter signed by an independent checking officer, verifying that the reconciliation is correct and that the reported cash on hand is accurate. This is conducted by the Office;
- g. any difficulties in reconciling must be notified to Ministerial Services immediately;
- h. all petty cash must be approved by a delegated authorising officer other than the person receiving the payment; (the Chief Delegated Officer may authorise their own expenditure.) and
- i. full documentation must be maintained for ALL transactions and ALL expenditure must be fully explained.

Petty cash is not to be used for:

Expenses relating to the Office of the Leader of the Opposition

- a. personal short-term loans;
- b. travelling expenses eg. meals, car hire (note: airport car parking and taxis whilst travelling are acceptable expenditure.);
- c. entertainment (minor purchases for in-house meetings are acceptable);
- d. the purchase of alcohol;
- e. personal expenditure eg. purely personal items and all items listed under EXPENDITURE - NOT ALLOWABLE.
- f. purchase of bulk stamps (more than 50)

(See expenses relating to Leader's Office - Other - Stamps)

Procedures

A detailed statement/reconciliation, together with the supporting documentation, attached to an expenditure approval form should be submitted to Ministerial Services, as required for recoupment, but at least quarterly, before the end of September, December, March and June.

Details of procedures for petty cash administration are provided to the Office.

Examples

Examples of expenses for which petty cash may be used include:

- a. newspaper accounts;
- b. reimbursement for purchases of tea and biscuits;
- c. reimbursement of small accounts eg. catering and Springwater accounts;
- d. stationery needs that cannot be met through the normal processes eg. items of a special nature, urgent or out of hours requirements;
- e. taxis (only when the use of Cabcharge vouchers is not practicable); and
- f. supplies for official in-house meetings.

See APPENDIX 15 - Sample of Petty Cash Voucher

4.15.6 Purchases

Policy

The State Purchasing Policy sets out the basic objectives that guide purchasing in the State Government. These objectives are:

- a. To advance government priorities;
- b. To achieve value for money; and
- c. To ensure probity and accountabilities for outcomes.

The local purchasing instructions for the Department of the Premier and Cabinet and associated agencies will apply to the Office of the Leader of the Opposition except where policies and

Expenses relating to the Office of the Leader of the Opposition

procedures are set out in this Handbook.

Procedures

Goods and services for official purposes may be procured by the Office by:

- a. requisition/order.
- b. direct payments.
- c. credit facility (eg. Business Travel Account, credit cards for overseas use).

Requisitions/Purchase Orders

As a general rule goods and services will be procured by means of a Requisition/Purchase Order. Requisitions may be completed in the Office and forwarded to Ministerial Services (See Appendix 3 - Requisition for Goods and Services). Alternatively, a responsible officer may forward requests to Ministerial Services via e-mail and the appropriate documentation will be completed by Ministerial Services and processed.

All requisitions must be approved by an authorised person (the Chief Delegated Officer, a staff member with expenditure delegation or Ministerial Services staff with an expenditure delegation) as they are the basis for an Office incurring expenditure.

In the case of equipment purchases, documentation is to be attached justifying why the equipment is required. (This could be a memo or an explanation written on the requisition form).

On receipt of a requisition, Ministerial Services verifies that the request is in accordance with this Handbook and will issue an official purchase order.

For purchases of assets over \$300 in value (eg. mobile phones, photocopiers, TV and all computer equipment) Ministerial Services will obtain quotes, select the supplier and place the order. For other purchases such as minor assets <\$300 (eg. briefcases, calculators) and purchases of other goods and services (eg. repair of minor equipment, photos) the Office may choose to obtain quotes, select the supplier and provide details on the requisition, or on request, Ministerial Services will do this for the Office.

As a general rule, all assets >\$300 will be delivered to Ministerial Services for asset registration purposes. (Large items may be an exception).

For goods delivered/services rendered direct to the Office, Ministerial Services is to be notified that this has occurred. Notification may be by means of a copy of a delivery docket or any other documentation indicating receipt of goods or rendering of service.

Generally, invoices relating to orders will be sent directly to Ministerial Services by the supplier. However, if received by the

Expenses relating to the Office of the Leader of the Opposition

Office, the invoice is to be forwarded on to Ministerial Services for payment. There is no need to complete a voucher in this case as the approval for expenditure has already been provided on the requisition form.

Direct Payments

There will be occasions when goods and services will not be obtained by a requisition/order. This will occur in the case of:

- a. procurement of minor goods and services (other than petty cash items) where the item is required urgently (eg. engaging the services of a locksmith); or
- b. recurrent purchases such as:
 - computer service charges
 - subscriptions
 - rent payment
 - utility charges
 - monthly newspaper account

Payment of these types of claims are made on an Expenditure Approval voucher.

See APPENDIX 6 – Expenditure Approval

For minor goods and services, the voucher should be completed by the Office, and signed by the appropriate officer before being forwarded with relevant invoice to Ministerial Services for payment.

Vouchers for recurrent payments, generally will be completed and approved by Ministerial Services officers. There may be instances where the Office will receive an invoice for a recurrent claim (eg. monthly newspaper account). This will necessitate the Ministerial Office completing the voucher and obtaining the required approval.

Expenditure using petty cash has different procedures.

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Petty cash.

Credit Facilities

Expenditure on credit facilities such as credit cards (for overseas use) and business travel accounts, have specific detailed requirements for approval and payment.

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION:

- Credit Cards
- Domestic Travel
- Overseas Travel

4.15.7 Security

Personal Security

Expenses relating to the Office of the Leader of the Opposition

Personal Security - Leader

Temporary personal security arrangements may be made available to Leaders under specific circumstances from time to time subject to the approval of the Premier.

Home Security

Where considered necessary, and subject to the approval of the Premier, the costs of the provision of a home security system to a Leader, to a minimum standard recommended by the Police Department or the Government Security Services, will be a charge to the Office.

The monitoring and maintenance of the system is also a charge to the Office of the Leader.

Upon ceasing to be a Leader, Ministerial Services will cease to pay for any ongoing security services. However, security equipment that has been installed will not be removed. Ministerial Services will contact the security provider and advise that security services are no longer required. Any further security services required by the former Leader will be a personal cost. (An exception to this will be if a Leader continues to be entitled to security as a Minister or on the recommendation of the Security Intelligence Branch of the Queensland Police Service).

Office Security

The Office of the Leader of the Opposition is to have as a minimum, a reasonable standard of security in line with functional requirements.

Advice from the Security Intelligence Branch of the Queensland Police Service should be sought to determine appropriate levels of security.

4.15.8 Stamps

If large amounts of stamps (more than 50) are required to be held by the office, a postage imprest or franking machine is required for accountability purposes as stamps may be converted into cash.

Ministerial Services can assist in setting up these services if required.

4.15.9 Stationery

Day to day stationery will be a cost to the Office of the Leader of the Opposition.

