

**The Queensland
Opposition Handbook**

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Introduction

The Opposition Handbook has been developed to assist the Leader of the Opposition and staff in the running of the Office and is designed to act as a single, simple and user friendly reference.

The Handbook sets out the common policies, practices and procedures to be adopted in the Leader's Office with respect to financial management, human resource management, provision of accommodation, assets, entertainment, travel, information technology security, and other policy issues relating to the functioning of the Office. Ministerial Services will issue amendments and an updated index, to ensure that the Handbook remains current.

The Handbook will also apply to other Non-Government offices that may be established from time to time pursuant to the approval of the Premier. The Handbook does not affect the operations of Electorate Offices or alter any of the Parliamentary entitlements of Members of the Legislative Assembly as provided for in the "Members' Remuneration Handbook" and should be read in conjunction with the Members' Remuneration Handbook. Where a conflict arises, Ministerial Services should be contacted.

The Opposition Handbook does not modify or affect the application of the Criminal Law or the application and requirements of the [Financial Accountability Act 2009](#)

The Leader of the Opposition and staff operate in an environment of rigorous accountability and their actions and expenditure are likely to come under close public scrutiny. Further, the public expects and demands the highest standards of ethical behaviour and propriety from all holders of political office and their staff.

Ministerial Services, Department of the Premier and Cabinet acts on behalf of the Director-General, 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.

The Opposition Handbook is available online at www.premiers.qld.gov.au in the Publications section.

Correspondence relating to The Opposition Handbook should be addressed to:

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Contents

Appendices	6
Amendments	7
1 Human Resource Management	10
1.1 Office staff	10
1.1.1 Staff entitlement	10
1.1.2 Basis of employment.....	10
1.1.3 Relief arrangements.....	12
1.1.4 Salary level reviews	12
1.1.5 Termination of employment	13
1.2 Workers' Compensation	14
1.3 Personal Development	14
1.4 Employee Assistance Service	14
1.5 Discrimination and Harassment in the Workplace	15
2 Information Management	16
2.1 Information security	16
2.2 Privacy.....	17
2.3 Opposition records	17
3 Accountability and Ethics	19
3.1 Members code of Ethical Standards.....	19
3.2 Code of Conduct for Opposition Staff Members	19
3.3 Declaration of Interests	19
3.3.1 Leaders	19
3.3.2 Staff members	19
3.4 Memberships of boards, committees or councils	20
3.5 Gifts - received.....	21
3.6 Gifts - made	22
3.7 Accountability and budget process	23
3.8 Public Report of Office Expenses.....	24
3.9 Official Diaries.....	27
4 Expenses relating to the Office of the Leader of the Opposition	28
4.1 Allowable Expenditure.....	28
4.2 Parliamentary Service support for the Office of the Leader	28
4.3 Expenditure that is not allowable.....	28

4.4	Accommodation	29
4.4.1	Office accommodation	29
4.4.2	Parking.....	30
4.5	Advertising and communication.....	30
4.5.1	Advertising	30
4.5.2	Brochures and Newsletters.....	31
4.6	Contractors and Consultants	31
4.7	Delegations	32
4.8	Hospitality and Official Functions.....	33
4.8.1	Hospitality (including Entertainment) – Provided by the Leader.....	33
4.8.2	Hospitality (including Entertainment) Benefits Received	34
4.8.3	Working meals.....	34
4.9	Office equipment.....	35
4.10	Partner’s expenses.....	35
4.11	Political Party Expenses	36
4.11.1	Political Party meetings.....	36
4.12	Shadow Cabinet	36
4.13	Telecommunications	37
4.13.1	Leader.....	37
4.13.2	Staff	38
4.13.3	Office	39
4.14	Transportation.....	39
4.14.1	Fines	39
4.14.2	Cars.....	39
4.14.3	Taxis.....	40
4.15	Travel	40
4.15.1	Whole-of-Government Travel Provider	40
4.15.2	Cash advances	40
4.15.3	Domestic Travel.....	41
4.15.4	Travel to and from the Electorate (office or home).....	41
4.15.5	Air Charter	41
4.15.6	Class of Travel.....	42
4.15.7	Airline Club Memberships.....	43
4.15.8	Overseas Travel	43

4.16	Other.....	46
4.16.1	Cards and wreaths.....	46
4.16.2	Credit cards	46
4.16.3	Petty cash	47
4.16.4	Purchases	47
4.16.5	Security.....	48
5	Entitlements.....	49
5.1	Staff.....	49
5.1.1	Chauffeurs.....	49
5.1.2	Other Staff.....	49
5.2	Leaders.....	49

Appendices

- 1 Declaration of Interests
- 2 Variation of Declaration of Interests
- 3 Annual Review of Declaration of Interests – No Variation
- 4 Declaration of Gifts Received
- 5 Declaration of Gifts Made
- 6 Entertainment Certification

Amendments

October 1998

- Original issue

December 1999

- Contact Officers
- Dept. Support for the Office of the Leader
- Employee Assistance Service
- Motor Vehicles – Staff
- Travel Attachment 1 – Allowances

March 2002

- Complete update

February 2003

- Telephone reimbursement- staff

November 2003

- Motor Vehicles - Leader and Deputy Leader
- Workplace Health and Safety
- Appendix 18

May 2004

- Overseas Travel
- Motor Vehicles

January 2006

- Human Resource Management
- Information Management
- Gifts Received
- Gifts Made
- Advertising
- Hospitality and Official Functions
- Working Meals
- Office Equipment
- Shadow Cabinet
- Advertising
- Telecommunications
- Travel
- Brochures and Newsletters
- Bereavements
- Credit Cards
- Stamps
- Ministerial Services
- Appendix 1 - Allowances-Travel
- Appendix 2 - Review of Monthly Reports
- Appendix 4 - Gifts Made
- Appendix 5 - Gifts Received
- Appendix 7 - Hospitality Certification

- Appendix 18 - Incident Report Form

February 2007

- Gifts – Received

June 2007

- Office Staff
- Study and Research Assistance Scheme
- Workplace Behaviour
- Workplace Health and Safety
- Electronic Mail
- Information Security
- Internet Policy
- Opposition Records
- Accountability and budget process
- Gifts - received
- Pecuniary Interests Declaration
- Public Report of Office Expenses
- Hospitality Provided
- Working Meals
- Telecommunications
- Motor Vehicles
- Domestic Travel
- Frequent Flyer Points
- Credit Cards - policy
- Entitlements - Other staff
- Entitlements - Leaders
- Ministerial Services - role
- Appendix 1 - Allowances - travel
- Appendix 14 - Administrative Delegations
- Appendix 19 - Resolution Process for Workplace Behaviour
- Appendix 20 - Leaver's Checklist

August 2010

- Advertising and Communication

February 2011

- Advertising and Communication

February 2013

- Official Diaries

June 2013

- Frequent Flyers

November 2014

- Complete Redraft

September 2016

- Staff Entitlement

September 2022

- Official Diaries

1 Human Resource Management

1.1 Office staff

The Leader is entitled to staff and resources to assist them in the performance of their duties. Staff provide support to the Leader in fulfilling portfolio responsibilities. It is important for the Leader to make sure their staff members are aware of:

- a. their roles and responsibilities; and
- b. the scope and sensitivities attached to the Office of the Leader of the Opposition.

1.1.1 Staff entitlement

Overall staffing numbers will be determined by the Premier.

The table below provides suggested classification ranges for Opposition staff. It should be noted that the number of positions at the upper level of SES 2.1 is limited to two.

SES2.1	Chief/Deputy Chief of Staff								
SO(3)		Senior Advisor							
SO(2)									
SO(1)									
A08									
A07			Advisor						
A06									
A05				Assistant Advisor	Executive Assistant/ Office Manager				
A04									
A03						Administrative Officer			
A02								Chauffeur	003
A01									

1.1.2 Basis of employment

All new engagements to the Opposition Office are on a temporary basis initially for a period of three months.

The basis of ongoing employment following this three month period depends on whether the staff member has come from within or outside the Queensland Public Service.

Opposition staff drawn from the Queensland Public Service

All staff drawn from the Queensland Public Service to work in the Opposition Office are granted leave without pay from their substantive positions.

These staff are appointed on a temporary basis in the Opposition Office under S7 of the [Ministerial and Other Office Holder Staff Act 2010](#) and in line with arrangements approved by the Premier.

The terms and conditions of their appointment are detailed in their appointment letter.

Public servants who accept a position in the Opposition Office at a level below their substantive public service role are paid at the opposition salary level only.

Public servants employed in the Opposition Office in a higher level role to their substantive role maintain their substantive salary and are paid an allowance up to their opposition salary level.

