

s22(1)



**From:** Assurance <Assurance@ipea.gov.au>

**Sent:** Wednesday, 7 May 2025 4:02 PM

**To:** s47F

**Cc:** Assurance <Assurance@ipea.gov.au>

**Subject:** RE: Independent Parliamentary Expenses Authority Correspondence [SEC=OFFICIAL]

**OFFICIAL**

Dear s47F

Thank you for this response. We will consult s47F further, given the information you have provided, and will advise you in due course.

As always, please feel welcome to contact IPEA should you require further information or clarification.

Warm regards

---

s22(1)



Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

s22(1)

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

Social: [LinkedIn](#) / [X/Twitter](#)



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From: s47F

Sent: Friday, 2 May 2025 3:31 PM

To: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Subject: Re: Independent Parliamentary Expenses Authority Correspondence [SEC=OFFICIAL]

Hello,

Please find attached return correspondence for the IPEA regarding this matter.

Thank you,

s47F

On Thu, Apr 3, 2025 at 8:01 AM Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)> wrote:

**OFFICIAL**

Dear s47F

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Yours sincerely

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One Canberra Avenue, FORREST ACT 2603

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Community. We  
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**Sent:** Friday, 2 May 2025 3:31 PM  
**To:** Assurance  
**Subject:** Re: Independent Parliamentary Expenses Authority Correspondence [SEC=OFFICIAL]  
**Attachments:** 250502\_s47F\_Letter to IPEA.pdf; 230725\_s47F\_Text Exchange.jpg

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Yours sincerely

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2 May 2025

s22(1)

1 Canberra Ave  
Forrest ACT 2603

Email: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

Dear s22(1)

I am writing in response to your letter on 2 April 2025 regarding hire car use from 25 July to 27 July 2023 during my employment with s47F

I was directed at the time to hire the car, by s47F and to use it for that period because we had more staff travelling to Darwin than could fit in the electorate car. In addition to myself and s47F also travelling was s47F as well as s47F

I do not recall if the directive to get the hire car was put into writing in an email or was given verbally over the phone, and I do not have access to my APH email account to verify, however I do have WhatsApp text message correspondence from s47F at the time confirming that I got a hire car and was able to pick up people from the airport.

A screenshot of that WhatsApp text exchange is at the bottom of this letter and is also attached to this email, clearly showing the date of the exchange and s47F expectations.

I shared this with s47F on 20 March 2025 when she approached me to confirm the details. I believe this exchange demonstrates that s47F had expected and approved the hire car for the period we were in s47F

I believe this clearly demonstrates that the car was hired for work purposes, I refute any suggestion that I hired the car for any personal or private use, and as a result I believe the responsibility for this situation is with s47F office.

Kind Regards,

s47F

2/5/25.



Attachment: WhatsApp text exchange with [redacted] (white, left) and [redacted] (green, right) on 25 July 2023.





11:28

82

< 1



s47F



25 Jul 2023

When do you arrive into Darwin? 8:56 pm

About 3 hours ago 8:56 pm ✓✓

At my hotel now 8:56 pm ✓✓

Where are you staying? 8:57 pm ✓✓

s47F where are you? 8:57 pm

s47F in the CBD 8:57 pm ✓✓

Ok did you get a hire car? 8:58 pm

yep 8:58 pm ✓✓

Ok will you be picking up s47F from airport or is s47F 8:59 pm

Need to catch up with you tomorrow morning in the office 9:01 pm



s47F  
Ok will you be picking up s47F from airport or is s47F

Probably, unless s47F wants to run off and do it 9:05 pm ✓✓

s47F  
Need to catch up with you tomorrow morning in the office

I'll be in around 8:30-9am 9:06



Great will see you tomorrow 9:11 pm

s22(1)

**From:** Assurance <Assurance@ipea.gov.au>

**Sent:** Tuesday, 8 April 2025 1:01 PM

**To:** s47F

**Cc:** Assurance <Assurance@ipea.gov.au>; s47F

s47F

**Subject:** Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263

[SEC=OFFICIAL]

**OFFICIAL**

Dear s47F

Thank you for your email.

As you have indicated that s47F was not authorised by s47F or authorised person, IPEA will contact s47F directly regarding this matter.

As always, please feel welcome to contact IPEA should you require further information, clarification, or assistance.

Warm regards

s22(1)

Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

s22(1)

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Social: [LinkedIn](#) / [X/Twitter](#)



---

From: s47F

Sent: Friday, 28 March 2025 4:05 PM

To: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; s47F

s47F

Cc: s47F

Subject: RE: OVERDUE Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263  
[SEC=OFFICIAL]

Importance: High

Dear s22(1)

Thank you again for your time on the phone.

Please be informed that s47F and the authorised person did not approve the short-term hire-car made by s47F on the 25.07.2023.

Kind regards

s47F

s47F

---

From: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Sent: Friday, 7 March 2025 8:05 AM

To: s47F

Cc: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Subject: FW: OVERDUE Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263  
[SEC=OFFICIAL]

**OFFICIAL**

s47F

Dear s47F

IPEA is finalising the October 2023-March 2024 Short-term Hire-Car Post Payment Check (PPC), and our records indicate that we have not received a completed IPEA Short-term Self-drive hire car certification (Certification) for the following transaction:

Claim ID	Employee	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location	Amount (\$) GST excl.
s47F		25.07.2023	Darwin	27.07.2023	Darwin	307.79

Please arrange for the Certifications to be completed and returned to IPEA by **Friday 28<sup>th</sup> March 2025**.

Should IPEA not receive the completed Certification, we may consider other options to progress the PPC.

As always, please feel welcome to contact IPEA should you require further information, clarification, or assistance.

Warm regards

s22(1)

Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

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**From:** Assurance

**Sent:** Wednesday, 4 December 2024 1:32 PM

**To:** s47F

**Cc:** Assurance



**OFFICIAL**

s47F

Dear s47F

The Independent Parliamentary Expenses Authority (IPEA) undertakes Post-Payment Checks on travel related work expenses of parliamentarians and their staff. The self-drive vehicle hire set out below has been identified through these checks as requiring further information to confirm that the use is consistent with the provisions of [Staff travel and relief staff arrangements determination 2023/10](#) (the Determination).

This includes but is not limited to:

- Employees may only travel by the most efficient direct route available.
- Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.

Claim ID	Employee	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location	Amount (\$) GST excl.
s47F		25.07.2023	Darwin	27.07.2023	Darwin	307.79

The Determination provides for employee use of self-drive vehicles when travelling as directed on official business, provided that both Paragraph 17(d) and 18 are complied with as follows:

**Paragraph 17 (d)**

- the hire is of no more than 10 days duration;
- the vehicle is not used for journeys within Canberra; and
- the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

**Paragraph 18**

- Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use.