Stationery and other requirements of the Office should be ordered through an account set up by Ministerial Services.

Stationery normally provided to Members will be the responsibility of and a charge to the Parliamentary Service.

Expenses relating to a the Office of the Leader of the Opposition

Procedures

- A stationery catalogue and order forms are available from Ministerial Services and the supplier.
- Ordering is to be done direct to the supplier on the order form.
- Stationery is delivered direct to the office and will have an invoice attached. Goods delivered should be checked against the invoice and the invoice noted accordingly.
- A monthly statement will be forwarded to the office.
- The statement is to be reconciled to the invoices.
- Reconciled statements are to be forwarded to Ministerial Services for payment together with an approved expenditure form and original invoices relating to the statement.

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5.0 Entitlements

5.1 Staff

5.1.1 Chauffeurs

Allowance in lieu of Overtime

Chauffeurs are entitled to an allowance in lieu of overtime paid fortnightly as part of salary.

Other Allowances

Allowances such as meals and travel will be claimable as applicable under the relevant directives (Department of Industrial Relations, Office of the Public Service Commissioner). A sample Travel and Overtime Meal Allowance Claim Form is at APPENDIX 16. Any claims need to be fully substantiated (eg. proof of travel).

Chauffeurs will also be entitled to claim an allowance or actual and reasonable expenses (within the limits contained under EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Domestic travel), for lunch, when they are required to travel outside Brisbane for a period of less than 12 hours and they are absent from the office between the hours of 11.30am and 2.00pm.

See APPENDIX 16 - Travel and overtime meal allowance claim form

Reimbursement of Home Telephone expenses

Policy

Chauffeurs are entitled, as a condition of their employment, to be reimbursed for standard service and equipment charges of their private home telephone plus 280 local telephone calls per calendar year. In addition, chauffeurs may also claim for other official calls (eg. official STD calls and official calls to mobile phones).

Procedures

See TELECOMMUNICATIONS - staff, for the procedure.

Suits

Policy

Chauffeurs are entitled to the reimbursement of the purchase price of one suit, consisting of one coat and one pair of trousers (or equivalent for females) up to the value of \$460, per each calendar year (Jan 1st to Dec 31st).

Entitlements

As an alternative to the suit, up to four pairs of replacement suit trousers may be purchased, up to the value of \$460.

In addition to the above, a once-off reimbursement of the purchase price of one suit, consisting of one coat and one pair of trousers (or equivalent for females) up to the value of \$460, will be provided in the first calendar year of employment.

Procedures

Reimbursement will be made on the basis of itemised proof of payment.

5.1.2 Other Staff

Senior Advisors have an entitlement to a home telephone line reimbursement as specified in their employment contract or letter of engagement. They may opt to receive reimbursement for an internet connection in lieu of a telephone line. Some Senior Advisors may also be entitled to personal use of an official 4 cylinder vehicle.

Senior Media Advisors may be provided with newspapers delivered to their home address for official purposes.

Senior Advisors are usually allocated a mobile phone by their Office.

Senior Advisors (or equal) are entitled to Mini-bar up to \$25 per day when travelling.

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION:

- Motor vehicles
- Telecommunications - staff

5.2 Leaders

Computers

Leaders are entitled to a desktop PC or a laptop to undertake official duties.

Peripheral equipment is supplied on the basis of business needs.

Credit Cards

Leaders may be issued with general purpose Credit Cards for overseas travel only.

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Overseas Travel and Credit Cards .

Entertainment

Leaders are authorised to entertain.

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION - Entertainment -- Leader.

Expenditure Authorisation

Leaders do not have an expenditure delegation.

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION -- Delegations

Partner's Expenses

Leaders may incur expenditure for their partner for official purposes. Eg. where the partner of a Leader is required to attend meetings, entertainment, conferences and conventions in an official capacity.

See EXPENSES RELATING TO THE OFFICE OF THE LEADER OF THE OPPOSITION -- Partner's expenses.

Reimbursement of home telephone expenses

Home Telephone

Leaders may regard the following as a standard for their residence:

Lines

- 1 official line/fax line
- 1 private line

Equipment

- 1 answering machine
- 1 fax machine

Alternatively, one of the telephone lines and/or this equipment may be located in the Leader's Electorate Office or Parliament House suite. Where a Leader shifts residence the Leader will be required to personally meet the costs of transfer of one telephone line. All costs associated with the other phone/fax line will be a charge to the Office.

The movement of phones within the Leader's residence is a private cost.

Official Phone

Leaders will be provided with one digital mobile phone as a standard. A mobile phone and car kit will also be provided in the Leaders' official vehicle.

Pagers

If required, Ministers will be provided with a pager with national coverage.

Reimbursements

Entitlements

Reimbursements or upfront payments will be made for rental and service charges and 85% of the cost of all calls for the Leader's private line.

Reimbursements or upfront payments will be made for installation costs, rental and service charges and up to 100% of reasonable call costs for the official/facsimile line and will be a charge to the Office.

Internet Connection

Home broadband internet connections assist in utilising remote access facilities to the Opposition Network. Leaders may choose to be reimbursed 85% of a private Internet connection in lieu of the reimbursement for one home telephone line. This reimbursement would be to a maximum of \$100 per month.

Newspapers

Leaders are entitled to home delivery of newspapers as appropriate. For regional Leaders this would include to the Parliamentary Annexe when resident.

Staff

Appointment of staff is to be in accordance with limits approved by the Premier.

See HUMAN RESOURCE MANAGEMENT – Office staff.

Travel Entitlements

Ministerial Services will pay actual travel expenses for Leaders for overseas and domestic travel.

Mini bar can be utilised to a maximum of \$25 per day.

When overseas, Leaders may claim daily 'out of pocket' expenses to cover incidental items.

See APPENDIX 1 – Allowances – Travel.

Travel to and from Electorate

The costs incurred by the Leader, or partner of the Leader when travelling to or from the Leader's Electorate for the conducting of, or at the conclusion of, Official business are a charge against the Office.

Vehicle

The Leader is provided with a chauffeur and 6 cylinder CEO level motor vehicle for official purposes. The Deputy Leader is entitled to an official vehicle to SES2 level standard.

- a. This vehicle is also available for private use. However, fuel when on leave is a personal expense and should not be placed on the fuel card.

Entitlements

This vehicle may be used by the Leader and the Leaders' partner or members of the Leader's Office or the Leader's electorate staff.

This vehicle must not be used for any commercial or business related purposes or to display any form of advertising.

- b. Fuel cards will be provided.
- c. Toll cards will be provided if there is a business requirement.