Public servants appointed in this way retain their rights and privileges under the [Public Service Act 2008](#) and receive terms and conditions of employment contained in Directives issued under S26(1) and (2) of the [Ministerial and Other Office Holder Staff Act 2010](#).

When the period of temporary appointment ends (or at any time where either the appointee, or the Director-General upon the recommendation of the Leader, decides that the appointment should cease) the staff member returns to the Department from which the leave without pay took place, at the classification level to which they were appointed prior to their temporary engagement in the opposition office.

All paid leave taken after the end of the temporary appointment is paid at the staff member's substantive departmental salary level.

Opposition staff engaged from outside the Queensland Public Service

Non-public servants are engaged in the Opposition Office under an Employment Contract pursuant to S7 of the [Ministerial and Other Office Holder Staff Act 2010](#). Under this engagement they are not officers of the Public Service.

The benefits and conditions of employment include:

- Employment in the Opposition office is subject to the Directives issued under S26(1) and (2) of the [Ministerial and Other Office Holder Staff Act 2010](#).
- The hours of work determined by the Chief of Staff.
- The Government meets all necessary expenses that a staff member incurs through performing their official duties

- If the engagement is terminated for other than a breach of contract the severance conditions detailed in the Employment Contract apply.

Completion of the three month temporary period

A review of a staff member's service has to be made just prior to the end of the three month period to assess their suitability for ongoing employment.

If a staff member is not recommended for permanent employment, their engagement ceases at the end of the temporary period.

Ministerial Services will write to the staff member when formal notification is received from the Leader.

Approval for the appointment of permanent staff

The Leader or Chief of Staff should provide a signed written recommendation to the Director, Ministerial Services about the appointment of permanent staff, including proposed salary levels and commencement dates.

On receipt of advice from the Opposition Office, Ministerial Services will send the engagement documentation.

1.1.3 Relief arrangements

Relief staff may be needed when staff are absent on leave or when the office workload temporarily increases beyond its normal capacity.

The Leader may approve relief arrangements to cover staff absences where funds are available within the existing office budget.

Recommendations for all relief staff, must be made in writing, be **signed by the Leader or Chief of Staff** and forwarded to the Director, Ministerial Services.

1.1.4 Salary level reviews

The Leader can review the salary levels of his/her staff at any time subject to the available budget for employee related costs.

Salary level adjustments must be forwarded to Ministerial Services. Provided that the recommendations are within the approved staffing entitlements Ministerial Services will forward written confirmation of the salary adjustment to the staff member.

If the Leader's recommendation is in excess of the approved staffing entitlements Ministerial Services will submit the recommendation for the approval of the Premier. No salary levels will be adjusted until the Premier has approved the increase. Written confirmation of the salary adjustment will be provided to the staff member upon receipt of the Premier's approval.

1.1.5 Termination of employment

Contract staff

Ministerial Services must be contacted before any action is taken to terminate the employment of staff.

Staff members who are ceasing employment must return any property that has been assigned to them as early as practicable before exiting the Office.

Public Servants

The temporary appointment of public servants to Opposition Office positions may be terminated at any time if either the appointee or the Director-General, Department of the Premier and Cabinet, upon the recommendation of the Leader, determines that the appointment should cease.

The staff members return to the department from which they had taken leave without pay, and any allowance being paid or salary sacrifice arrangements in place while in the Opposition position will cease.

Ministerial Services should be notified before any action is taken to terminate the temporary appointment of a public servant.

Cessation of Leader's Appointment

When a Leader ceases to hold that position the following consequences will flow:

- a. All temporary appointments of public servants in the Opposition Office automatically terminate, unless otherwise determined, and those officers return to their respective Departments at the classification they held immediately prior to their engagement in the Opposition Office.
- b. Employment Contracts remain in force pending advice to the Director-General, Department of the Premier and Cabinet, to terminate employment. If employment is terminated, the severance conditions detailed in the Employment Contract will apply.

Change of Government

Termination of existing arrangements

When it is known that there is to be a change of government, written notification signed by the Leader of the Opposition must be forwarded to the Director-General, Department of the Premier and Cabinet, advising which staff will continue employment under the incoming Government.

Written advice signed by the Leader of the Opposition is also required to terminate the employment of those staff who will not be employed under the incoming government.

Interim staff arrangements for incoming Ministers

In the case of a change of government, the incoming Minister should sign and send an interim staffing list, including salary levels and commencement dates, to the Premier as soon as practicable.

The Premier's Office will then advise the ministerial office and Ministerial Services in regards to the Premier's decision.

No salary will be paid under the interim arrangements until the Premier's approval is received.

All interim staffing arrangements are on a temporary basis until ministerial staffing arrangements are finalised.

Transition of staff

Staff members who were formerly employed within the Office of the Leader of the Opposition may be directly transitioned into positions within Ministers' offices following a change of Government.

Similarly, staff members who were employed within ministerial offices may be directly transitioned into the Office of the Leader of the Opposition following a change of government.

1.2 Workers' Compensation

If a staff member is involved in an accident either at work, or on the way to or from work, an ['Incident Record/Report' form \(E2F1\)](#) must be completed. Where the staff member wishes to claim benefits from WorkCover, a claim should be lodged online through [WorkCover](#) or their doctor.

1.3 Personal Development

Ministerial Services is committed to providing employees with some access to professional development in line with the Learning and Development policy. This training is to be funded within the existing Opposition office budget.

1.4 Employee Assistance Service

The Employee Assistance Service (EAS) is a regular on-site program of care and counselling on personal and work-related issues which is easily accessible to all staff members and their immediate families.

The EAS can help staff members deal with issues such as:

- a. work related problems

- b. emotional stress
- c. marital/family conflicts
- d. alcohol and other drug problems
- e. financial worries
- f. gambling difficulties
- g. grief
- h. trauma

Davidson Trahaire has been contracted to provide these services to Opposition staff members. The counsellors are all qualified and experienced professionals.

All counselling is strictly confidential and no details can be passed on to anyone without the written permission of the person involved. Counsellors are ethically and legally required to maintain confidentiality. The EAS program is provided free of charge to staff.

Contact:
Davidson Trahaire Corpsych
Phone: 1300 360 364

1.5 Discrimination and Harassment in the Workplace

Ministerial Services is committed to providing a workplace free of all forms of discrimination. Discrimination and harassment will not be tolerated in our workplace.

Refer to the Discrimination and Harassment in the Workplace policy for further detail.

2 Information Management

2.1 Information security

The Leader, Deputy Leader and staff employed within the Opposition offices are provided with access to the Internet and email through the opposition network.

The Opposition [Information Security policy](#) sets out the basic security requirements that everyone accessing these services through the opposition network needs to be aware of and comply with.

Detailed IT security policies and procedures are in place in the Department of the Premier and Cabinet and apply to the opposition network except where they conflict with policies and procedures detailed in the Opposition Information Security Policy.

All staff must complete an “Information Technology Conditions of Use” form, on commencing employment. This will be a prerequisite to obtaining access to the Opposition computer network.

The Office Manager must notify Ministerial Services when a staff member ceases employment to ensure all access privileges for the employee are terminated.

Smart Phones/Tablets

The standard for smart phones/tablets supported on the network is approved by the Office of the Premier. Privately owned devices for staff will only be connected to the opposition network if approved by the Chief of Staff. Leaders and staff using approved BYO devices must sign a BYO policy document. Non approved devices will be seen as a breach to the opposition network security and will be disabled.

Cost for data/calls and text on BYO devices are reimbursed to the level specified in the BYO policy, unless otherwise determined by the Office of the Premier.

Data usage on smart phones/tablets should be monitored closely to ensure usage falls within the allocated data plan. Costs above the data plan or excessive usage may be a personal cost.

Smart phones/tablets can contain sensitive information. Data security for these devices is commensurate with network security. Passwords and inactivity timeouts will apply to these devices. A lost device must be reported immediately to the service desk who can remotely disable and securely erase the device.

Leaders and staff travelling overseas with smart phones/tablets for either official or recreation purposes must contact Ministerial Services to ensure the appropriate actions have taken place to protect information and avoid hefty international roaming charges on either work provided or personal devices.

2.2 Privacy

[Information Privacy Act 2009](#) (IPA) sets the framework for the collection and handling of personal information in the Queensland Public Sector. Opposition staff will apply the principles contained in the IPA when managing personal information.

2.3 Opposition records

Policy

The [Public Records Act 2002](#) provides that records which are deemed to be public records may only be disposed of in accordance with the Disposal Authority issued by Queensland State Archives.

Public Records do not include electorate, party political or personal records. Furthermore, records of Members of Parliament or Parliamentary records are outside the scope of the [Public Records Act 2002](#).

State Archives has advised that in the case of records held by the Office of the Leader of the Opposition, the records which would be deemed public records are those which are created in the provision of financial and personnel services by Ministerial Services.