So that our Office can progress the Post-Payment Checks, can you please complete and return the **attached** Short-term Self-drive Hire Car Certification (Form 127) providing details of travel for the duration of each hire (including destinations) by the close of business on Friday 20 December 2024, to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) quoting Ref: **1936263**.

Sincerely

s22(1)

Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

T: +612 6215 3000

E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

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2 May 2025

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1 Canberra Ave  
Forrest ACT 2603

Email: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

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s22(1)

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Kind Regards,

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25 Jul 2023

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About 3 hours ago 8:56 pm ✓✓

At my hotel now 8:56 pm ✓✓

Where are you staying? 8:57 pm ✓✓

s47F where are you? 8:57 pm

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Need to catch up with you tomorrow morning in the office 9:01 pm



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**Sent:** Friday, 7 March 2025 9:35 AM

**To:** s47F

**Cc:** Assurance <Assurance@ipea.gov.au>

**Subject:** FW: OVERDUE Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263  
[SEC=OFFICIAL]

**OFFICIAL**

s47F



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s47F		25.07.2023	Darwin	27.07.2023	Darwin	307.79

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Should IPEA not receive the completed Certification, we may consider other options to progress the PPC.

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## SHORT-TERM SELF-DRIVE HIRE CAR CERTIFICATION

For staff employed under the *Members of Parliament (Staff) Act 1984*.

Employees, when travelling as directed on official business, may use short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:

- (i) the hire is of no more than 10 days duration;
- (ii) the vehicle is not used for journeys within Canberra;
- (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party; and
- (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House.

Return your completed form  
Scan and Email to: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

Enquiries: Independent Parliamentary Expenses Authority  
Phone: (02) 6215 3000

EMPLOYER DETAILS	▶ Employer name	<input type="text"/>	
	▶ Employer state	<input type="text"/>	
EMPLOYEE DETAILS	▶ Full name	<input type="text"/>	
TRAVEL DETAILS	▶ Pick up location	Return location	<input type="text"/>
	▶ Pick up date	Return date	<input type="text"/>

Date	Details of travel during the duration of hire (including destinations)	
	From	To

CERTIFICATION	▶ I certify that the self-drive hire car use identified above was in accordance with Determination 2020/15 or Determination 2023/010: Staff Travel and Relief Staff Arrangements. By signing this form, I acknowledge that: * I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i> . * I have read and understood the Privacy Collection Notice (see below).
---------------	--

*Note: Where use of a self-drive hire car is not in accordance with the Determination IPEA is obliged to recover the costs.*

Signature of Employee	<input type="text"/>	Date	<input type="text"/>
Signature of Employer	<input type="text"/>	Date	<input type="text"/>
Name (if Authorised Person)	<input type="text"/>		

s22(1)



**From:** Assurance <Assurance@ipea.gov.au>

**Sent:** Thursday, 3 April 2025 8:01 AM

**To:** s47F

**Cc:** Assurance <Assurance@ipea.gov.au>; s22(1)

**Subject:** Independent Parliamentary Expenses Authority Correspondence [SEC=OFFICIAL]

**OFFICIAL**

Dear s47F

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Yours sincerely

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One Canberra Avenue, FORREST ACT 2603

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**Australian Government**  
**Independent Parliamentary**  
**Expenses Authority**

2 April 2025

s47F

Email: s47F

Dear s47F

**Post Payment Check – Staff – Short-term Hire-car October 2023 – March 2024**

As part of our rolling program of post-payment checks, the Independent Parliamentary Expenses Authority (IPEA) has been undertaking a Short-Term Self-Drive Hire Car (Hire Car) Post Payment Check (PPC) of your hire car use in Darwin between 25 July and 27 July 2023 while you were employed by s47F

Please refer to **Attachment A** for details of the hire car expense.

IPEA's Assurance program of post-payment checks is conducted in order to ensure that the use of parliamentary expenses by parliamentarians and their staff is consistent with the Parliamentary Business Resources framework, including the entitlements of parliamentary staff. These entitlements are set out for the period of the car hire in the *Members of Parliament (Staff) Act 1984 – Determination 2023/10* (the Determination). A copy of this Determination is at **Attachment B**.

The Determination specifies that staff should only travel for parliamentary business as directed by their parliamentarian, and travel must be in accordance with the other obligations of the Determination such as **Item 17(d)(iii)**. This specifies that the vehicle hired should not be used for journeys within a city/town where the employing parliamentarian's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

IPEA wrote to s47F on 7 March 2025, requesting that a Short-Term Self-Drive Hire Car Certification (Certification) form for the car hire expense in question be completed. s47F has advised IPEA that you were not given approval by either s47F or an Authorised Person to use the hire car in Darwin. In this circumstance, IPEA is required to invoice you for the cost of the hire car.

Before raising this invoice IPEA is providing you with the opportunity to supply us with any other information or evidence that you may have indicating that the hire car use was approved and was in accordance with the Determination.

OFFICIAL

Please provide a written response via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au), by the close of business Friday 2 May 2025. Should you wish to discuss this matter please contact s22(1)

Yours sincerely  
s22(1)

Director, Assurance and Audit  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

OFFICIAL





FOR PAYMENT INSTRUCTIONS SEE BELOW

CORP TRAVEL MANAGEMENT BNE  
P O BOX 12005 GEORGE ST  
BRISBANE QLD 4003

Avis Australia  
PO Box 246  
MASCOT 1460 NSW  
AUSTRALIA

Enquiries  
1800 141 000  
queries@avis.com.au

RENTED BY		RESERVATION NUMBER		DISTANCES			
s47F							
RENTED FROM	TIME OUT	DATE	VEHICLE DETAILS	GP	OUT	IN	DRIVEN
DARWIN AIRPORT	17:03	25JUL23	WHI TOYO PRA4 5AUCE79WA	W	54215	54355	140
RETURNED TO	TIME IN	DATE					
DARWIN AIRPORT	12:35	27JUL23					
Rental Details RFW				RATE	AMOUNT	TOTAL CHARGES	
2 Day(s)				113.75	227.50	227.50	T
Time & Distance						13.00	T
VEHICLE REGISTRATION FEE						56.88	T
PREMIUM LOCATION SURCHARGE						10.41	
ADMIN FEE				3.50%		30.78	
GST Charge on Taxable				10.00%			
Total Charges						338.57	
AVIS AUSTRALIA PO BOX 246 MASCOT NSW 1460 AUSTRALIA							
W.T.H. PTY. LIMITED A.C.N. 000 165 855, A.B.N. 15 000 165 855							
I08806300152042				AMOUNT DUE	AUD	338.57	