RTI RELEASED

6.0 Ministerial Services

6.1 Contact officers for inquiries

Ministerial Services

Director	3224 6922 0412 164 330
Manager, Human Resources	3224 4255 0413 448 920
Manager, Finance and Administration	3224 4123 0417 183 993
Manager, Information Technology	3224 7633 0408 750 828
Manager, Administration	3225 8381 0412 288 155
Financial Accountant	3222 2839
Senior HRM Consultant	3224 8214
HRM Consultant	3225 8290
Accounts Payable/Receivable	3224 6515 3224 4836 3404 3620 3404 3621
Purchasing/Asset Management/Vehicles	3224 6514 3404 3623 3224 8439
Secretary/Reception	3224 4453
Commonwealth Bank (Lost or Stolen Cards)	USA 1800 307 7309 (Freecall) Elsewhere call USA collect 1 636 722 7111 Within Australia: 13 2221
IT Facilities Manager/IT Help Desk	3224 6358
Qantas Business Travel	1300 659 198

6.2 Ministerial Services - role

The financial management function for the Office of the Leader of the Opposition is undertaken by Ministerial Services. The Director-General, Department of the Premier and Cabinet is the Accountable Officer with respect to the appropriations for the Office.

Ministerial Services manages the personnel function associated with Opposition staff and assists the Leader in making appointments. Ministerial Services is responsible for liaising with the Leader in relation to staff administration which includes the recruitment, appointment and termination processes for all positions within the Office.

Leaders and their staff should note the role of Ministerial Services on behalf of the Director-General, Department of the Premier and Cabinet, as the Accountable Officer, to define predetermined standards, to examine documentation, and to seek additional information or explanation where necessary to ensure the highest standards of probity are maintained.

Ministerial Services provides the following services.

Financial Management

- a. the establishment and maintenance of adequate accounting systems, procedures and records to properly account for the expenditure of the Office in accordance with this Handbook; (Such systems may be separate from and independent of Departmental accounting systems.)
- b. the maintenance of all other subsidiary records which are required to be maintained for the purposes of meeting legal obligations and for preserving proper financial accountability;
- c. the verification and payment of accounts in accordance with this Handbook;
- d. the reporting of Opposition expenditure;
- e. the processing of all claims for expenditure, properly approved and certified as being in accordance with this Handbook;
- f. assistance in budget preparation, control and provision of budgetary advice;
- g. preparation of monthly budget reports for the Office and for the Department of the Premier and Cabinet in the formats required;
- h. preparation of the relevant Financial Statements as prescribed in this Handbook together with all other statements and returns to be prepared in accordance with Cabinet direction or other applicable statutory provisions; and
- i. preparation of Fringe Benefits Tax returns.

Administration Management

- a. The maintenance of accountability over Opposition assets and gifts
- b. Motor vehicle fleet management;
- c. Travel Services;
- d. procurement research;
- e. the procurement of goods and services for the Office;
- f. contract management (not employment contracts); and
- g. Telecommunication Services.

Human Resource Management

- a. the maintenance of a Register of Position Descriptions;
- b. advertising vacancies;
- c. assistance to the Leader in determining salary levels;
- d. the processing of appointments to Offices;
- e. payment of salaries to staff including processing salary variations;
- f. the maintenance of all leave, personnel and establishment records;
- g. monitoring and advising on conditions of employment;
- h. the maintenance of a Training Calendar for staff;
- i. assisting Leaders as required in identifying, developing and accessing learning and development programs for staff;
- j. monitoring and advising on workplace health and safety; and
- k. assisting as required in developing proposals for staffing establishment changes above the approved establishment level.

Advisory

- a. clarification and advice regarding this Handbook; and
- b. advise on effective and efficient administration of the Office.

Information Technology

- a. the management of Service Level Agreements for IT services;
- b. preparation of IT strategic plans;
- c. monitoring the performance of the Opposition network; and
- d. the management of security of the Opposition network.

Government Changes

- a. Management of government change processes for Ministerial Offices and the Opposition Office.

Appendixes

RTI RELEASE

Appendix 1

Allowances - Travel

Effective 1 September 2006

Absences not extending overnight

Three levels of entitlements - Capital Cities & High Cost Country / Tier 2 Country (Centre Cairns) / Other country centres.

- | | |
|---|---|
| <p>(a) Absence from headquarters or home is at least 12 hours. An employee shall be paid allowances for costs incurred in purchasing lunch and dinner.</p> | <p>Lunch - \$21.95/20.05/20.05
Dinner - \$37.80/34.55/34.55</p> |
| <p>(b) Absence from headquarters or home is less than 12 hours. No allowance is payable except in the following circumstances.</p> <ul style="list-style-type: none"> - An employee is required to purchase an expensive meal as an integral part of travel (eg catered lunch during a 1 day conference); OR - An employee returns after 6:30pm and incurs the cost of purchasing a meal. | <p>Lunch - \$21.95/20.05/20.05
Dinner - \$37.80/34.55/34.55

Dinner - \$37.80/34.55/34.55</p> |
| <p>(c) Breakfast Allowance. An employee is not entitled to the payment of a breakfast allowance except in situations where the employee has to depart from home before 6.00am and it is not practicable for the employee to have breakfast at home and must purchase it during the journey.</p> | <p>Breakfast - \$19.60/17.50/17.50</p> |

Absences extending overnight

Allowance - Breakfast	\$19.60/17.50/17.50
Allowance - Lunch	\$21.95/20.05/20.05
Allowance - Dinner	\$37.80/34.55/34.55
Incidental Overnight Allowance	\$14.95

Overseas Allowances

Daily Personal Allowance (staff only)

Daily out of pocket expenses (Leaders only)

As per current Directives from Minister for State Development, Employment and Industrial Relations.

Reasonable overseas incidental expense rate for the Country as determined by the Commissioner for Taxation. (Schedule is available from Ministerial Services.)

Allowances

- | | |
|---|----------|
| - Basic Equipment - staff only (not to be claimed more than twice in a 3 year period) | \$248.00 |
| - Tropical climate (not to be claimed more than once in a 3 year period) | \$186.00 |
| - Cold Climatic (not to be claimed more than once in a 3 year period) | \$248.00 |

Allowances - Travel
June 2007

Office _____

Review of Monthly Reports for the Month of xx

Certification of Reviewing Officer

I certify that to the best of my knowledge:

- 1) transactions posted to the Office appear reasonable;
- 2) an examination of the budget position has been undertaken;
- 3) where a discrepancy has occurred, I have notified Ministerial Services; and
- 4) Taxi accounts for Leader and staff have been reconciled to the ledger and are for official purposes only.

Signature

Date

Please sign and return to Ministerial Services within thirty-one (31) days for audit purposes.