As such, Ministerial Services already holds those public records which should be retained for accountability and administrative purposes, for the appropriate retention periods, as described in the Financial Management Standard or the General Retention and Disposal Schedule for Administrative Records.

Ministers, Ministerial staff and public servants (other than the Director-General, Department of the Premier and Cabinet) will not be granted access to records of the Office of the Leader of the Opposition held in Ministerial Services except to the extent that such access is required for audit purposes or other official investigations (eg. requests for information in writing from the Crime and Misconduct Commission, Police, the Courts, or Commissions of Enquiry).

The following procedures apply to the management and disposal of Records.

Procedures

Records held in Ministerial Services

The Leader will be advised prior to release of information in all instances except for routine audit examination by the Department of the Premier and Cabinet Audit and Evaluation Unit or the Queensland Audit Office or access by the Director-General, Department of the Premier and Cabinet.

This is similar to access procedures in place for Ministerial records held in Ministerial Services.

Management of Records

It should be noted that there is no requirement to forward any records from the Office of the Leader of the Opposition to State Archives.

Personal and political records may be managed at the discretion of the Leader.

Electronic Data

Back ups of data stored on the Opposition network are carried out on a daily, weekly, monthly and yearly basis. As a disaster recovery measure, backup tapes are stored off-site.

In the event of a change of government, a tape back-up of file servers will be made prior to deletion. The full network back-up will be forwarded to the outgoing Leader.

Back-up tapes held off-site will be returned to Ministerial Services within 48 hours of the election result and/or prior to the new Opposition staff taking up duty.

All electronic data stored in the network or held by Ministerial Services (including the returned backup tapes) will be deleted by Ministerial Services within a period of 48 hours after the election result and/or prior to the new Opposition staff taking up duty.

If an electronic record is not deleted through an error or is subsequently recovered from the network, that record will be deemed to be the property of the Office of the Leader, under whose administration the records were created.

3 Accountability and Ethics

3.1 Members code of Ethical Standards

Leaders, in undertaking their duties must comply with the principles set out in the ‘Code of Ethical Standards of the Legislative Assembly of Queensland’.

3.2 Code of Conduct for Opposition Staff Members

Opposition Office staff are bound by the [Code of Conduct for Opposition Staff Members](#).

3.3 Declaration of Interests

3.3.1 Leaders

Leaders must comply with the requirements of the Register of Members’ Interests, and the Register of Members’ Related Persons Interests, held by the Clerk of the Parliament.

3.3.2 Staff members

Staff employed in the Office of the Leader of the Opposition must ensure their private interests do not conflict with, or are not seen to be in conflict with, the discharge of their official duties.

Section 24 of the [Ministerial and Other Office Holder Staff Act 2010](#) requires staff members to submit a [Declaration of Interests form](#) to the Leader within one month of commencing employment as a staff member, within one month of the change of the Leader, and whenever there is a change to the staff member’s interests. See [APPENDIX 1 & 2](#)

The Declaration of Interests provides details of the staff member’s interests together with the interests (as known to the staff member) of the staff member’s partner and any dependents.

In addition, staff are required to annually declare their interests no later than 30 June each year. Where there is no change staff are required to submit an [“Annual Review of Declaration of Interests – No Variation” Appendix 3](#) form to the Leader.

Leaders should sign and date all completed declarations following the staff member’s appointment and annually thereafter or upon a change of Leader.

Penalty provisions

Staff members who knowingly fail to provide a Declaration of Interests or a Variation of Interests by the due date, or knowingly provide false or misleading information to the Leader, may, upon the advice of the Leader, have their employment terminated by the Director- General, Department of the Premier and Cabinet immediately.

Disposal of register

Disposal of details of pecuniary interests will be in accordance with the current guidelines for disposal of Opposition records.

Completion of the Declaration of Interests

[Directive 2014/02](#) and the [Declaration of Interests Information Sheet](#) outline the interests that should be declared.

Interactive Gambling (Player Protection - disqualified Persons) Regulation 1999

Opposition Staff are prohibited from holding or acquiring an interest in any holder of an interactive gaming licence issued in Queensland. If staff currently possess any prohibited shares or become aware in the future that staff possess prohibited shares, then the shares must be divested within a period of 14 days, at no profit. If not divested within this period, then the shares are forfeited to the State and a penalty may be imposed (maximum penalty \$1500).

An exemption is made to the above restriction in the case of membership of a professionally managed investment or superannuation fund whereby staff are deemed to exercise no discretionary control over the investment strategy of the fund.

The Regulation also prohibits staff from being a business or executive associate of an interactive gambling licensee.

If staff have any doubt as to whether shares they currently possess are prohibited shares or not, they should raise the issue with their Chief of Staff.

3.4 Memberships of boards, committees or councils

Leaders who are asked to perform duties or services for bodies such as boards, committees or councils should note the following provisions which apply to all Members of the Legislative Assembly.

Members who perform duties or services for government bodies (eg. boards, committees, or councils) may receive 'reasonable expenses' actually incurred by or for the Member in the course of performing such additional duties or services.

The [Parliament of Queensland Act 2001](#) limits 'reasonable expenses' to accommodation, meals, domestic air travel, taxi fares or public transport charges and motor vehicle hire only.

Members who receive any fee or reward for the performance of these duties or services in excess of what is reasonable or for categories of expenses outside those listed above are liable to loss of their seat pursuant to the office of profit provisions of the [Parliament of Queensland Act 2001](#).

Upon becoming aware of such entitlement, Members must, as soon as practicable:

- a. irrevocably waive for all legal purposes any entitlement to fee or reward, beyond the reasonable expenses described above, which are associated

with additional benefits associated with the performance of such duties or services (eg. meeting fees);

- b. make the waiver in writing;
- c. present the waiver to the relevant paying authority for the government body concerned; and
- d. provide a copy of the waiver to the Speaker.

Further details about this issue are available from the Legislative Assembly Offices.

Additional information is also available in the Governing Queensland Suite of Handbooks - Welcome Aboard - A guide for Members of Queensland Government Boards, Committees and Statutory Authorities.

3.5 Gifts - received

This policy applies to Leaders and their staff and should be read in conjunction with the requirements of the Register of Member's Interests and the Code of Conduct for Opposition Staff Members.

Leaders are also required to ensure that gifts received by Shadow Ministers that meet the reporting threshold in this section are notified to Ministerial Services for inclusion in the gifts register.

Gifts are tangible items that have a lasting value. They do not include intangible benefits such as hospitality where there is no enduring value.

The definition of 'gifts' does not include those gifts which are received and retained by the Leader, their staff or their immediate family from family members or personal friends in a purely personal capacity.

Policy

Leaders and staff should not ask for or encourage the offer of any gift or benefit in connection with the performance of their official duties.

A gift may only be accepted if:

- it does not influence a Leader or staff member in such a way as to compromise impartiality or create a conflict of interest; and
- it is not an offer of money.

Promotional schemes offered in conjunction with official activities, such as instant scratch-its for free overseas flights or lucky door prizes won at official functions should not be accepted.

The State of Queensland will have first call to retain any gifts deemed to be of historical or cultural significance (eg. artworks) regardless of value.

Declaration and Allowable Limits

Leaders must declare a gift received from any source, which has a retail value of more than \$150, within 21 days of receipt (or 21 days from the date of return to Australia if the gift was received overseas) by completing a ['Declaration of Gifts Received'](#) form.

Staff must seek the Chief of Staff's approval prior to accepting or retaining a gift of any value. The Leader's approval for staff to accept or retain gifts with a retail value above \$150 must be included on the ['Declaration of Gifts Received'](#) form.

The gift should be sent with the declaration to Ministerial Services for valuation.

An allowable limit of \$350 retail value applies to any gift given to the recipient by the same person. A gift can be a single item or group of items received either at one time or at different times on the same trip, in which case the aggregated value of the items should be within the allowable limit.

Gifts valued below the allowable limit may be automatically retained by the Leader subject to declaration requirements.

If a gift exceeds the allowable limit and it is not appropriate to refuse or return the gift, it remains the property of Ministerial Services on behalf of the State of Queensland. The Leader may request that these gifts be placed on display in a Leader's office or public building.

Leaders should note that the Standing Rules and Orders of the Legislative Assembly also require the declaration through the Register of Members' Interests of the source and nature of any gifts valued at more than \$500 from one source. This declaration requirement extends to where two or more gifts made from one source during the financial year exceed, in aggregate, \$500.

See [APPENDIX 4 - Declaration of gifts received](#)

Procedures

Ministerial Services maintains a register of gifts received.

The Premier tables annually the details of all gifts with a retail value of more than \$150 that are noted on the gifts register. Details of the register are also published on the internet quarterly by the Department of the Premier and Cabinet. The Director, Ministerial Services may dispose of gifts not on display subject to the approval of the Leader and in line with the policies of the Department of the Premier and Cabinet.