HOW TO PAY THIS INVOICE



PLEASE PROCESS EFT PAYMENT TO  
BANK OF AMERICA BSB: 232-001 A/C: 18595032  
ACCOUNT NAME: WTH PTY LIMITED

AND  
Email remittance to remit@avis.com.au  
supplying details of: EFT payment date, total amount paid,  
company name, account number, rental agreement no/s, amount/s

P187063494

Should you have a query, please contact  
customer service on: 1800 141 000

DETERMINATION 2023/10

***Members of Parliament (Staff) Act 1984***

**STAFF TRAVEL AND RELIEF STAFF ARRANGEMENTS**

I, DON FARRELL, Special Minister of State, for and on behalf of the Prime Minister, determine under subsection 13(2) and subsection 20(2) of the *Members of Parliament (Staff) Act 1984* (the MOP(S) Act) that, with effect on and from 1 July 2023:

- Determination 2020/15 made on 29 June 2020 is revoked with effect from 30 June 2023;
- the travel arrangements set out in Schedule A of this determination apply to the staff of Senators and Members employed under Part III and Part IV of the Act;
- the relief staff arrangements set out in Schedule B of this determination apply; and
- the Electorate Support Budget is calculated as set out in Schedule C of this determination.

Dated this

24

day of ~~May~~ <sup>June</sup> 2023



**DON FARRELL**  
Special Minister of State



## SCHEDULE A

### Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. Subject to item 16, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel between accommodation and the office when travelling on parliamentary or electorate business away from the employee's work base. This also includes travel to attend work when the employee's work base is distant from the employee's home.
3. All personal employees may travel as directed anywhere within Australia on official business.
4. Subject to available funds in the Electorate Support Budget (where applicable), electorate employees may travel as directed anywhere within Australia on official business. All travel costs under this determination and associated travelling allowance and motor vehicle allowance under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2020-2023* or successor agreements (Enterprise Agreement) are debited against the Electorate Support Budget (where applicable).
5. One nominated electorate employee working for a parliamentarian may travel as directed anywhere within Australia on official business without debit against the Electorate Support Budget.
  - (a) The nomination of an electorate employee is to be determined, where practical, at the commencement of the financial year with effect from 1 July .
  - (b) The expectation is that the nomination would not change more than three times within a financial year period. These three changes accommodate for any unforeseen circumstances or staffing arrangement changes that arise throughout the financial year.
  - (c) The name of the nominated employee must be notified to the Independent Parliamentary Expenses Authority (IPEA) in writing<sup>1</sup> where possible, at the commencement of the financial year. All travel under this Schedule by the nominated employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
  - (d) The general travel conditions set out in this Schedule continue to apply, where appropriate, to the nominated employee.
  - (e) All travel undertaken by electorate employees of the Senator or Member, other than the nominated employee, will be debited against the Electorate Support Budget, subject to item 6.
6. A Presiding Officer, including a Deputy Presiding Officer, Parliamentary Secretary<sup>2</sup>, Whip or a Shadow Minister, other than an Opposition Office Holder, may nominate a personal employee whose travel will be debited against the Electorate Support Budget, in place of a nominated electorate employee, whose travel will not be debited against the Electorate Support Budget.

<sup>1</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>2</sup>.

- (a) The nomination for a swap of the travel entitlements of a personal employee with an electorate employee is to be determined, where practical, at the commencement of the financial year with effect from 1 July
  - (b) The nomination of a personal and electorate employee would not change more than three times within a financial year period. These three changes accommodate for any unforeseen circumstances or staffing arrangement changes that arise throughout the financial year.
  - (c) The names of the nominated personal and electorate employees must be notified to IPEA in writing<sup>3</sup>. All travel by the nominated electorate employee that was undertaken prior to the date that the nomination took effect will be debited against the Electorate Support Budget.
7. Official travel is restricted to Australia (excluding the external territories) unless the employing Senator or Member has a specific work expense for travel to an Australian external territory.
  8. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.
  9. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
    - (a) the stopover is for a maximum of two nights only;
    - (b) no annual leave is taken by an employee as part of the stopover; and
    - (c) any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
  10. Travel allowance is not payable during a personal stopover. A personal stopover is defined as personal time spent at a destination where an employee has been directed to travel on official business<sup>4</sup> or a break in travel at a usual point en route to the final travel destination<sup>5</sup>.
  11. An employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter work expense or where scheduled transport services (including air, rail, sea and bus) are not available.
    - (a) If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the employee.
    - (b) Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
    - (c) Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.

<sup>3</sup> Using the *Electorate Employee Travel Nomination* form on the IPEA website.

<sup>4</sup> For example, a Canberra-based employee travels to Brisbane on official business on Friday. The employee stays in Brisbane on Saturday and Sunday nights and returns on Monday. In this case, the Saturday and Sunday are counted as a personal stopover and return airfare will be covered by the Electorate Support Budget. However, if the employee returns on Tuesday or later, it is at their own expense.

<sup>5</sup> For example, travel from Hobart to Canberra may have a usual stop in Melbourne en route.

12. Employees are required to take all reasonable steps to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

### **Class of Travel**

13. Senior staff (employees above the level of Adviser) who are required by the employing Senator or Member to travel on official business by air, rail, road or sea are limited to a fare which shall not exceed the cost of a business class airfare for the most reasonable and usual route between the departure and destination points. Where a business class airfare is not published for the destination point, the cost to the Commonwealth of travel by air, rail, road or sea must not exceed the economy class airfare for the most reasonable and usual route, between the departure and destination points.
14. Employees, other than senior staff, who are required by the employing Senator or Member to travel on official business by air, rail, road or sea shall travel at economy class for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
15. A Minister, Parliamentary Secretary, Opposition Office Holder or Presiding Officer (but not a Deputy Presiding Officer) may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

### **Car Transport**

16. As set out in item 2 of this Schedule, it is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. Exceptions to this rule apply to the use of car transport in the following circumstances:
  - (a) the trip is approved for personal safety reasons (for example, where the risk to personal safety is significantly increased due to the requirement to work late); or
  - (b) the employee is travelling on official business and scheduled public transport services are not readily available; or
  - (c) the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
17. Employees, when travelling as directed on official business, or under the exceptions at item 16, subject to the restrictions at items 1 to 9, may use<sup>6</sup>:
  - (a) taxis;
  - (b) regulated ridesharing services;
  - (c) hire cars; and
  - (d) short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:

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<sup>6</sup> Motor vehicle allowance (MVA) may also be payable under Enterprise Agreement where an employee travels under the provisions of this determination in their privately owned vehicle or self-drive hire vehicle, at their own expense.