Appendix 3

MSB007

MINISTERIAL SERVICES	
REQUISITION FOR GOODS AND SERVICES	
Office: _____	Req. No: _____
Recommended Supplier: _____	
ABN: _____	
Address: _____	
Phone No: _____	Fax No: _____

Item No	Description	Qty	Cost per item GST Exclusive	Total Cost	Total Cost (GST Inclusive)

Contact Officer _____ Phone No _____

I approve this expenditure in accordance with the Queensland Opposition Handbook
 Signature _____ Print Name _____ Date _____

MINISTERIAL SERVICES USE ONLY					
The purchase is in accordance with the Queensland Opposition Handbook and Local Purchasing Instructions.					
Accredited Officer _____			Date _____		
Charge Codes					
Item No	Account	Centre	Tax Code	Total Amount	Order No _____ Fixed Asset No _____ Expected deliver date _____

*Requisition for goods and services
March 2002*

Appendix 3 continued

PROCEDURES FOR COMPLETING REQUISITION (for Goods and Services)

1. Please complete the following areas:
 - (a) Office
 - (b) Details of Requirements - items to be purchased or equipment to be repaired including Ministerial Services Asset number.
 - (c) An Estimated Cost of goods to be purchased or an hourly call out rate per hour for repairs of equipment. (An amount must be included.)
 - (d) Recommended Suppliers Details - preferred company to provide goods and services. If appropriate.
 - (e) Authorised Officer.
2. Attach quotes obtained, designs of printing.
3. Forward the signed Requisition form to:
Ministerial Services
Attn: Purchasing Officer
4. Order will be raised by Purchasing Officer and forwarded to supplier.

NOTE:

For goods received by the Office, the deliver docket or other similar documentation is to be endorsed as "Goods received - In order for payment" and signed and dated by the receiving officer.

Delivery Dockets and Invoices are to be immediately forwarded to the Purchasing Officer, Ministerial Services.

Requisition for goods and services
March 2002

Appendix 4

MSB006

MINISTERIAL SERVICES
DECLARATION OF GIFTS MADE

LEADER / STAFF

Register Number: _____

* Form only required for gifts over \$300 wholesale

Office: _____

Name: _____

Date gift made: _____

Description of gift: _____

To whom the gift was given: _____

Manufacturer's wholesale value of the gift in the place of origin: _____

Value of gift in Australian dollars: _____

<p>I certify that the above properly records the presentation of the gift in accordance with the Queensland Opposition Handbook.</p> <p>Signature: _____ Date: _____</p>
--

*Declaration of gifts made
February 2005*

Appendix 5

Department of the Premier and Cabinet

MSB006

MINISTERIAL SERVICES
Declaration of Gifts Received

LEADER / STAFF

Register Number: _____

Office: _____

Name: _____

Date Received: _____

Description of Gift: _____

From whom the Gift was received: _____

Please provide details of any specific wishes and/or expectations expressed by the donor in relation to this gift? _____

CERTIFICATION OF LEADER/STAFF	
I certify that the above properly records the receipt of the Gift in accordance with the Queensland Opposition Handbook.	
Signature: _____	Date: _____

PURCHASE OF GIFT BY LEADER/STAFF:

I would like to purchase the above gift for the value determined (less \$300).
 Yes No

MINISTERIAL SERVICES:

Manufacturer's wholesale value of the Gift in the place of origin? \$

What would be the current market value in Australia? (GST inclusive) \$

Signature: _____ Date: _____

*Declaration of gifts received
February 2005*

Appendix 5 continued

MINISTERIAL SERVICES:

I acknowledge receipt of \$ _____ for the purchase of the gift by Leader/Staff.

Receipt Number: _____

Signature: _____ Date: _____

QUEENSLAND MUSEUM/ART GALLERY			
Is the Gift of historic or public use or value?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do they intend to retain the gift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Attach response from Museum/Gallery	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

TO BE COMPLETED BY MINISTERIAL SERVICES	
Date Gift Received:	_____
Date Sent for Valuation:	_____
Name of Valuer:	_____
Date Returned from Valuer:	_____
Gift Location:	_____

COMMENTS:

ACKNOWLEDGMENT OF RETURN OF OFFICIAL GIFT	
I, _____, acknowledge receipt of the following gift returned to me.	
Office of the _____	
Signature: _____	Date: _____

*Declaration of gifts received
February 2005*

Appendix 6

Department of the Premier and Cabinet

MSB004

Document Number: _____

MINISTERIAL SERVICES
EXPENDITURE APPROVAL

Office: _____

Financial Year: _____ Urgent payment required by: ____ / ____ / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL (GST inclusive)	\$

I certify that:

- Expenditure is approved in accordance with the Queensland Opposition Handbook;
- All supporting documentation is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- Where applicable a valid tax invoice is attached.

APPROVED: Signature _____
 Name (please print) _____ Date _____

PREPARED BY:
 Name (please print) _____ Date _____
 Phone _____

MINISTERIAL SERVICES OFFICER:
 I certify that:

<ul style="list-style-type: none"> - approved by competent authority; - price or rate of charge correct; - discounts/allowances correct; - invoices/requisitions attached; 	<ul style="list-style-type: none"> - arithmetically correct; - not previously paid; - verification of goods supplied/services rendered; - expenditure is recorded against correct codes.
--	--

Signature: _____
 Date: _____

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

*Expenditure approval
March 2002*

Appendix 6 continued

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) Office
 - (b) Date cheque is required (If urgent payment required), or leave blank
 - (c) Financial Year (e.g. 1997/98)
 - (d) Vendor (i.e. name of person/business to be paid)
 - (e) Particulars (give brief description of goods/services)
 - (f) Amount (VERY IMPORTANT that this is given)
 - (g) Certificate of approving person
 - (h) Prepared by details
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Chief Delegated Officer MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Public Service rates apply. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the relevant Directive. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Queensland Opposition Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Appendix 7

MINISTERIAL SERVICES			
HOSPITALITY CERTIFICATION			
OFFICE _____		DATE OF FUNCTION _____	
VENUE _____		COST OF FUNCTION (GST Inclusive) _____	
REASON FOR HOSPITALITY and its connection with official duties in accordance with the Queensland Opposition Handbook			
ATTENDEES: Only people for whom expenditure was incurred *Include self #include employee associate			
Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees#	Number of Employees of Statutory Bodies#	Number of Other People	Total Number of People
<p>CALCULATION - Please calculate proportional amount subject to FBT</p> <p>Col (1) + Col (2) x Total Cost = Amount subject to FBT Col (4) (use account code 53030 for FBT Component)</p> <p>_____ X \$ _____ = _____ (53030) Balance (53010) Total \$ _____ (Code balance {53010} to P4)</p> <p>**See overleaf for more lines attach additional page if necessary (eg. guest list)</p>			
Name of Participants		Organisation of Participants	
1			
2			
3			
4			
5			
6			
CERTIFICATION AND APPROVAL			
Certification of Claimant:		Approval of Expenditure:	
I certify that the above hospitality was for official purposes in accordance with the Queensland Opposition Handbook and the information above represents the true details in relation to event.		The above expenditure is approved for payment in accordance with the Queensland Opposition Handbook.	
Signature of Claimant	Date	Signature of Chief Delegated Officer	Date
(If claimant is Chief Delegated Officer, this signature will suffice for Expenditure Approval)			