3.6 Gifts - made

Policy

This policy applies to Leaders and their staff.

In certain circumstances it may be appropriate for Leaders to provide gifts on behalf of the Opposition of the State of Queensland. This is a normal custom when Leaders travel overseas, but it may also occur domestically when it is appropriate to provide gifts to persons on behalf of the Opposition of the State of Queensland, (for example a reciprocal gift to an official overseas visitor to Queensland).

Leaders should select gifts with both economy and appropriateness in mind (ie. expensive gifts will not always be necessary).

Gifts badged with the Queensland Coat of Arms are available to Leaders (up to a value of \$1000 per annum) (up to a value of \$200 per annum) to assist them to promote Queensland.

Badged gifts are to be used for official purposes at the discretion of the Leader. A Leader may also authorise a staff member to give a gift on their behalf.

Procedures

Ministerial Services maintains a register of gifts made with a retail value of over \$350.

Leaders should advise Ministerial Services in writing when they (or a staff member on their behalf) gives a gift valued over \$350 retail, or two or more gifts with a combined value over \$350 retail, to the same person during the same trip. This advice should be provided as soon as practical but within 21 days of giving the gift or returning to Australia (see [APPENDIX 5 – Declaration of gifts made](#)).

If a gift is to be made on behalf of the Opposition of the State of Queensland, it is normally selected from the Official Gift Range maintained by Protocol Queensland in the Department of the Premier and Cabinet. The Official Gift Range includes items such as ties, cufflinks, scarves, business card holders, pens, badges and books.

Applications for badged gifts should be made to Protocol Queensland each year as a bulk order to the total value or half the per annum value and should include a purchase order from Ministerial Services. Costs will be charged to the Office of the Leader of the Opposition.

Protocol Queensland has a catalogue of badged items to assist offices making annual bulk purchases.

3.7 Accountability and budget process

The overarching documents relating to accountability in the Office of the Leader of the Opposition are the [Financial Accountability Act 2009](#), Financial and Performance Management Standard 2009 and this handbook.

Leaders and their staff operate in an environment of rigorous accountability and their actions and expenditure are likely to come under close public scrutiny.

The Leader's offices for accountability purposes, falls under the responsibility of the Director-General, Department of the Premier and Cabinet, who is the accountable officer under the [Financial Accountability Act 2009](#).

However, the Leader still remains responsible for the proper management and control of all financial transactions of the office.

Documents held by Ministerial Services relating to the Office of the Leader of the Opposition, are subject to both the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

The budget for the Office is included in the appropriations of the Department of the Premier and Cabinet. This means that similar external reporting

requirements apply to the Office as to other functional areas of the department. These include:

- a. scrutiny by Parliamentary Estimates Committees;
- b. audit by the Queensland Audit Office; and
- c. published information in budget documentation tabled in the House and annual financial statements.

Ministerial Services maintain necessary accounting systems that ensure compliance with the requirements of this handbook and assist in correctly categorising and charging expenditure. These systems may be separate from and independent of other departmental accounting systems.

Internal controls are a key component of accountability systems. The primary internal controls that apply to the Leader's office are:

- **Monthly budget and expenditure reporting.** Ministerial Services provides the office with detailed transaction reports of all monthly expenditure incurred and a report comparing monthly and yearly expenditure to budget forecasts. The Office must examine and certify the reports, and then return the certification to Ministerial Services.

- **Adequate documentation.** Expenditure can't be processed without the following adequate supporting documentation:

- source documents, eg. original receipts, vouchers;
- appropriate authorisation; and
- an official order or other legal document, for all contracts/commitments.

- **Ministerial Services checking.** Ministerial Services assists the Director-General in meeting the obligations of the accountable officer through examining documentation and seeking, where necessary, additional information or explanation on expenditure claims. This includes reconciliations of such items as petty cash, overseas cash advances, and credit facilities (eg. credit cards, travel accounts).

- **Stocktakes of assets and gifts on display.** The register of gifts valued at over the reporting threshold is tabled annually.

- **Independent authorisation of expenditure.** With the exception of the Chief Delegated Officer, staff are not able to authorise their own expenditure.

- **Public reporting of expenditure.** Six monthly reports on office expenditure are tabled in Parliament. The report for the end of the financial year is audited by the Queensland Audit Office.

3.8 Public Report of Office Expenses

Policy

On a six monthly basis, a report of expenditure for the Office in summary format, will be tabled in Parliament by the Leader. Expenses include costs for the Leader, Deputy Leader and staff, and office which is shown separately.

These reports will be due for tabling within five sitting days after 15 February (mid-year report) and by 31 August (end of year report).

The report to be tabled following the end of each financial year will be audited and certified by the Queensland Audit Office.

Procedures

Ministerial Services will prepare statements as soon as possible after the end of each six monthly period for the Leader to review and approve.

A copy of the mid-year report will be provided to the Queensland Audit Office for information.

An example of the report is shown below.

**Public Report of Office Expenses
Total Office of the Leader of the Opposition
For the Period 01/07/20XX - 31/12/20XX**

	Leaders	Staff	Office	Total
<u>Salaries and Related Payments</u>	\$	\$	\$	\$
Salary and Employee Expenses		952,942	0	952,942
Salary related taxes	12,858	64,298	0	77,156
Superannuation	0	86,916	0	86,916
Other Employee Expenses	0	4,722	0	4,722
Sub-Total Salaries Costs	12,858	1,108,877	0	1,121,736
<u>Administrative Costs</u>				
Domestic Travel	24,369	29,235	0	53,604
Overseas Travel and Official Duties	0	0	0	0
Motor Vehicle Running Costs	16,497	28,147	0	44,644
Charter Costs	0	0	0	0
Travel To and From Electorate	10,874	0	0	10,874
Domestic Official Duties	148	165	113	425
Building Services	5,250	2,100	88,520	95,870
Communication charges	3,556	14,239	3,469	21,264
Information Technology	0	523	26,045	26,568
Other Administrative Charges	2,344	1,635	103,342	107,321
Sub-Total Administrative Costs	63,038	76,043	221,490	360,571
<u>Capital Expenses</u>				
Depreciation	0	0	2,954	2,954
Totals	75,896	1,184,921	224,443	1,485,260

Note 1: Individual amounts may not add to totals due to rounding.

Director, Ministerial
Services
...../...../.....

Leader of the
Opposition
...../...../.....

3.9 Official Diaries

The Leader is required to publish on the Queensland Parliament website, on a monthly basis, information in relation to official opposition related meetings with external parties listed in the Leader's diary, including as a minimum, the date of the meeting, name of the organisation/person and the purpose of the meeting.

For any meeting with a registered lobbyist or any person working for the lobbyist in any capacity, other than administrative staff, the diary must also include details about all attendees and a short description of the subject matter of the meeting.

Consideration should be given to the Information Privacy Principles contained within the [Information Privacy Act 2009](#) in determining what material is to be published.

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

4.1 Allowable Expenditure

Expenditure by the Office of the Leader must be for official purposes related to the role of Leader for the Opposition, properly documented, available for audit scrutiny and reasonable for the circumstances.

Allowable expenditure means expenditure incurred by or on behalf of the Leader, staff of the Office of the Leader (including consultants), partner of the Leader and guests of the Leader as a result of undertaking official duties.

Expenditure that is incurred by or for a political party is not an allowable expense.

Expenditure that is incurred by the Leader in relation to duties as the parliamentary representative of their electorate should not be charged against the Office.

4.2 Parliamentary Service support for the Office of the Leader

The Parliamentary Service provides:

- office accommodation, standard office furniture and fittings in the Parliament House environs;
- mail clearing for office accommodation in the Parliament House environs;
- library facilities to the extent such facilities are readily available to the Members;
- common stationery items to the extent that they are readily available to Members;
- car parking normally available to Members; and
- other administrative support generally provided to the Members (eg. Parliament House security, services by the Table office, training on services generally supplied to Members by the Parliamentary Service).

The Parliamentary Service is **not** responsible for providing stationery used exclusively by the Leader's office. (eg. business cards).

NB: Parliament House environs includes electorate offices normally provided to Members.