- (i) the hire is of no more than 10 days duration;
  - (ii) the vehicle is not used for journeys within Canberra (other than to collect and/or return the vehicle);
  - (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located (other than to collect and/or return the vehicle), except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party;
  - (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House; and
  - (v) the cost of insurance will be met by the Commonwealth where it is purchased as part of the vehicle hire. It is the responsibility of employees to ensure that they arrange the appropriate level of insurance for the circumstances of the hire. To reduce liability to the Commonwealth in case of loss or damage to the vehicle, this will usually be the highest level of insurance cover available.
18. Self drive- hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. Employees may not use taxis, regulated ridesharing services, hire cars or shortterm self- drive-hire cars at Commonwealth expense for private use, other than as set out at item 16.

### **Tolls and Parking Costs**

- 19. Employees authorised by the employing Senator or Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable to be eligible for full reimbursement<sup>7</sup>.
- 20. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave. Administrative charges or penalties for late payment or non-payment of tolls and parking costs will not be reimbursed.
- 21. Employees will not be reimbursed for valet parking costs, with the exception of valet parking costs incurred at the accommodation occupied by the employee for travel on official business involving an overnight stay away from their work base.

### **Travel for Training**

- 22. Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities), as defined by the Australian Electoral Commission, or within the Northern Territory or Tasmania, have access to four trips per financial year (five trips per financial year where the Member has a second official electorate office or six trips per financial year where the Member has a third official electorate office) for their electorate employees to travel to the nearest capital city to attend training under the Professional Development Program or approved ad hoc training and professional development opportunities, IT training or

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<sup>7</sup> For example, it is generally expected that long-stay parking will be used at an airport.

training for Work Health and Safety roles (including travel for Health and Safety Representatives (HSR) to attend accredited HSR training).

- (a) For electorate offices located in the Northern Territory, employees may also use the trips to travel to Adelaide or Brisbane.
  - (b) For electorate offices located in Tasmania, employees may also use the trips to travel to Melbourne.
23. The Senators and Members whose employees are eligible for the trips in item 22 will be listed on the Ministerial and Parliamentary Services (M&PS) website.

#### **Travel for ECG Representatives and WHS Committee Members**

24. Associated travel costs<sup>8</sup> of employees who are Employee Consultative Group<sup>9</sup> (ECG) representatives and Work Health and Safety (WHS) Committee<sup>10</sup> members, and whose travel is subject to the Electorate Support Budget, will not be debited against the Electorate Support Budget when the employee travels for the purpose of attending an ECG meeting or WHS Committee meeting, provided that the travel to the meeting location is not also for other official business.
25. Where the travel is also for other official business, only the *additional* travel costs associated with the ECG meeting or WHS Committee meeting will not be debited against the Electorate Support Budget.

#### **COMCAR Services for Employees of the Prime Minister**

26. All employees of the Prime Minister may use a COMCAR to travel to or from Defence Establishment Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
27. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:
- (a) if a COMCAR is travelling out of zone to meet the Prime Minister<sup>11</sup>, and employees need to travel along the same route to meet the Prime Minister; or
  - (b) if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
28. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an employee.

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<sup>8</sup> 'Associated travel costs' are costs under this determination (or its successor determinations), including domestic flights and car travel, and as provided under the Enterprise Agreement, including travelling allowance and motor vehicle allowance.

<sup>9</sup> As described at clause 5 of the Enterprise Agreement.

<sup>10</sup> A Health and Safety Committee for MOP(S) Act employees for the purposes of Division 4 of the *Work Health and Safety Act 2011*.

<sup>11</sup> For example, from Canberra to Merimbula.

## SCHEDULE B

### Relief Staff Arrangements

29. Each Senator and Member may engage relief staff as electorate employees with a work base of the electorate office, Parliament House office, or office holder's office as described at item 30, in accordance with the Enterprise Agreement, up to the limit of his or her Electorate Support Budget. The Special Minister of State may approve an alternative work base for a person employed against the Electorate Support Budget in special circumstances.
30. For the purpose of item 29, an office holder's office is an office, other than the electorate office/s and Parliament House office, provided at Commonwealth expense to the employing Senator or Member within the state or territory of their electorate and who is:
- (a) a Minister;
  - (b) an Opposition Office Holder;
  - (c) a Leader of a Minority Party; or
  - (d) a Presiding Officer.
31. The employment of electorate staff against an established position will not be debited against the Electorate Support Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
  - (b) filling of positions that are temporarily vacant due to an employee being temporarily progressed to a personal employee position;
  - (c) absences of one week<sup>12</sup> or more on personal leave<sup>13</sup>;
  - (d) all absences on the following types of leave:
    - (i) unpaid carer's leave;
    - (ii) compassionate leave;
    - (iii) community service leave;
    - (iv) miscellaneous or other leave paid in accordance with the Enterprise Agreement (including Defence Force service, participation in major international sporting events, war service sick leave, political exchange leave, and other special purposes, but not including study leave);
    - (v) long service leave;
    - (vi) maternity leave<sup>14</sup>;
    - (vii) adoption leave;

<sup>12</sup> The term 'one week' means an absence of 38 hours regardless of whether the employee is full-time or part-time.

<sup>13</sup> Where an employee who is absent due to personal illness or injury or carers duties has exhausted their paid personal leave and therefore uses annual or long service leave, they may be replaced without debit against the Electorate Support Budget.

<sup>14</sup> Where other forms of paid leave are used within the 52 week maternity leave period, the Electorate Support Budget provisions that apply to maternity leave take precedence over the Electorate Support Budget provisions that apply to the type of leave used.

- (viii) supporting partner leave;
  - (ix) unpaid parental leave; and
  - (x) leave without pay.
32. Where an electorate employee is partially incapacitated (i.e. working fewer than their usual weekly hours on the basis of medical advice), working up to but not exceeding 20 hours per week, that employee will be treated as totally incapacitated and full-time relief arrangements will apply (to the maximum of the usual weekly hours of the employee) for a maximum period of six months without debit against the Electorate Support Budget. After six months, or when the affected employee's work hours exceed 20 hours per week (but are less than their usual weekly hours), relief staff may be engaged part-time in order to fully staff the position without debit against the Electorate Support Budget.
33. Senators and Members who hold a 'relevant office', as defined under section 3 of the Act, engage relief staff as electorate employees against the Electorate Support Budget under Part III of the Act. Senators and Members who do not hold a 'relevant office' engage relief staff as electorate employees against the Electorate Support Budget under Part IV of the Act.