Hospitality certification
February 2005

Appendix 7 continued

ATTENDEES Contd. **Note: People for whom expenditure was incurred

	Name of Participants	Organisation of Participants
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

Entertainment certification
February 2005

ACCOUNT CREATION FORM

for access to the Opposition Office Network

CONDITIONS OF USE FOR ACCOUNT CREATION

I acknowledge that I have received, read and understood the Information Security Documents relating the Opposition Office Computer Network and agree to the Guidelines as outlined in policies on:

- Information Security
- Electronic Mail
- Internet Use

Staff Name: _____ Signature: _____

Telephone No: _____ Desktop Asset No: _____

The following access rights are available to all Opposition Staff on options.
Please tick the access rights required:

Tick	Standard Issue
	Network Log on, including: - M:/Personal Drive, - Internet access
	Parliament Network E-mail address
	N:/Opp_com Drive access
	Leader Confidential General (shared)
	Specify Printer queue name:

Application recommended by the Office Manager, Name: _____

Signature: _____ Date: _____

CITEC ACTIONE-Mail new address to: MSBINFO@premiers.qld.gov.au		Date:
Job:	Name:	

Appendix 9

REGISTER OF PECUNIARY INTERESTS OF STAFF OF THE

OFFICE OF

STATEMENT OF PECUNIARY INTERESTS

Surname: _____ Other Names: _____

Note: Refer to the "Guidelines for Pecuniary Interest" when completing this Statement.

1. Shareholdings in Public and Private Companies	
Indicate the Name of the Company (including Holding & Subsidiary Companies if applicable)	
Officer	
Partner	
Dependants	

2. Family and Business Trusts and Nominee Companies			
(i) In which beneficial interest is held, indicating the name of the trust, it's operation and the beneficial interest			
	Name of Trust/Nominee Company	Nature of it's Operation	Beneficial Interest
Officer			
Partner			
Dependants			

2. Family and Business Trusts and Nominee Companies			
In which Officer, the Officer's partner, or a dependent is a trustee (but not including a trustee of an estate where no beneficial interest is held by the Officer, the Officer's partner or dependant's), indicating the name of the Trust, it's operation and the beneficial interest.			
	Name of Trust/Nominee Company	Nature of It's Operation	Beneficial Interest
Officer			
Partner			
Dependants			

Statement of pecuniary interests
March 2002

Appendix 9 continued

3. Real Estate		
Indicate the location of the Real Estate and the purpose for which it is owned.		
	Location	Purpose for which owned
Officer		
Partner		
Dependants		

4. Registered Directorships of Companies		
	Name of Company	Activities of Company
Officer		
Partner		
Dependants		

5. Partnerships			
Indicate the nature of the interest and the activities of the Partnership			
	Name	Nature of Interest	Activities of Partnership
Officer			
Partner			
Dependants			

6. Liabilities		
Indicate the nature of the Liability and the Creditor concerned.		
	Nature of Liability	Creditor
Officer		
Partner		
Dependants		

Appendix 9 continued

7. Bonds, Debentures and Like Investments		
Indicate the type of investment and the body in which the investment is held		
	Type of Investment	Body in which Investment is held
Officer		
Partner		
Dependants		

8. Savings or Investment Accounts		
Indicate the nature of the account and the name of the bank or institution concerned		
	Nature of Account	Name of Bank or Institution
Officer		
Partner		
Dependants		

9. Other Assets (excluding Household & Personal Effects)	
Indicate assets held which individually are valued at or of \$5,000	
Officer	
Partner	
Dependants	

10. Other Substantial Sources of Income		
Indicate the nature and the source of the income received		
	Nature of Income	Source of Income
Officer		
Partner		
Dependants		

Statement of pecuniary interests
March 2002

Appendix 9 continued

11. Membership of any Organisation	
Indicate the name of the organisation concerned	
Officer	
Partner	
Dependants	

12. Other Interests	
Indicate the nature of any other interest when a conflict of interest could foreseeable arise, or be seen to arise	
Officer	
Partner	
Dependants	

Officer's Certification	
I certify that the information provided in this statement, properly reflects, as far as I am aware, my Registerable Interests, and the interests of my partner, and any other dependants, and that the information provided is in accordance with the Guidelines for Pecuniary Interest.	
Signature of Officer	Date

Appendix 10

**REGISTER OF PECUNIARY INTERESTS OF STAFF OF THE
OFFICE OF**

NOTIFICATION OF ALTERATION OF INTERESTS

Surname: _____ Other Names: _____

Note: Refer to the "Guidelines for Pecuniary Interest" when completing this Statement.

ADDITIONS	
Category	Details

DELETIONS	
Category	Details

Officer's Certification

I certify that the information provided in this statement, properly reflects, as far as I am aware, my Registerable Interests, and the interests of my partner, and any other dependants, and that the information provided is in accordance with the Guidelines for Pecuniary Interest.

Signature of Officer

Date

MINISTERIAL SERVICES

Frequent Flyer Points Declaration Form

Name: _____

(Please print)

Office: _____

I declare that any membership benefits which may be accrued from any air-line rewards program, during the course of official duties, will be used for official purposes only. I will not use any such accrued frequent flyer points for personal use.

I will not accept any other benefits from promotional schemes offered in the course of official business.

I fully understand that the use of frequent flyer points or acceptance of benefits as a result of rewards or promotions for personal use will constitute a breach of the Queensland Opposition Handbook.

Signed: _____

Date: _____

Please return this form to the Human Resource Consultant, Ministerial Services.

Appendix 12

TRAVEL BOOKING FORM

MSB011

Office:	Trip Req. Nbr:
---------	----------------

If a booking is cancelled, the paper air tickets must be returned in order to claim a refund

Traveller	Reason for travel and its connection with official duties:
TRAVEL CONSULTANT:	BOOKING OFFICER:

AIR TRAVEL

Traveller	Airline/ Flt Nbr	Class	Dep. Date	From	To	Depart Time	Arrival Time	Cost \$ (GST Inclusive)

ACCOMMODATION

Traveller	Hotel	City	Arrival Date	Depart. Date	No. of Nights	Room Rate \$ (GST Inclusive)

SPECIAL SERVICES - CAR RENTAL, AIR CHARTER, RAIL TICKETS, COACH etc

Company	Type	Pick Up Airport or City Date	Drop Off Airport or City Date

AUTHORISATION

I certify that the above travel is for official purposes in accordance with the Queensland Opposition Handbook.