4.3 Expenditure that is not allowable

Any expenditure that is not allowable is considered private expenditure and is **not** to be charged as an expense of the Office of the Leader of the Opposition. However, some private expenditure may be claimable as "Parliamentary business" under the Members' Handbook. Private expenditure includes:

- personal expenditure;
- clothing;
- personal household articles;
- partner's wardrobe;

- hairdressing;
- dvd hire (in-house movies);
- club membership, except for airline memberships;
- laundry and dry cleaning costs except costs associated with the Leader's office (eg. tea towels, tablecloths etc) and costs incurred by the Leader and staff whilst travelling on official business;
- personal presentations including cards or presentations to any office staffer government employee whether employed on a permanent, temporary, casual, consultancy or any other basis
- any costs incurred for or by a political party, including entry fees to political party functions, travel or entertainment costs by unelected political party members (see [4.11 Political Party Expenses](#));
- tipping, except for overseas travel; and
- donations (including donations to political parties). (see [Gifts Section 3.6](#) for donations of official gifts)

Procedures

If non-allowable expenditure has already been processed, Ministerial Services will raise a debit note to the officer who incurred the expenditure. The officer has thirty (30) days from the date of this invoice to either dispute the charge, pay the debit note or arrange a repayment schedule with Ministerial Services.

4.4 Accommodation

4.4.1 Office accommodation

Office leasing, parking and utilities costs are a charge to the Office of the Leader.

Parliament House environs

Parliament House accommodation (including electorate offices and normal parking available to Members) is the responsibility of the Parliamentary Service.

Relocation/Repairs/Improvements/Furniture

Ad hoc requests for repairs, maintenance or the movement of furniture and fittings requiring works under \$10 000 may be made to Ministerial Services and are a charge to the Office.

Any requests for accommodation changes and works over \$10 000, outside of the Accommodation Office's pre-approved program of work, are to be made to Ministerial Services. Ministerial Services will refer these requests, to the Director-General, Department of the Premier and Cabinet for approval.

Funding availability within the Office of the Leader of the Opposition budget or Office Accommodation Program will be a prerequisite for refurbishments to proceed.

The Accommodation Office (AO), Department of Housing and Public Works will undertake relocation, repairs and improvements.

See [4.2 - Parliamentary Service support for the Office of the Leader](#)

4.4.2 Parking

The Office will be provided with a reasonable number of carparking spaces for official cars and any other necessary requirements.

4.5 Advertising and communication

4.5.1 Advertising

Advertisements by the Leader of the Opposition may be made for official purposes.

For the purposes of this section, advertising is to be defined as paid advertising in the media, similar to the way the term is used in the Queensland Government Advertising Guidelines. As such it would cover items such as print advertising (eg. newspapers and magazines and inserts), electronic advertising (eg. television, radio and internet), outdoor media (eg. billboards, bus/taxi advertisements) and all other types of media services covered under the Queensland Master Media advertising arrangement.

Relevant aspects of the government's advertising code of conduct, as well as the government's actual practice, will be a guide to determining if an advertisement can be met from public money. The following conditions have been based on that code:

1. There must be a direct and obvious benefit to the people of Queensland.
2. Advertising must be directed at, and focused on, the sections of the community to which it is relevant. It must have an educative or informative role dealing with something that is new or about which the community is unaware or unclear.
3. Advertising may detail and explain a policy or policies of the Opposition or the Parliamentary business of the Leader of the Opposition.
4. The clear benefit from any advertising must be in its informative or educative role so that there can be no perception of any party-political benefit.
5. Advertising must be presented in objective language and be free of political argument.
6. Advertising must not try to foster a positive impression of a particular political party or promote party-political interests.
7. Advertising must not:
 - (a) mention the Opposition party by name;
 - (b) directly attack or scorn the views, policies or action of others such as the policies and opinions of the Government or other political groups;
 - (c) include party-political slogans or images;
 - (d) be designed to influence public support for a political party, a candidate for election or a Member of Parliament; or
 - (e) refer or link to the web sites of politicians or political parties.

8. There should be no advertising within six months of the scheduled date for an election unless there is an urgent emerging issue. Any such issue would need to be preapproved by Ministerial Services in conjunction with the relevant officers in the Department of the Premier and Cabinet who advise on caretaker conventions.

In line with current practice for government advertising, limits apply to the size of images of the Leader in official advertisements. Images used in government advertising should be a guide to maximum size and style.

The Office of the Leader must submit proposed advertisements to Ministerial Services prior to any media bookings being made. Ministerial Services will seek approval for the advertisement and provide written confirmation that the final version of the advertisement is in accordance with this Handbook and therefore a legitimate charge to the Office of the Leader. The Queensland Master Media arrangement may be accessed for approved advertisements only.

A copy of the approval and the actual advertisement is to be submitted when payment is requested.

Opposition Office advertising is to be treated as confidential by Ministerial Services and any other officer in the Department of the Premier and Cabinet who is authorised by the Director-General, as the accountable officer, to approve it as official advertising. It is not to be disclosed by Ministerial Services or such authorised officers prior to the advertisement being publicised by the Leader, or unless required for audit purposes. This confidentiality may be waived by the Office of the Leader in writing.

Advertising in the local media advising the local community of when and where Shadow Cabinet is to be held and how to make submissions or representations is allowable.

For other expenses relating to [Shadow Cabinet refer to 4.12](#).

4.5.2 Brochures and Newsletters

Policy

Brochures, newsletters, direct mail outs and other like forms of communication may be an expense of the Office where they conform to the above conditions set down for advertising and expenditure is reasonable. 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.

4.6 Contractors and Consultants

Contractors differ from employees because they are engaged under a different set of legal arrangements such as taxation, superannuation and workers compensation. Consultants are a type of contractor that are defined separately for reporting purposes. Definitions and further information regarding contractors and consultants can be found on the hpw.qld.gov.au web site.

The use of contractors and consultants (including persons, partnerships or bodies corporate) to undertake tasks on behalf of the Leader should be limited in nature, scope and number.

Leaders may engage contractors and consultants on specified tasks:

- a. associated directly with the Leader's Office; or
- b. for the purpose of obtaining independent advice when the Leader believes such independent advice is required

All contractors and consultants engaged by the Leader are to be paid from the Office budget.

If considering engaging a contractor or consultant, the office should contact Ministerial Services.

Queensland Procurement Policy

The Office must comply with relevant Financial Acts, all Cabinet directions, and particularly the [Queensland Procurement Policy](#) when engaging contractors and consultants.

4.7 Delegations

Under the [Financial Accountability Act 2009](#), the Director-General, Department of the Premier and Cabinet as the accountable officer may delegate the incurring of expenditure.

However, **the Leader** still remains responsible for the proper management and control of all financial transactions effected under such delegations.

The [Financial Accountability Act 2009](#) prevents the accountable officer from delegating expenditure authority to the Leader or the Deputy Leader of the Opposition.

Therefore the primary delegation is provided to a Chief Delegated Officer who may authorise their own expenditure up to the delegated limit.

Staff members are not allowed to authorise their own expenditure or expenditure incurred on their behalf. The Director-General establishes, in liaison with the Office of the Leader, the appropriate level of delegations of authority to staff for the effective operation of the office. These delegations are to the person and not the position. They are not transferable. Delegation limits include GST.

The Leader's direct expenditure (excluding entertainment) may be authorised by the Chief Delegated Officer, subject to financial delegation levels.

The Chief Delegated Officer (subject to financial delegation) may authorise all other Office expenditure for entertainment and travel.

For internal control purposes, all proposed expenditure that is significant or related to expenditure by the Chief Delegated Officer should be discussed with and formally endorsed by the Leader.

The Director-General may delegate authority to Ministerial Services personnel to approve routine and recurrent Office expenditure. These delegations are to a position rather than an individual and are detailed in the Department of the Premier and Cabinet's Expenditure Delegations.

In addition, the Director of Ministerial Services can approve expenditure of up to \$100,000 on behalf of a Leader. The Chief Delegated Officer must authorise their expenditure within 45 days of the Director of Ministerial Services approving the expenditure on their behalf.

Losses and special payments require the approval of Department of the Premier and Cabinet officers under the Department of the Premier and Cabinet delegations.

New delegations are required on the change of a Leader.

4.8 Hospitality and Official Functions

4.8.1 Hospitality (including Entertainment) – Provided by the Leader

Hospitality is for the purpose of furthering official business with non-government attendees. It must relate to carrying out official duties and fulfilling the official responsibilities of the Office. Expenditure must always be reasonable and appropriate to the circumstances.

Hospitality includes entertainment (which is the term used for Fringe Benefits Tax purposes) and is generally the provision of meals and beverages but may include other expenditure (eg. event tickets) where there is a clear relationship to the functions of the Office. Hospitality also includes the provision of items such as travel and overnight accommodation.

Staff approved by the Leader may entertain.

Hospitality should not be seen as a substitute for general business meetings which would ordinarily be conducted in the workplace. The number of government attendees should be limited to those who can assist in the performance of official duties and should be kept to a minimum.

Government attendees generally refers to persons paid by public funds, and a Leader's partner. Part-time board members would not normally be considered government employees if they are not public servants and government remuneration is not a significant part of their income.