## SCHEDULE C

### Calculation of the Electorate Support Budget

34. Subject to items 35 to 38, the Electorate Support Budget is calculated at the commencement of each financial year as the sum of:
- (a) the electorate staff travel component; and
  - (b) the relief staff component.
35. The Electorate Support Budget is calculated pro rata, on the basis of the number of calendar days remaining, for the financial year in which a Senator or Member commences his or her term.
36. The relief staff component will be adjusted in line with changes to the base salary point of the Electorate Officer B classification.
37. The relief staff component will be adjusted pro rata where a Member is allocated, or ceases to be allocated, an additional position for a second and/or third official electorate office.
38. The Special Minister of State may approve changes to the Electorate Support Budget for any Senator or Member.
39. If the Electorate Support Budget for a year is exhausted, a Senator or Member may not draw from the Electorate Support Budget for the following year. All costs beyond the Electorate Support Budget are a debt owed to the Commonwealth and must be repaid by the Senator or Member. Unused funds may not be carried over to the following year.

### Electorate staff travel component

40. Except as provided at items 41, 42 and 43, the electorate staff travel component is calculated on the basis of:
- (a) 20 return economy airfares (fully flexible) between the primary electorate office and Canberra;
  - (b) 110 nights of travelling allowance at the rate applicable to Canberra;
  - (c) taxi fares and/or motor vehicle allowance to and from the relevant airports for the 20 flights above; and
  - (d) an amount for other travel as follows:

Senator/Member	Electorate Size	\$
Member	0-199 km <sup>2</sup>	\$300
Member	200-999 km <sup>2</sup>	\$500
Member	1,000-9,999 km <sup>2</sup>	\$700
Member	10,000-99,999 km <sup>2</sup>	\$1,000
Member	100,000-199,999 km <sup>2</sup>	\$8,132
Member	200,000-499,999 km <sup>2</sup>	\$10,132
Member	500,000 km <sup>2</sup> or greater	\$12,132
Senators for the NT	—	\$9,000
All other Senators	—	\$500



41. Where a Senator or Member's primary electorate office is located within 150km of Canberra by road, the electorate staff travel component is calculated at the commencement of each financial year on the basis of:
- (a) the value of motor vehicle allowance payable for 20 return motor vehicle trips between the primary electorate office and Canberra;
  - (b) 110 nights of travelling allowance at the rate applicable to Canberra; and
  - (c) an amount for other travel as set out at item 40(d).
42. The electorate staff travel component for each financial year for the Member for Bean and Senators for the ACT is calculated on the basis of:
- (a) three return economy airfares (fully flexible) between Canberra and Norfolk Island;
  - (b) eight nights of travelling allowance at the commercial rate applicable to Norfolk Island; and
  - (c) an amount of \$2,000 for other travel.
43. The electorate staff travel component for each financial year for the following Senators and Members is calculated as follows:

Senator/Member	\$
Member for Canberra	\$2,000
Member for Fenner	\$2,000
Member for Eden-Monaro	\$5,000
Senator whose electorate office is in Queanbeyan	\$5,000

### **Relief staff component**

44. The relief staff component is calculated on the basis of:
- (a) 150 days' salary at the base salary point of the Electorate Officer B classification; and
  - (b) an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a second official electorate office; and
  - (c) an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Member is allocated an additional position for a third official electorate office.

### **Terms and Definitions**

45. In this determination, terms have the meaning set out in the Enterprise Agreement. In addition, the terms below have the following meanings:


#### ***Opposition Office Holder*** means:

- (a) the Leader or Deputy Leader of the Opposition in the House of Representatives; or
- (b) the Leader or Deputy Leader of the Opposition in the Senate.

***Leader or Deputy Leader of a Minority Party*** means the Leader or Deputy Leader of a recognised non-Government party of at least five members, but does not include an Opposition Office Holder.

***Professional Development Program*** means a scheduled program of training courses for MOP(S) Act employees, administered by the Department of Finance.

***Regulated ridesharing services*** means a ridesharing service operating under regulation in the State or Territory in which the travel occurs.

s22(1)  
**From:** Assurance <Assurance@ipea.gov.au>**Sent:** Wednesday, 4 December 2024 1:32 PM**To:** s47F **Cc:** Assurance <Assurance@ipea.gov.au>**Subject:** Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263  
[SEC=OFFICIAL]**OFFICIAL**s47F Dear s47F 

The Independent Parliamentary Expenses Authority (IPEA) undertakes Post-Payment Checks on travel related work expenses of parliamentarians and their staff. The self-drive vehicle hire set out below has been identified through these checks as requiring further information to confirm that the use is consistent

with the provisions of [Staff travel and relief staff arrangements determination 2023/10](#) (the Determination).

This includes but is not limited to:

- Employees may only travel by the most efficient direct route available.
- Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.

Claim ID	Employee	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location	Amount (\$) GST excl.
s47F		25.07.2023	Darwin	27.07.2023	Darwin	307.79

The Determination provides for employee use of self-drive vehicles when travelling as directed on official business, provided that both Paragraph 17(d) and 18 are complied with as follows:

**Paragraph 17 (d)**

- the hire is of no more than 10 days duration;
- the vehicle is not used for journeys within Canberra; and
- the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

**Paragraph 18**

- Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use.

So that our Office can progress the Post-Payment Checks, can you please complete and return the **attached** Short-term Self-drive Hire Car Certification (Form 127) providing details of travel for the duration of each hire (including destinations) by the close of business on Friday 20 December 2024, to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) quoting Ref: **1936263**.

Sincerely

s22(1)

Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

T: +612 6215 3000

E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

[www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



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## SHORT-TERM SELF-DRIVE HIRE CAR CERTIFICATION

For staff employed under the *Members of Parliament (Staff) Act 1984*.

Employees, when travelling as directed on official business, may use short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:

- (i) the hire is of no more than 10 days duration;
- (ii) the vehicle is not used for journeys within Canberra;
- (iii) the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party; and
- (iv) for the purposes of short-term self-drive car hire under this determination, a capital city, other than Canberra, is defined by the boundaries of the electorates identified as urban on the Federal Electoral Boundaries map published from time to time by the Australian Electoral Commission. Canberra includes locations within a 30km radius of Parliament House.