Authorising Officer: _____ Date: _____

Travel booking form
March 2002

Appendix 13

OFFICE ACCOMMODATION		This proposal no. relates to the Department of Public Works only.	
PROPOSAL - PRELIMINARY <input type="checkbox"/> FINAL <input type="checkbox"/>		Proposal No. <input type="text"/>	
Office <input type="text"/>			
Address <input type="text"/>			
Contact Name <input type="text"/>		Phone No. <input type="text"/>	Fax/No. <input type="text"/>
Email <input type="text"/>			
Request Type (mark applicable box)			
<input type="checkbox"/> Change of furniture (eg. new desk)		<input type="checkbox"/> Change of floor plan/office layout	
<input type="checkbox"/> Change of finishes (eg. carpet)		<input type="checkbox"/> Other <input type="text"/>	
Business Case Statement/Reason for Change <input type="text"/>			
Project Scope (eg. remove wall, new chairs x,6, new carpet)			Estimated Costs** \$ <input type="text"/>
Estimated Cost** \$ <input type="text"/>	Final Cost: \$ <input type="text"/>		No. of Staff in area to be modified: <input type="text"/>
Funding Source <input type="text"/>	Employment in weeks: <input type="text"/>		
Timeframe for completion: <input type="text"/>	Work required is urgent: <input type="checkbox"/> Reason for urgency: <input type="text"/>		
APPROVALS (Signatures required)			
Section 1 - PRELIMINARY		Section 2 - FINAL SUBMISSION	
Client Agency <input type="text"/>	Date <input type="text"/>	Client Agency <input type="text"/>	Date <input type="text"/>
Ministerial Services <input type="text"/>	Date <input type="text"/>	Dept. of Public Works <input type="text"/>	Date <input type="text"/>
The Premier <input type="text"/>	Date <input type="text"/>	APPROVAL PROCESS 1. For all projects complete Section 1. 2. For all projects, complete Section 2 and include final estimates and sketches.	
Note: The form must be completed for any office accommodation project for Ministerial Office accommodation. This form is not to be completed for minor works (eg. repair hole in carpet). All prices are to be Inclusive of GST. ** the costs listed above are an indication only and cannot be confirmed until preliminary documentation is completed.			

Appendix 14

OPPOSITION OFFICE ADMINISTRATIVE DELEGATIONS

- Expenditure in excess of \$1,500,000 will require an approval authority in accordance with Ministerial contract expenditure delegation limits approved by Expenditure Council;
- Expenditure not exceeding \$1,500,000 may be approved by the Director-General, Department of the Premier and Cabinet;
- Expenditure not exceeding \$150,000 may be approved by the Deputy Director-General, Governance Division, Department of the Premier and Cabinet;
- The persons holding the positions mentioned below may approve expenditure not exceeding the value shown:

Nominated Position	Officer in Position	Specified Signature	Value
	<u>Chief Delegated Officer</u>		
(i)	_____	_____	(generally not more than \$10,000 but must not be more than \$50,000, GST inclusive)
	<u>Other Officers</u>		
(ii)	_____	_____	(must not be more than \$2,000 plus \$50 petty cash, GST inclusive)
(iii)	_____	_____	\$50 petty cash (GST inclusive)

(i) Signature would normally be Chief of Staff/Senior Policy Advisor.
 (ii) & (iii) Position other than that stated in (i), so that minor payments can be met in the absence of the Chief Delegated Officer and Nominated Position (i).

Leader's Signature: _____ Date: _____

Office: _____

Approved: _____ Date: _____
 (Director-General, Department of the Premier and Cabinet or Delegated Officer)

Please print on white paper

PETTY CASH VOUCHER			
Name: _____		Date: _____	
Particulars of Claim	GST Excl \$	/GST \$	GST Inclusive \$
<p>(Note: Attach valid tax Invoices where necessary.)</p>			
APPROVAL		CLAIMANT	
<p>I certify that the above claim is properly due and payable and approved for relevant expenditure in accordance with the Queensland Opposition Handbook.</p>		<p>I certify that the sum of \$ _____ is due and payable to me and I acknowledge receipt of that sum.</p>	
Particulars of Charge			

RTI Sample Only

Appendix 16

Travel & overtime Meal Allowance Claim form (Chauffeur)													
Name											Employee Number		
Fornight ending: / /													
Day	Date	Depart/ Arrive Brisbane	Details	B/fast	Lunch	Dinner	Incidental (private accomm.)*	Incidental (other)*	Start	Finish	Small	Large	Same Day Travel >12hrs
Mon				\$14.30	\$16.40	\$28.25	\$26.40	\$13.25	am/pm	am/pm			
Tues									am/pm	am/pm			
Wed									am/pm	am/pm			
Thur									am/pm	am/pm			
Fri									am/pm	am/pm			
Sat									am/pm	am/pm			
Sun									am/pm	am/pm			
Mon									am/pm	am/pm			
Tues									am/pm	am/pm			
Wed									am/pm	am/pm			
Thur									am/pm	am/pm			
Fri									am/pm	am/pm			
Sat									am/pm	am/pm			
Sun									am/pm	am/pm			
Total Amount													

Sample Only

CLAIMANT'S CERTIFICATE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for official purposes as defined in the Queensland Opposition Handbook;
- I have not claimed actual costs for meals where a meal allowance has been claimed; and
- I have not claimed allowances for trips where the actual costs of meals or accommodation were met from another Government source.

Claimant: _____ Date: _____

APPROVAL OF EXPENDITURE

I certify that the officer has worked as stated above and accordingly I approve the claim.

Approving Officer: _____ Date: _____

NB: Attach
 - Proof of overnight stay or hotel account
 and
 - Itemised receipts for any actual claims.

Travel and overtime meal allowance claim form
 March 2002

Travel booking procedures

Reference: Opposition Handbook, Sections 4.12.4 and 4.12.6.

All domestic and overseas travel must be for the purposes of carrying out official duties. Travel for private purposes is not to be charged to the office. Private expenditure while travelling must not be incurred on an official credit facility.

All Official travel bookings should be accurately recorded on a Travel Booking Form and approved prior to departure by the Leader or a non-travelling Senior Advisor.

The following information is to be provided to AMEX when making official reservations for Hotel, Car-hire, and Air Travel.

AMEX Travel Consultants:
3258 0994
1800 644 379 after hours

1. Identify your Office.
2. The traveller/s name.
3. Your name and telephone number.
4. Inform AMEX which Office you are calling from.
5. Quote the Booking reference number (eg. D1000, located top right of the travel booking form).
- a. AMEX will read back the booking to check the accuracy of the booking, at the same time AMEX will confirm (where available) the services and advise the booking officer of the costs eg Air, Accommodation, Car hire, this information should be recorded on the booking form.
- b. Confirmation of services by way of an Itinerary will be confirmed by fax.

Air Reservation

When contacting your American Express consultant please be prepared to provide the following information in conjunction with steps 1-5.

6. Date of departure.
7. Departure/Arrival Cities.
8. Approximate Departure or Arrival time required.
9. Class of Travel (refer to the Handbook 4.12.4 for Domestic and 4.12.6 for Overseas travel).
10. Type of ticket (Electronic or Paper Ticket). Please note: that if Paper tickets are required, a delivery date and location must be provided.
11. Fare type, Refundable or non Refundable (Business class is always refundable).