The provision of official hospitality to party political persons should only be undertaken where there is a clear official purpose. Tipping is not allowable in Australia. However, tipping is likely to be appropriate when providing hospitality overseas.

Alcoholic drinks only hospitality is considered a private expense. Tea, coffee and non-alcoholic refreshments only hospitality is appropriate.

Hospitality for opposition staff, public servants or other persons on the government payroll where there are no non-government attendees is not covered by this schedule. See Section [4.8.3 – Working meals](#).

Reasonable limits

As a guide, up to \$120 per person (including meals and beverages) would be considered a reasonable hospitality cost. The cost of any alcohol should be reasonable relative to the cost any meal. Authorisation of hospitality expenses should give due consideration to the appropriateness of the circumstances.

Procedures

An '[Entertainment Certification](#)' form must be completed for FBT purposes for each instance of hospitality (see [APPENDIX 6](#)) showing the total number of participants, and the breakup of internal versus external to government participants. The number of external participants should be shown by organisation.

4.8.2 Hospitality (including Entertainment) Benefits Received

Hospitality benefits include entertainment [which is the term used for Fringe Benefits Tax (FBT) purposes] and are generally received in the form of meals and beverages. However, these benefits can also include (but are not limited to): travel, accommodation or access to a private spectator box at a sporting or other venue, tickets to cultural events, annual passes, memberships or use of facilities.

Since hospitality benefits have no enduring value they cannot be dealt with as a physical asset of the receiving agency as is the case for tangible gifts. However acceptance of hospitality still has the potential to give rise to a real or perceived conflict of interest or future obligation for a Leader or their staff.

This policy does not cover hospitality benefits received of a purely personal nature from friends or family.

Acceptance Principles

- A hospitality benefit may be accepted if it does not influence a Leader or staff in such a way as to compromise impartiality or create a conflict of interest; and
- it is received in the course of duty in respect of official responsibilities, representing the State or the Leader has approved attendance.

Staff must notify either the Chief of Staff or the Leader when they receive any invitation of hospitality benefits. They must also seek the approval of the Leader to accept any offers.

Non-Acceptance Principles

A hospitality benefit may not be accepted if:

- it is intended, or is likely to cause the recipient to act in a partial manner in the course of their duties; or
- the offer is concealed; or
- it is able to be exchanged for money.

4.8.3 Working meals

Working meals, which may include official morning and afternoon teas, are allowable where, staff are required for official purposes to work through their normal meal periods and meals are then supplied. Working meals are not a substitute for normal office business.

Working meals are not to be regular occurrences, must be approved by the appropriate Chief Delegated Officer and be held in-house for a clear business purpose.

Reasonable Limits

As a guide the allowance rates set out under the Directive for travel meals should be considered the maximum per person cost for a working meal.

The above provisions do not apply to working meals while overseas which must be reasonable for the circumstances.

Procedures

An [Entertainment Certification](#) must be completed and sent to Ministerial Services as circumstances may require FBT to be calculated.

4.9 Office equipment

Limits on office equipment are set by the Premier.

Office equipment includes such things as computers, printers, mobile phones, photocopiers, and would normally not include furniture, stationery etc.

Cost efficiency and administrative effectiveness should be considered when requesting office equipment.

The Leader's office is not to give away, transfer, donate, trade in or dispose of any equipment. Surplus equipment must be returned to Ministerial Services.

Procedures

Ministerial Services manage the office equipment requirements of the office. Standard types, levels and amounts of office equipment apply, and items in excess of the standard are only issued if a clear business need exists and the Premier's approval is obtained.

Purchases of office equipment will be made by Ministerial Services.

Ministerial Services maintains a register of office equipment as required by the Financial Management Standard. A stocktake of office equipment is undertaken by Ministerial Services in conjunction with the Opposition Office at least annually.

Surplus equipment returned to Ministerial Services will be reassigned or disposed of in line with the Financial Management Standard.

Maintenance and repairs

The Office should organise maintenance and repairs of office equipment through Ministerial Services. Damage to equipment other than normal wear and tear should be reported to Ministerial Services together with brief details of how the damage occurred. These details are required for audit purposes.

4.10 Partner's expenses

Leader

All expenditure incurred by or on behalf of the partner of the Leader must be for official purposes, eg. where the partner of a Leader is required to attend meetings, entertainment, conferences and conventions in an official capacity either with, or in lieu of the Leader.

These costs would also extend to those occasions when a partner may travel separately from the Leader to attend the same event.

However, the attendance of a Leader's partner, when not accompanied by the Leader, at a party political function would not result in an entitlement to have travel costs met by the State.

Staff

Unless exceptional circumstances exist, costs of a partner of a staff member would not be allowable expenditure.

4.11 Political Party Expenses

Political party expenses are not official costs and must not be paid from Government funds.

Where an official government activity is attended by a political party member, expenses incurred on their behalf for that activity are allowable if they are primarily for the official purpose and any party benefit is immaterial (e.g. a meal or beverage at a catered function).

Costs incurred by bi-partisan standing or select parliamentary committees, are generally covered from funds allocated to the Parliament of Queensland.

4.11.1 Political Party meetings

If a Leader is required to attend meetings, conferences or conventions of a political party in their official capacity as Leader of the Opposition, costs reasonably associated with the attendance of the Leader and any staff assisting them in their official capacity may be charged to the Office.

However, any direct costs paid to the political party in connection with the function (e.g. entry fees, meals, etc) are to be met personally by the Leader and any accompanying staff member. As attendance at political party meetings falls under the scope of Parliamentary business in the Members' Entitlements Handbook, the Leader can draw on their Parliamentary entitlements as an MP if their attendance at a meeting does not meet the above requirements. However, claims for the same item must not be made under both.

4.12 Shadow Cabinet

Opposition spokespersons are paid an allowance by the Legislative Assembly to assist in the performance of their duties. These Members may also claim standard Parliamentary travel entitlements for the purpose of attending shadow cabinet meetings.

With the exception of costs related to the Leaders of the Opposition and their staff, expenses relating to shadow cabinet are not to be met from the budget for the Office of the Leader of the Opposition.

Refer to [4.5 Advertising and Communication](#) for allowable expenditure relating to advertising Shadow Cabinet.

4.13 Telecommunications

4.13.1 Leader

Leaders are provided with additional telephones/lines so that adequate access to the Leader is available at all times. The cost of these telephones/lines is a charge to the Office of the Leader.

Residence

Leaders may be supplied with up to two lines for official purposes in their residence. Within this allocation the Leader can opt for any combination of telephone, fax or internet service that will best meet official business requirements.

In addition, rental and service charges and 85% of the cost of all calls for the Leader's private line in their residence will be a charge to the Office of the Leader.

Relocating phones within the Leader's residence is a private cost.

Mobile phones

Leaders are given a smart phone with a car kit provided in the Leader's official car.

The mobile services are in the name of Ministerial Services and are billed direct to Ministerial Services. Reasonable call costs are a charge to the Office of the Leader.

Use of the phone is at the total discretion of the Leader including private non business use.

The standard for smart phones/tablets supported on the network is approved by the Office of the Premier. Privately owned smart phones can be connected to the Opposition network. Leaders using approved BYO devices must sign a BYO policy document. Non approved devices will be seen as a breach to the Opposition network security and will be disabled.

If the BYO device is the phone associated with the Leader's electorate office, Ministerial Services will only reimburse costs identified as Opposition call costs.

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 100% of call costs for the Leader's official line/s.

Procedures

Telephone and other lines in residences will not be in the name of the Queensland Government. Arrangements for installation need to be made by the Leader or an authorised person. Payment of accounts in the Leader's name will be made:

1. by reimbursement once proof of payment and a payment voucher authorised by the Chief Delegated Officer is submitted to Ministerial Services; or
2. direct by Ministerial Services on the account summary 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.

4.13.2 Staff

The use of telecommunication equipment carries with it certain responsibilities. Incorrect or inappropriate use can have serious consequences. The following policy and guidelines clarifies the responsibilities of staff in using this equipment and establishes standards of professional and ethical conduct.

Entitlements

Smart phones are available for staff for official purposes and will be provided at the discretion of the Office of the Premier. Staff should consider economy and efficiency when using this equipment.

The standard for smart phones/tablets supported on the network is approved by the Office of the Premier. Privately owned devices can be connected to the Opposition network if approved by the Chief of Staff. Staff using approved BYO devices must sign a BYO policy document. Non approved devices will be seen as a breach to the Opposition network security and will be disabled.

The Opposition office will also be provided with an official mobile phone for office use.

Inappropriate Use

Telecommunications usage must be able to withstand public scrutiny and/or disclosure. Inappropriate use of telecommunications equipment can lead to disciplinary action and/or the revocation of telecommunication entitlements.

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

Do not use official telecommunications equipment to:

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

Staff should assume that information stored on this equipment (e.g. messages, photos) can be retrieved if not deleted by the user.