Return your completed form  
Scan and Email to: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

Enquiries: Independent Parliamentary Expenses Authority  
Phone: (02) 6215 3000

EMPLOYER DETAILS	▶ Employer name	<input type="text"/>	
	▶ Employer state	<input type="text"/>	
EMPLOYEE DETAILS	▶ Full name	<input type="text"/>	
TRAVEL DETAILS	▶ Pick up location	Return location	<input type="text"/>
	▶ Pick up date	Return date	<input type="text"/>

Date	Details of travel during the duration of hire (including destinations)	
	From	To

CERTIFICATION	▶ I certify that the self-drive hire car use identified above was in accordance with Determination 2020/15 or Determination 2023/010: Staff Travel and Relief Staff Arrangements. By signing this form, I acknowledge that: * I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i> . * I have read and understood the Privacy Collection Notice (see below).  <i>Note: Where use of a self-drive hire car is not in accordance with the Determination IPEA is obliged to recover the costs.</i>		
Signature of Employee	<input type="text"/>	Date	<input type="text"/>
Signature of Employer	<input type="text"/>	Date	<input type="text"/>
Name (if Authorised Person)	<input type="text"/>		

s22(1)

From: Assurance <Assurance@ipea.gov.au>

Sent: Friday, 22 August 2025 2:20 PM

To: s22(1)

Cc: s22(1)

Subject: Invoice Request Please for: s47F [SEC=OFFICIAL]

OFFICIAL

Hi,

I trust you are well.

Can you please create an invoice for the following hire car expense incurred by s47F:

Claim ID	Employee	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location	Amount (\$) GST excl.
s47F		25.07.2023	Darwin	27.07.2023	Darwin	307.79



Please note the amount listed above is GST excluded, so GST shall need to be added to the total invoice amount.

s47F [REDACTED] is no longer employed by a parliamentarian, and his last known residential address, and personal email address is:

s47F [REDACTED]

As always, please feel welcome to contact us should you require further information, clarification, or assistance.

Warm regards

s22(1) [REDACTED]

Audit and Assurance  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

s22(1) [REDACTED]

W: [www.ipea.gov.au](http://www.ipea.gov.au)

Social: [LinkedIn](#) / [X](#)

s22(1)

**From:** Assurance <Assurance@ipea.gov.au>

**Sent:** Monday, 25 August 2025 3:47 PM

**To:** s47F

**Cc:** Assurance <Assurance@ipea.gov.au>; s22(1)

**Subject:** RE: Post Payment Check - Staff Short-term Hire-car October 2023 - March 2024 REF:1936263 Invoice [SEC=OFFICIAL]

**OFFICIAL**

Dear s47F

Thank you for your email of 2 May 2025. We apologise for the delay in responding to you and thank you for your patience.

IPEA has raised your concerns with s47F and requested that s47F confirm your use of the short-term self-drive hire car for the period 25 July 2023 to 27 July 2023 was directed by her, or an authorised person in her office.

Under the *Members of Parliament (Staff) Act 1984 (MOPS Act)* and the MOP(S) Act Determination 2023/10 Staff Travel and Relief Staff Arrangements (the Determination), the employing

parliamentarian, or the authorised person in the office, is responsible for approving their staff's travel.

s47F [REDACTED] has advised IPEA that you were not approved to use a short-term self-drive hire car during this period.

In circumstances where IPEA concludes that your use of the short-term self-drive hire car was not directed by your employing parliamentarian at the time of travel, or it does not meet the conditions set out in the Determination, IPEA is obliged to recover the full amount of these expenses.

IPEA has no discretion but to seek reimbursement for the self-drive hire car expense.

Please find attached IPEA's Invoice s47F [REDACTED] to recover the self-drive hire car expenses of \$338.57 (incl. GST).

The invoice creates a debt to the Commonwealth, which can be repaid under the various payment options outlined on the bottom of the invoice.

As always, please feel welcome to contact IPEA at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) should you require further information or clarification.

Yours sincerely

s22(1) [REDACTED]

Audit and Assurance  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

s22(1) [REDACTED]

W: [www.ipea.gov.au](http://www.ipea.gov.au)

Social: [LinkedIn](#) / [X](#)



ABN 26 424 781 530

## TAX INVOICE

### Invoice To:

s47F

Invoice Date: 25.08.2025  
Phone number: (02) 6215 3000  
Invoice Reference: s47F  
Payment Reference:  
Customer No:  
Payment Due Date: 24.09.2025  
Email: finance@ipea.gov.au

On any correspondence,  
please quote the Invoice Reference.

Please pay within 30 days of the invoice date

Item Description	Net Amount	GST Amount	Total Amount
001 *Recovery of Hire car 25 Jul 23	\$307.79	\$30.78	\$338.57

**Total:** \$307.79 \$30.78 \$338.57

Page: 1 of 1

### 1. Payment by Direct Debit

IPEA Administered Receipts A/C

s22(1)

### 2. Mailing your payment

All cheques and money orders should be made payable to the IPEA.  
Mail payment together with this stub to:

IPEA  
1 Canberra Avenue FORREST, ACT, 2603

### 3. Payment by Credit Card

Complete the following and return by email to finance@ipea.gov.au or contact the IPEA Help Desk on (02) 6215 3000 with your credit card details.

Card Type: ☐ Mastercard ☐ Visa

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CCV \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_ Signature: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Ref: 3100003403

s22(1)



**From:** s22(1)

**Sent:** Monday, 25 August 2025 4:14 PM

**To:** s47F

**Subject:** RE: Post Payment Check - Staff Short-term Hire-car October 2023 - March 2024 REF:1936263 Invoice  
[SEC=OFFICIAL]

**OFFICIAL**

As indicated, you should take the matter up with s47F and her office. IPEA cannot intervene.

s22(1)



Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

s22(1)



**W:** [www.ipea.gov.au](http://www.ipea.gov.au)

[REDACTED]

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From: s47F [REDACTED]  
Sent: Monday, 25 August 2025 4:12 PM  
To: s22(1) [REDACTED]  
Subject: Re: Post Payment Check - Staff Short-term Hire-car October 2023 - March 2024 REF:1936263 Invoice [SEC=OFFICIAL]

You don't often get email from s47F [REDACTED] [Learn why this is important](#)

Hi,

Is there a course of appeal I can take?

Evidence was provided, I don't understand how it can just be denied by one party and not taken into consideration?

s47F [REDACTED]

On Mon, Aug 25, 2025 at 4:10 PM s22(1) [REDACTED] wrote:

**OFFICIAL**

s47F [REDACTED] – your previous evidence with the text messages was provided to s47F [REDACTED] and her office. They responded that the car hire was not approved.