Hotel Reservations

Appendix 17 continued

When contacting your American Express consultant please be prepared to provide the following information in conjunction with steps 1-5.

6. City where Accommodation is required.
7. Your Preference of Hotels as well as an alternative. If you do not know any hotels in the city, please state the area of the city where the traveller wants to stay. (eg. airport, downtown, suburbs).
8. Room type (refer to the Handbook 4.12.4 for Domestic and 4.12.6 for Overseas travel).
9. Arrival date and time (time is most important, particularly if the traveller is arriving late at night).
10. Checking out time and date.
11. Any special request (conference room facilities, King size bed, smoking or non-smoking, etc).
12. Fare type, Refundable or non Refundable (Business class is always refundable).

IMPORTANT: All travellers are encouraged to always obtain a copy of the accommodation account from the hotel upon checking out, specially when overseas as this documentation will be required for acquitting the credit card statement.

This will give the Traveller a chance to view the account for accuracy and settle any private expenses that may have been billed to the account.

Car reservations

When contacting your American Express consultant please be prepared to provide the following information in conjunction with steps 1-5.

6. Name of the driver/s.
7. Type of car desired (compact, Midsize, etc).
8. Pick-up address (city) plus date and time.
9. Drop off address, time and date (Approx).
10. Special request (2 door, 4 door, etc).

IMPORTANT: Changes and Cancellations

It is imperative that all changes or cancellations of trips or services are made directly through American Express, NOT direct with the airlines, Hotels or other suppliers. In doing so, AMEX will ensure in the event of a cancellation that all components of the booking are cancelled, and in the case of changes that services previously booked are also altered.

Please document all changes/cancellations as they occur and advise Ministerial Services in writing of the changes/cancellations with the corresponding BTA, particularly if ticketing has occurred prior to the changes.

Frequent Flyer Points redemption

This is done direct with airlines and not through AMEX. Procedures for using Frequent Flyer points for travel are at 4.12.5 in the Handbook.

Travel booking procedures
March 2002



Queensland Government
Ministerial Services

Workplace Health and Safety Incident Report

*Please note: This form is to register an incident only and does not commence the process for consideration of workers' compensation. To be considered for compensation an "Application for Compensation", form, WorkCover Qld will need to be completed.

Type of Incident			
Injury	<input type="checkbox"/>	Serious bodily injury (i.e. requiring overnight stay in hospital)	<input type="checkbox"/>
Death	<input type="checkbox"/>	Dangerous event/situation	<input type="checkbox"/>
		Work caused illness	<input type="checkbox"/>
Details of Injured Person			
Given names	<input type="text"/>		Surname <input type="text"/>
Residential address	<input type="text"/>		
	<input type="text"/>		
	Postcode <input type="text"/>		
Basis of Employment			
Full time	<input type="checkbox"/>	Part time	<input checked="" type="checkbox"/>
Member of public	<input type="checkbox"/>	Other - please specify	<input type="text"/>
			Casual <input type="checkbox"/>
Details of Employment			
Position	<input type="text"/>		Branch/Unit <input type="text"/>
Nature of Injury/ Work Caused Illness (eg fracture, sprain, burns etc)			
<input type="text"/>			
Bodily Location of Injury/ Work Caused Illness			
<input type="text"/>			
Medical Treatment			
Nil	<input type="checkbox"/>	First aid	<input type="checkbox"/>
Hospital admission	<input type="checkbox"/>	Name of hospital	<input type="text"/>
Was admission overnight or longer?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Mechanism of Injury/Disease			
Falls, trips and slips	<input type="checkbox"/>	Chemicals and other substances	<input type="checkbox"/>
Hitting objects with part of body	<input type="checkbox"/>	Mental stress	<input type="checkbox"/>
Heat radiation and electricity	<input type="checkbox"/>	Sound and pressure	<input type="checkbox"/>
Body stressing	<input type="checkbox"/>	Other unspecified mechanisms of injury	<input type="checkbox"/>
Agency of Injury/Disease			
Machinery and (mainly) fixed plant	<input type="checkbox"/>	Chemicals and chemical products	<input type="checkbox"/>
Mobile plant and transport	<input type="checkbox"/>	Materials and substances	<input type="checkbox"/>
Powered equipment, tools and appliances	<input type="checkbox"/>	Environmental agencies	<input type="checkbox"/>
Non-powered tools and equipment	<input type="checkbox"/>	Other and unspecified agencies	<input type="checkbox"/>