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 government funded telecommunications equipment

Opposition staff are often required to be on call, travel for work purposes or work away from the office for extended periods. On that basis, reasonable personal use of government funded telecommunications equipment is permitted where it:

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

Personal use should be kept to a minimum. Mobile phone usage is monitored regularly and reimbursement for private calls may be required.

4.13.3 Office

Telecommunications equipment and lines are provided to meet official needs.

Normal phone services provided to Members of Parliament are a responsibility of and a charge to the Parliamentary Service.

Satellite Phones and Conference phone

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

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

Repairs

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

Requests for repairs should be directed through Ministerial Services.

4.14 Transportation

4.14.1 Fines

Leaders and staff must observe traffic regulations (including parking regulations) at all times and any costs incurred through breaches of these regulations are personal costs unless there are exceptional circumstances. Refer to Procedures Manual for use of Government-owned Motor Vehicles.

4.14.2 Cars

Cars are provided for official purposes.

Ministerial Services can provide access to a pool vehicle for Opposition Office use. Leaders and staff may also use hire cars, as and when required, for official purposes. Ministerial Services is able to assist with the hire of cars.

All staff are to comply with the Procedures Manual for use of Government-owned Motor Vehicles that is issued with each car.

Staff members can only use their private vehicles for official purposes where:

- the vehicle has comprehensive or third party insurance coverage; and
- 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 CEO level car for official purposes.

Deputy Leader of the Opposition

The Deputy Leader is provided with a vehicle for official purposes up to an SES 2 level in accordance with government policy.

Vehicles for the Leader and Deputy Leader are available for private use, however, fuel and toll costs when on leave is a personal expense and should not be placed on the fuel card unless the Leader/Deputy Leader is carrying out work duties.

Fuel cards for the Leader/Deputy Leader allow the use of automatic car wash facilities.

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

Staff

Cars may be provided to senior Opposition staff. The number of cars per office is determined by the Office of the Premier.

Procedures

- Ministerial Services will advise the collection point for new vehicles. Remote location collections may only be arranged if there is no additional cost to the public.
- The maintenance provisions of the lease agreement provides for two (2) replacement tyres. Requests for replacement tyres can be made through Ministerial Services.
- Ministerial Services provides regular vehicle management reports to offices.

4.14.3 Taxis

Cabcharge accounts are provided for official travel by the Leader and staff, and are not to be used for trips of a private nature.

Leaders are entitled to hold a Cabcharge card. These cards may be obtained through Ministerial Services.

Ministerial Services supplies Cabcharge etickets to the Opposition Office for use by staff. A register of etickets held in the office should be maintained. Refer to the policy governing taxi usage.

When a government car has been issued to a staff member, taxis should only be used in exceptional circumstances and a reason provided.

4.15 Travel

4.15.1 Whole-of-Government Travel Provider

The Office is required to use the whole-of-Government contracted travel provider for all domestic and international travel. Only in exceptional circumstances are domestic travel bookings to be made with another travel provider.

Booking procedures and administration information are available on the Opposition intranet. In selecting flights, preference should be given to the most cost effective airline.

See [4.15.3 - Domestic travel](#) [4.15.7 - Overseas travel](#)
[4.15.5 - Air charter](#) [4.15.4 - Travel to and from the electorate](#)

4.15.2 Cash advances

Cash advances are provided for overseas travel.

4.15.3 Domestic Travel

All domestic travel must be for official purposes. Travel for private purposes is not to be charged to the office. It is possible for travel associated with election campaigns to be official in nature, provided it is not 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 travel expenditure includes expenditure incurred by:

- guests of the Leader (whose attendance the Leader believes on reasonable grounds will assist in the performance of the relevant duties), and
- the partner of the Leader when:
 - accompanying the Leader for official purposes; 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.

The Leader's partner and official guests are only entitled to actual expenditure. There is no entitlement for meal allowances.

Leaders and staff may claim allowances for meals and incidental expenses if travel involves an overnight absence.

There is no allowance entitlement for same day travel, however Leaders and staff may be able to claim actual costs for meals associated with same day travel for official purposes subject to the provision of receipts.

Travel allowances for Leaders and staff will mirror the allowances listed in the Commissioner of Taxation's determination on reasonable travel meal allowance expense amounts as published on the Australian Taxation Office website. The current applicable allowance amounts are listed on the [Opposition Intranet](#).

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

Travel

Travel between Brisbane (or another centre where the Leader is performing official duties) and the electorate for the conducting of Opposition business is treated as official expenditure. This ensures that Leaders with regional electorates are not disadvantaged in meeting their electorate responsibilities.

Costs are to cover the return of the Leader to their principal place of residence or electorate office.

4.15.5 Air Charter

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

Air charter should not be the regularly accepted form of transport. It is only to be used as a measure of last resort.

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

Suitable insurance coverage or indemnity must 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, it is important 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).

[Standing Offer Arrangement QGCPO-609](#) may be considered in selecting air charter but best value for money should be the primary focus in such a selection.

4.15.6 Class of Travel

Leaders may travel Business Class. The Chief of Staff may travel business class if accompanying the Leader. Other officers are required to travel best fare economy class unless:

- The officer is accompanying the Leader who is travelling Business Class then that officer may also travel Business Class.
- 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, the Leader is entitled to a level of accommodation commensurate to their role. Staff are entitled to a reasonable standard of accommodation when travelling, but should have regard to economy, functionality, access to the Leader and other requirements.

Procedures

All domestic travel should be booked through the travel provider by the office unless a specific exemption is approved by Ministerial Services based on business need.

The office will have a Travel Account for flights, booking fees and some car hire.

The following procedures apply:

- a. obtain approval of Leader or Chief Delegated Officer.
- b. arrange booking with travel provider (eg. flights, accommodation, car hire etc).
- c. cost of flights, accommodation and travel booking fees will be charged against the Business Travel Account.
- d. The Business Travel Account is an official credit facility. On checkout, a guest copy of the account should be requested and any personal costs should be paid for privately.
- e. Business Travel Accounts will be sent monthly to the office by Ministerial Services for reconciliation and authorisation. The account will have a nominated date of return to avoid late fees.

- f. check that charges agree with the flights and accommodation booked and prices quoted, and 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).
- g. Business Travel Accounts must be attached to an expenditure approval form authorised by the Chief Delegated Officer and returned to Ministerial Services by the due date.

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

The Government will pay for airfares home where a Leader/Staff deviates from a direct route home for personal reasons, provided the cost does not exceed the costs that would have been incurred if the Leader/staff had flown home as soon as official business was completed. If these costs exceed this amount, the additional amount is a personal cost.

4.15.7 Airline Club Memberships

Leaders and their partners are provided with complimentary memberships to the Qantas Chairman's Lounge. Staff are not entitled to reimbursement for Qantas Club membership.

Other airline lounge membership is available on a one-off basis, or for a yearly fee. Leaders may use the lounge if they believe it will assist in their official duties. This will be an official expense.

4.15.8 Overseas Travel

All overseas travel must be for official purposes in relation to the functions and activities of the Office. Travel for private purposes is not to be charged to the office. Official credit cards must not be used for private expenditure while travelling.

Generally, overseas travel should be limited to one trip per Parliamentary term by the Leader of the Opposition only.

Leaders and staff travelling overseas with Smart phones/ tablets for either Official or recreation purposes must contact Ministerial Services to ensure the appropriate actions have taken place to protect information and avoid hefty international roaming charges on either work provided or personal devices.

Approval

Official Delegation

All overseas travel must have prior approval of the Premier.

All requests for overseas travel and a draft itinerary are to be directed to the Premier's Office for approval.

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).

Once approved, these details will be forwarded to Ministerial Services.

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

Travel by the Leader's Partner

If the Leader's partner is required to travel, the submission must also set out:

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

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

Recreation leave while overseas

Leaders or staff when travelling overseas may take recreation leave provided that:

- the official trip is over a week long;
- the period of leave is generally not longer than the official trip.
- there are no additional costs to the Government; and
- the prior approval of the Premier is obtained.

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

Expenditure

Overseas travel expenditure includes expenditure incurred by:

- the 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, and
- guests of the Leader (whose attendance the Leader believes on reasonable grounds will assist in the performance of the relevant duties).

Please note, the costs associated with a Leader's partner attending a party political function when not accompanied by the Leader cannot be charged as an expense of the Office.

Leaders and staff are entitled to claim a daily expense for overseas travel in accordance with the Commissioner for Taxation's determination on reasonable travel and overtime meal allowance expense amounts as published on the Australian Taxation Office website. The current applicable allowance amounts are listed on the Opposition Intranet.

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

Report to Parliament

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

This report should 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 presented to Parliament on a six monthly basis.