IPEA cannot comment on this matter further than to indicate that you should take any difference of opinion up directly with s47F [REDACTED] office.

Failing a certification from s47F [REDACTED] or her authorised person, IPEA has no option under the MoPS Act and the *Determination 2023/10* but to pursue this repayment.



s22(1)

Director, Assurance and Audit

Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

s22(1)

W: [www.ipea.gov.au](http://www.ipea.gov.au)

---

From: s47F

Sent: Monday, 25 August 2025 4:02 PM

To: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

Cc: s22(1)

Subject: Re: Post Payment Check - Staff Short-term Hire-car October 2023 - March 2024 REF:1936263 Invoice [SEC=OFFICIAL]

Hi,

Can I please get an explanation as to why the evidence I provided was not taken into account?

I have already provided evidence of a text message conversation with an authorised person from the s47F office confirming that I got the hire car, and then confirming plans for the period in which the car was

I do not understand how it can be decided that I did not have authorisation when they were in full knowledge of the arrangements at the time?

s47F

On Mon, Aug 25, 2025 at 3:47 PM Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)> wrote:

**OFFICIAL**

Dear s47F

Thank you for your email of 2 May 2025. We apologise for the delay in responding to you and thank you for your patience.

IPEA has raised your concerns with s47F and requested that s47F confirm your use of the short-term self-drive hire car for the period 25 July 2023 to 27 July 2023 was directed by her, or an authorised person in her office.

Under the *Members of Parliament (Staff) Act 1984 (MOPS Act)* and the MOP(S) Act Determination 2023/10 Staff Travel and Relief Staff Arrangements (the Determination), the employing parliamentarian, or the authorised person in the office, is responsible for approving their staff's travel.

s47F has advised IPEA that you were not approved to use a short-term self-drive hire car during this period.

In circumstances where IPEA concludes that your use of the short-term self-drive hire car was not directed by your employing parliamentarian at the time of travel, or it does not meet the conditions set out in the Determination, IPEA is obliged to recover the full amount of these expenses.

IPEA has no discretion but to seek reimbursement for the self-drive hire car expense.

Please find attached IPEA's Invoice s47F to recover the self-drive hire car expenses of \$338.57 (incl. GST).

The invoice creates a debt to the Commonwealth, which can be repaid under the various payment options outlined on the bottom of the invoice.

As always, please feel welcome to contact IPEA at [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) should you require further information or clarification.

Yours sincerely

---

s22(1)

Assurance Support Officer

Audit and Assurance

Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

s22(1)

W: [www.ipea.gov.au](http://www.ipea.gov.au)

Social: [LinkedIn](#) / [X](#)

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External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.

s22(1)

**From:** s47F  
**Sent:** Friday, 22 August 2025 1:19 PM  
**To:** Assurance; s47F  
**Subject:** RE: OVERDUE Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263 [SEC=OFFICIAL]  
**Attachments:** Re: s47F Dep Date 21/07/2023; s47F  
s47F -Itinerary & Costing - Full.pdf  
**Importance:** High

Dear s22(1)

s47F is of the view that s47F did not seek approval for the short-term car hire between 25 July and 27 July 2023 and therefore will not provide certification.

In regard to the text image s47F provided stating that I approved the car hire on 25 July 2023, this is incorrect.

Firstly, he had confirmed that he had arrived at Darwin three hours prior and therefore had already collected the car hire (see text image). This infers he asked for my approval after the fact.

Secondly my text requesting, we meet in the office the following morning was partly to follow up on who approved his car hire. CTM has confirmed s47F had made the booking on 19 July 2023 at 10.54am (see attached CTM email).

All staff were aware that car hire in Darwin was solely for meetings held 50 kilometres or more outside Darwin with myself or s47F approval.

s47F had verbally agreed to reimburse any outstanding discrepancies in his travel claims prior to his departure and this was one of those claims.

Kind regards

s47F

s47F

---

**From:** Assurance <Assurance@ipea.gov.au>
**Sent:** Wednesday, 30 July 2025 4:46 PM**To:** s47F
**Subject:** FW: OVERDUE Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263 [SEC=OFFICIAL]
**OFFICIAL**

Dear s47F

On 7 March 2025, IPEA wrote to you in relation to a routine post payment check relating to the use of your office's parliamentary expenses by a staff member, s47F, for the hire of a car between 25 July and 27 July 2023.

IPEA undertakes routine post payment checks of this kind. Our original request is in the email trail below.

Following telephone discussions, s47F advised in writing on your behalf that the car hire was not approved by any authorised person. However, when advised of this, s47F responded with an email message and supporting texts that he believed it had been approved.

IPEA wrote to you again on this matter on 10 June 2025 – the correspondence is attached. The correspondence asked for a reply by Friday 27 June.

When no reply had been received by the due date, I called your office on 11 July to discuss this matter and was advised that a response would be sent.

As no reply has been received, I am writing again to ask that you provide a written response to the attached correspondence on this matter via email to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) by **close of business on Friday 22 August 2025** or advise us prior to that date if you require more time.

Note that if no certification is received from you, then IPEA will be obliged under the legislation to raise a debt for repayment of the car hire.

Please contact me if you have any queries or wish to discuss this matter on s22(1).

s22(1)

Director, Assurance and Audit  
Transparency, Integrity and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
s22(1)

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

The Independent Parliamentary Expenses Authority acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to Land, Waters and

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**From:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

**Sent:** Tuesday, 10 June 2025 3:00 PM

To: s47F [REDACTED] Assurance  
<[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>  
Cc: s47F [REDACTED]  
Subject: RE: OVERDUE Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263  
[SEC=OFFICIAL]

**OFFICIAL**

Dear s47F [REDACTED]

Please find attached correspondence from the Independent Parliamentary Expenses Authority.

s22(1) [REDACTED]  
Director, Assurance and Audit  
Transparency, Integrity and Legal Branch  
Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603  
s22(1) [REDACTED]

W: [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

The Independent Parliamentary Expenses Authority acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to Land, Waters and

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From: s47F [REDACTED]  
Sent: Friday, 28 March 2025 4:05 PM  
To: Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>; s47F [REDACTED]  
s47F [REDACTED]  
Cc: s47F [REDACTED]  
Subject: RE: OVERDUE Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263  
[SEC=OFFICIAL]  
Importance: High

Dear s22(1) [REDACTED]

Thank you again for your time on the phone.