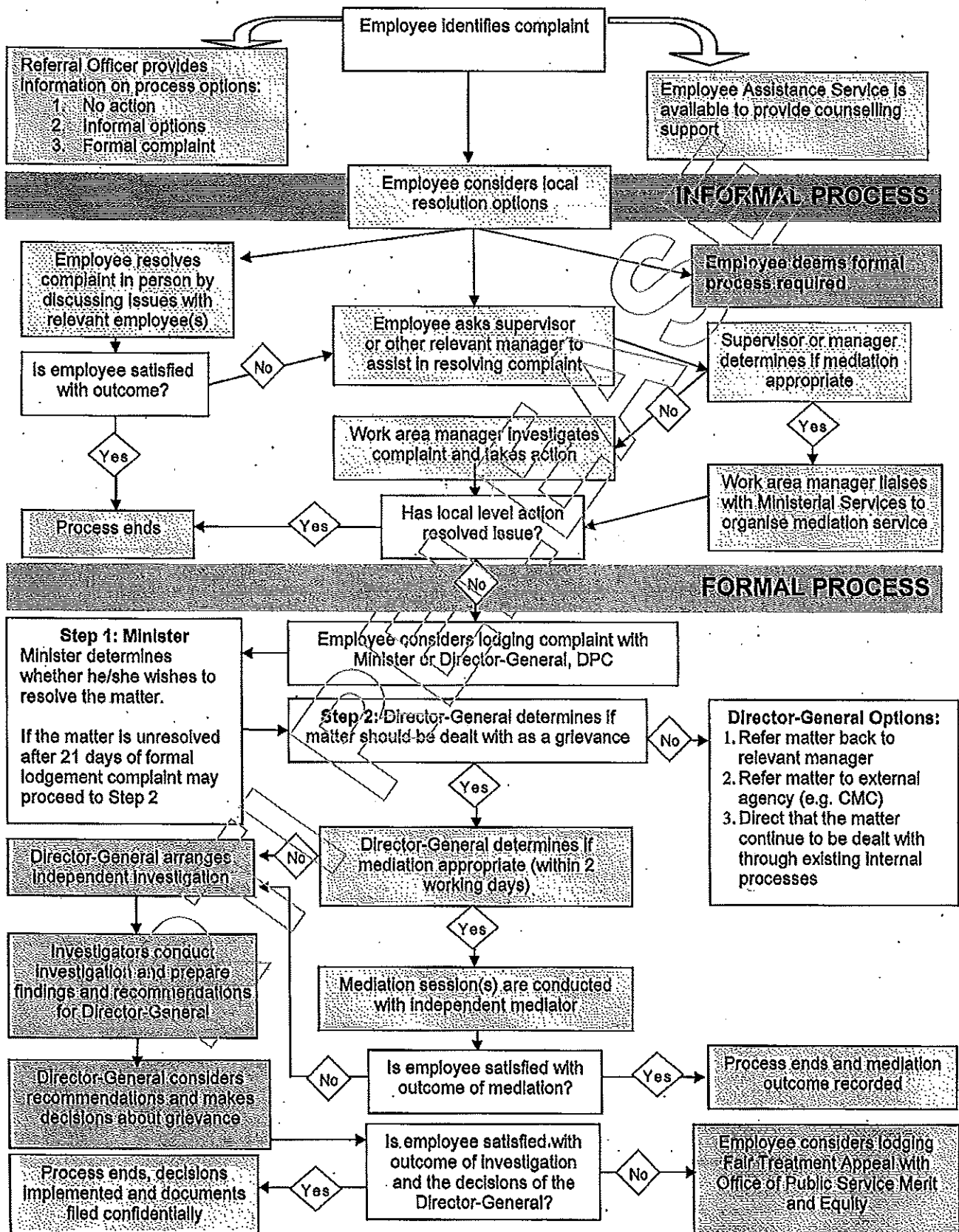
Please Return to: Ministerial Services

1st Floor, Executive Building, P.O. Box 15185, City East 4002
Telephone No. (07) 3225 8290 Facsimile No. (07) 3221 0794

Last Updated: 21 January 2004

(print on white paper)

Resolution Process for Workplace Behaviour Issues





Queensland Government
Ministerial Services

Leavers Checklist

This checklist assists the office manager to finalise an employee's involvement with a Ministerial Office when an employee leaves. To provide a record that obligations to an exiting employee have been met, Ministerial Services requests that the Office Manager completes the checklist and take action where indicated within 7 working days of the staff member leaving the Ministerial Office.
If you require further information or assistance, please contact Ministerial Services.

Employee Details

Name: _____
 Position: _____
 Ministerial Office: _____
 Last date at work: ____/____/____

Checklist

Q1 Does the person have any diaries which were used to record the occurrence of official duties?

Yes (Returned) No

If Yes, ensure all diaries are returned to the Ministerial Office for filing

Q2 Does the person have any official documents (eg correspondence, files, etc) in their possession?

Yes (Returned) No

If Yes, ensure all documents are returned to the Ministerial Office.

Q3 Does the person have private use of a motor vehicle?

Yes No

If Yes please ensure any key/s, fuel card/s, toll card/s, and log book/s are returned.

Please provide the following details

1. Vehicle Registration Number _____

Q4 Does the person have any credit cards assigned to them?

Yes (Returned) No

If Yes please ensure credit cards have been returned to Ministerial Services.

Q5 Does the person have an official passport/s?

Yes No

If Yes please notify Ministerial Services to ensure passport/s are cancelled.

Q6 Does the person have any ministerial items (portable and attractive assets) that are not located in the office (eg home use items/assets such as a laptop, printer, scanner, modem, fax, mobile phones, blackberry, etc)?

Yes (Returned) No

If Yes, ensure all departmental items are returned. Provide details below:

Asset Number	Asset Details

Q7 Do any telephone lines, mobile phone numbers, or home numbers need to be cancelled.

Yes (Cancelled) No

If Yes please notify Ministerial Services to ensure all numbers are cancelled.

Q8 Does the person have any Cabcharge vouchers assigned to them?

Yes No

If Yes please ensure Cabcharge book is returned to the Ministerial Office for cancelling or reassigning to replacement person.

Please return to Ministerial Services
 Department of the Premier and Cabinet, 1st Floor, Executive Building,
 PO Box 15185, City East, 4002
 Telephone No: (07) 3224 8214 Facsimile No. (07) 3221 0794

Q9 Does the person have any frequent flyer points accrued?

Yes (Cancelled) No

If Yes please notify Ministerial Services to ensure points are cancelled.

Q10 Has a Security ID card been issued to the person?

Yes (Returned and Destroyed) No

If Yes, ensure it is returned by the person and destroyed or returned to Ministerial Services.

Q11 Have security access cards/keys been issued to the person?

Yes (Returned) No

If Yes, ensure it is returned by the person to the Ministerial Office or returned to Ministerial Services.

Q12 Does the person have work files saved to personal directories?

Yes No

If Yes please ensure the files are transferred to the relevant directory.

Q13 Does the person have Logon access to the Ministerial Network (including special drive access) and other software.

Yes No

If Yes please contact the Ministerial Service Desk on x 46626, or by e-mail to remove access. Please advise the access that is currently held by the person when contacting the Service Desk, including the requirement to remove the person from the e-mail listing.

Q14 Does the person have a Remote Access Card (SECURID), and account?

Yes No

If Yes please return the Remote Access Card and contact the Ministerial Services Desk on x 46626 or by e-mail to arrange for Remote Access Account to be disabled.

Q15 Does the person have any personal business cards?

Yes No

If Yes ensure cards are destroyed.

Form Completion - Person Leaving

The actions provided in the above checklist have been completed.

Name: _____ Signature: _____

Position: _____ Date: ___/___/___

Form Completion - Office Manager

The actions provided in the above checklist have been completed.

Name: _____ Signature: _____

Position: _____ Date: ___/___/___

Ministerial Services Use Only

Leavers Email sent to all relevant parties. (Attach copy of E-mail)

Please return to Ministerial Services
Department of the Premier and Cabinet, 1st Floor, Executive Building,
PO Box 16186, City East, 4002
Telephone No: (07) 3224 8214 Facsimile No. (07) 3221 0794

Glossary

Some common definitions and abbreviations used throughout the Handbook are:

Chief Delegated Officer. The Officer who has been provided with the primary (highest) financial delegation - generally the Chief of Staff.

GST. Goods and Services Tax. All prices in this handbook are GST inclusive where applicable.

HRM. Human Resource Management.

Leader. Includes the Leader and Deputy Leader of the Opposition except where the context does not permit.

Members' Handbook. The Members' Entitlements Handbook.

Office. See Office of the Leader.

Office of the Leader. The Office of the Leader consists of the Leader and Deputy Leader and all Opposition staff, whether employed on a contract or consulting basis, who directly support the Leader in carrying out official duties. Where appropriate, the Office of the Leader includes the partner of the Leader. NB: Office of the Leader does not include electorate staff employed by and paid for by the Parliamentary Service.

Parliament House Environs. Parliament House environs will include Parliament House, the Parliamentary Annex and Electorate offices provided as a normal entitlement to Members of the Legislative Assembly.

Recognised Parties. Recognised Parties will have the same meaning as in the *Parliamentary Members' Salaries Act 1998, Section 5 (2)*.

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RTI RELEASED