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

Procedures

Booking Procedures

Once the Premier's approval is obtained, all travel for the Leader and staff should be booked through the travel provider by the office.

Private Expenditure

Official credit cards must not be used to incur private expenditure (eg. DVDs, 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. Please contact Ministerial Services for details.

Cash Advances

Cash advances are provided in foreign currency.

Acquittal of Advance

The full acquittal of advances must occur within two (2) weeks of return. If this cannot 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 sent to Ministerial Services:

- i. diary or final itinerary of trip signed by the Leader;
- ii. appropriate signed and completed hospitality forms;
- iii. slips showing currency exchange rates where currency was changed (eg. US dollars to Hong Kong dollars); and
- iv. all supporting documentation (eg. receipts, etc.) for expenditure incurred from the advance.

4.16 Other

4.16.1 Cards and wreaths

Sympathy cards and wreaths may be sent in situations which relate to the Leader carrying out their official duties.

Similarly, Christmas cards may be sent by the Leader to relevant persons or organisations.

Cards and wreaths are a cost to the office and should not be incurred if they relate purely to electoral matters.

Donations should not be made under any circumstances.

If there is any doubt, please contact Ministerial Services before any purchase is made.

4.16.2 Credit cards

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

Leaders and staff are normally 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. They must not be used for private expenditure except in an emergency. By utilising official credit cards overseas, the need for substantial cash advances is negated and Leaders and staff are not required to expend substantial private funds and seek reimbursement.

Officers who use their official credit cards in a manner other than as set out in this handbook shall, subject to the discretion of the Leader, have their cards revoked and/or face 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.

- If the card is used to pay the accumulated travelling costs of a number of persons, full details must be provided.
- The official nature of the expenditure must be clearly indicated on the duplicate copy of the charge docket.
- All supporting documentation, including invoices, must be appended to the charge docket.
- Under no circumstances is an official credit card of a staff member to be utilised to meet any expenditure incurred by the Leader as staff members cannot authorise the Leader's expenditure . 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.
- Cards are not to be used for private expenditure.
- Cards are not to be used for the purchase of items of a capital nature.
- Cards are not to be used to obtain cash advances or cash withdrawals.
- All travel and entertainment expenditure incurred in the course of travel must be approved by the Chief Delegated Officer .

Procedures – lost card

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

Within Australia: 131 576

Outside Australia (except USA): +1 636 722 7111

Within USA: 1800 627 8372

Ministerial Services on 61 7 3003 9068.

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.

Official credit cards must be returned to Ministerial Services for cancellation when an officer ceases employment.

Charge dockets and source documentation are to be retained.

4.16.3 Petty cash

The Office of the Leader may operate a Petty Cash Imprest system for 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. Full details of the Petty Cash policy for the Office of the Leader of the Opposition is available on the Opposition Intranet.

4.16.4 Purchases

Ministerial Services carries out procurement on behalf of the Office. The Office should send a requisition form with necessary supporting documentation to Ministerial Services for any proposed procurement.

All requisitions must be approved by an authorised person (e.g. the Chief Delegated Officer, a staff member with expenditure delegation or Ministerial Services staff with an expenditure delegation).

4.16.5 Security

Personal Security – Leader

Temporary personal security arrangements may be made for Leaders under specific circumstances 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 home security to a Leader to a minimum standard recommended by the Police Service or the Government Security Services, will be a charge to the Office.

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

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 is to have as a minimum, a reasonable standard of security based on functional requirements.

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

5 Entitlements

5.1 Staff

5.1.1 Chauffeurs

Allowance in lieu of Overtime

Chauffeurs are paid a fortnightly allowance in lieu of overtime as part of their salary.

5.1.2 Other Staff

Senior staff at the discretion of the Chief of Staff can apply to either receive newspapers electronically via a government issued smart phone/tablet or have newspapers delivered to their home address for official purposes. Such costs are met from the Opposition office budget.

5.2 Leaders

Expenditure Authorisation

Leaders do not have an expenditure delegation.

Newspapers

Leaders have the option of either receiving newspapers electronically via a government issued smart phone/tablet or having newspapers delivered to their home address as appropriate. For regional Leaders this would include to the Parliamentary Annexe, when resident.



DECLARATION OF INTERESTS

Personal Details

Surname: Given Names: Office of the Leader of the Opposition

Declaration

As an Opposition Staff Member you have a higher level of accountability and therefore are expected to disclose your interests, including your partner and/or dependents within your knowledge. Sections of the form that are not relevant to the disclosure of your interests should be left blank.

Partner and Dependants

Partner Dependents

Shareholdings in public and private companies

Table with 2 columns: Role (e.g. Opposition Staff Member, Partner, Dependent) and Name of company

Family and business trusts and nominee companies

Table with 2 columns: Name of trust/nominee company

Real estate

Table with 2 columns: Precise address



Directorships in or employment by public and private companies

	Name of company	Position held

Partnerships

	Name of partnership

Liabilities

	Nature of liability	Creditor

Bonds, debentures and like investments

	Type of investment	Investment body

Savings and investment accounts

	Nature of account	Bank/Institution

Other assets

	Description of asset



Other substantial sources of income

	Source of income

Organisational memberships

	Name of organisation	Membership status

Other interests

	Description of interest

Other information which may be of assistance

Opposition staff member's certification

I certify that:

a) the information provided in this statement, properly reflects, to my knowledge, my interests and/or the interests of my partner and/or dependents within your knowledge , and

b) the information provided is in accordance with the ***Declaration of Interests*** directive (2014/02); and

c) I understand that under the directive, if there is a change to the interests after giving this declaration, I shall provide a revised version of the declaration to the Leader as soon as practicable after the change comes to my knowledge.

Signature

____/____/____

Date

THIS FORM MUST BE LODGED WITH THE LEADER UPON COMMENCEMENT.



VARIATION OF DECLARATION OF INTERESTS

Personal Details

Surname:	Given Names:
Office of the Leader of the Opposition	

Details of Alterations

(Refer to the Declaration of Interests directive 2014/02) when completing this section.)

Additions

Category	Details

Deletions

Category	Details

Opposition staff member's certification

I certify that:

- d) the information provided in this statement, properly reflects, to my knowledge, my interests and/or the interests of my partner and/or dependents within my knowledge, and
- e) the information provided is in accordance with the Declaration of Interests directive (2014/02); and
- f) I understand that under the ministerial directive, if there is a change to the interests after giving this declaration, I shall provide a revised version of the declaration to the Leader as soon as practicable after the change comes to my knowledge.

____/____/____

Signature

Date

THIS FORM IS TO BE LODGED WITH THE LEADER.



ANNUAL REVIEW OF DECLARATION OF INTERESTS - NO VARIATION

(This form is to be submitted if the annual review of your Declaration of Interests indicates that no change to the information previously supplied is required.)

Personal Details

Surname:

Given Names:

Office of the Leader of the Opposition

Opposition staff member's certification

I certify that:

- g) the information provided in this statement, properly reflects, to my knowledge, my interests and/or the interests of my partner and/or dependents within my knowledge , and
- h) the information provided is in accordance with the **Declaration of Interests** directive (2014/02); and
- i) I understand that under the directive, if there is a change to the interests after giving this declaration, I shall provide a revised version of the declaration to the Leader as soon as practicable after the change comes to my knowledge.

Signature

____/____/_____
Date

THIS FORM IS TO BE LODGED WITH THE LEADER.

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 property records the receipt of the Gift in accordance with the Handbook.
Signature: _____ Date: _____

MINISTERIAL SERVICES:

Retail Value of Gift in Country of Origin In Australian Dollars \$ _____

Signature: _____ Date: _____

QUEENSLAND MUSEUM		
Is the Gift of historic or public use or value?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to retain the gift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Director: _____	Date: _____	

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 MINISTERIAL GIFT
I, _____, acknowledge receipt of the following gift returned to me .
Office of the _____
Signature: _____ Date: _____

MINISTERIAL SERVICES
DECLARATION OF GIFTS MADE

LEADER/STAFF

Register Number: _____

* Form only required for gifts over \$350 retail.

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 (GST inclusive): \$ _____

CERTIFICATION OF MINISTER/STAFF
I certify that the above property records the presentation of the Gift in accordance with the Opposition Handbook.
Signature: _____
Date: _____

ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Queensland Opposition Handbook

Date of
Function:

Total Cost:
(GST inclusive)

Venue:

ATTENDEES (Note: People for whom expenditure was incurred).

Name of Participants	Organisation of Participants

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Opposition Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: Date</p> <p>N.B. If the claimant is the Chief Delegated Officer – this signature will suffice for approval.</p>	<p>The above expenditure is approved for payment in accordance with the Opposition Handbook.</p> <p>Signature of Chief Delegated Officer: Date</p>