Please be informed that s47F [REDACTED] and the authorised person did not approve the short-term hire-car made by s47F [REDACTED] on the 25.07.2023.

Kind regards  
s47F [REDACTED]



s47F

**From:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

**Sent:** Friday, 7 March 2025 8:05 AM

**To:** s47F

**Cc:** Assurance <[Assurance@ipea.gov.au](mailto:Assurance@ipea.gov.au)>

**Subject:** FW: OVERDUE Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263  
[SEC=OFFICIAL]

**OFFICIAL**

s47F

Dear s47F

IPEA is finalising the October 2023-March 2024 Short-term Hire-Car Post Payment Check (PPC), and our records indicate that we have not received a completed IPEA Short-term Self-drive hire car certification (Certification) for the following transaction:

Claim ID	Employee	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location	Amount (\$) GST excl.
s47F		25.07.2023	Darwin	27.07.2023	Darwin	307.79

Please arrange for the Certifications to be completed and returned to IPEA by **Friday 28<sup>th</sup> March 2025**.

Should IPEA not receive the completed Certification, we may consider other options to progress the PPC.

As always, please feel welcome to contact IPEA should you require further information, clarification, or assistance.

Warm regards

s22(1)

Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

s22(1)

**W:** [www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)

**Social:** [LinkedIn](#) / [X/Twitter](#)



**From:** Assurance  
**Sent:** Wednesday, 4 December 2024 1:32 PM  
**To:** s47F  
**Cc:** Assurance  
**Subject:** Post Payment Check - STAFF - Short-term Hire-car October 2023 – March 2024 REF: 1936263  
[SEC=OFFICIAL]

**OFFICIAL**

s47F

Dear s47F

The Independent Parliamentary Expenses Authority (IPEA) undertakes Post-Payment Checks on travel related work expenses of parliamentarians and their staff. The self-drive vehicle hire set out below has been identified through these checks as requiring further information to confirm that the use is consistent with the provisions of [Staff travel and relief staff arrangements determination 2023/10](#) (the Determination).

This includes but is not limited to:

- Employees may only travel by the most efficient direct route available.
- Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee.

Claim ID	Employee	Pick-up Date	Pick-up Location	Drop-off Date	Drop-off Location	Amount (\$) GST excl.
s47F		25.07.2023	Darwin	27.07.2023	Darwin	307.79

The Determination provides for employee use of self-drive vehicles when travelling as directed on official business, provided that both Paragraph 17(d) and 18 are complied with as follows:

**Paragraph 17 (d)**

- the hire is of no more than 10 days duration;
- the vehicle is not used for journeys within Canberra; and
- the vehicle is not used for journeys within a city/town where the employer's electorate or other office is located, except by employees of the Prime Minister, the Leader of the Opposition, or the leader of a minority party.

**Paragraph 18**

- Self-drive hire cars should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use.

So that our Office can progress the Post-Payment Checks, can you please complete and return the **attached** Short-term Self-drive Hire Car Certification (Form 127) providing details of travel for the duration of each hire (including destinations) by the close of business on Friday 20 December 2024, to [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au) quoting Ref: **1936263**.

Sincerely

s22(1)

Independent Parliamentary Expenses Authority  
One Canberra Avenue, FORREST ACT 2603

T: +612 6215 3000

E: [assurance@ipea.gov.au](mailto:assurance@ipea.gov.au)

[www.ipea.gov.au](http://www.ipea.gov.au) & [www.ipea.gov.au/ed](http://www.ipea.gov.au/ed)



**Expenditure reporting is here!**

Click here for resources on how to access,  
navigate, review and certify a report

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s22(1)

---

**From:** CTM IPEA s22(1)  
**Sent:** Friday, 22 August 2025 11:52 AM  
**To:** s47F  
**Subject:** Re: s47F -Dep Date 21/07/2023

Hi Rachael,

Our notes confirm it was on the 19<sup>th</sup> of July at 10.54, s47F called to make the booking.

Kind regards,

s47F

**CTM Travel Team**

s22(1)

Corporate Travel Management | Parliament House, Parliament Dr, Canberra ACT 2600

To book online for yourself and others, please request your access [here!](#)



---

**From:** s47F  
**Sent:** Friday, 22 August 2025 11:42 AM  
**To:** CTM IPEA s22(1)  
**Subject:** RE: s47F -Dep Date 21/07/2023

Hi s47F

Are you able to confirm what date s47F made this booking with CTM please?

Kind regards

s47F

s47F

---

**From:** s22(1)  
**Sent:** Friday, 22 August 2025 11:07 AM

To: s47F  
Subject: s47F -Dep Date 21/07/2023

Best Regards,

s47F

Corporate Travel Management | Parliament House, Parliament Dr, Canberra ACT 2600

**CAUTION:** This e-mail originated from **OUTSIDE** the organization. Please do not click links or open attachments from an unknown or suspicious origin.



Friday 22 August 2025 11:36 - Sydney, NSW

**Itinerary for**

s47F

**Booking Number:**

s47F

**PNR Reference:**

UKKXYI

**Consultant:**

IPEA

**Booked By:**

s47F

**Departure Date:**

21 Jul 23

**Debtor:**

Independent Parliamentary Expenses Authority (IPEA)

**Return Date:**

30 Jul 23

**CTM CONTACT INFORMATION**

Should you require assistance with booking changes or amendments, please contact CTM 24/7 on the following numbers:

s22(1)

**PLEASE CHECK YOUR ITINERARY**

**Please check your itinerary is correct and contact CTM for any changes.**

s22(1)



s22(1)



s22(1)

Tuesday 25 Jul 23	Car	Car Company:	AVIS RENT A CAR	
		Pick-Up Date:	Tue 25 Jul 23 at 17:00	DARWIN, AUSTRALIA
		Drop-off date:	Thu 27 Jul 23 at 12:35	DARWIN, AUSTRALIA
		Car Type:	Premium SUV 4WD (1)	
		Booking Reference:	s22(1)	
		Pick-Up Address:	TERMINAL BUILDING DARWIN 0800 NT, Australia P-618 8936 6166 F-618 8945 0774	
		Drop-off Address:	TERMINAL BUILDING DARWIN 0800 NT, Australia P-618 8936 6166 F-618 8945 0774	
		Status:	Confirmed	
		Payment Method:	All Charges	
		Local Rate:	AUD125.12 Per Day	
Rate:	AUD125.12 Per Day			
Duration:	2 (Days)			
Inclusions:	@AUD113.75 100F DY XD100.75 100F XH37.92 34F .28KM			

s22(1)



s22(1)

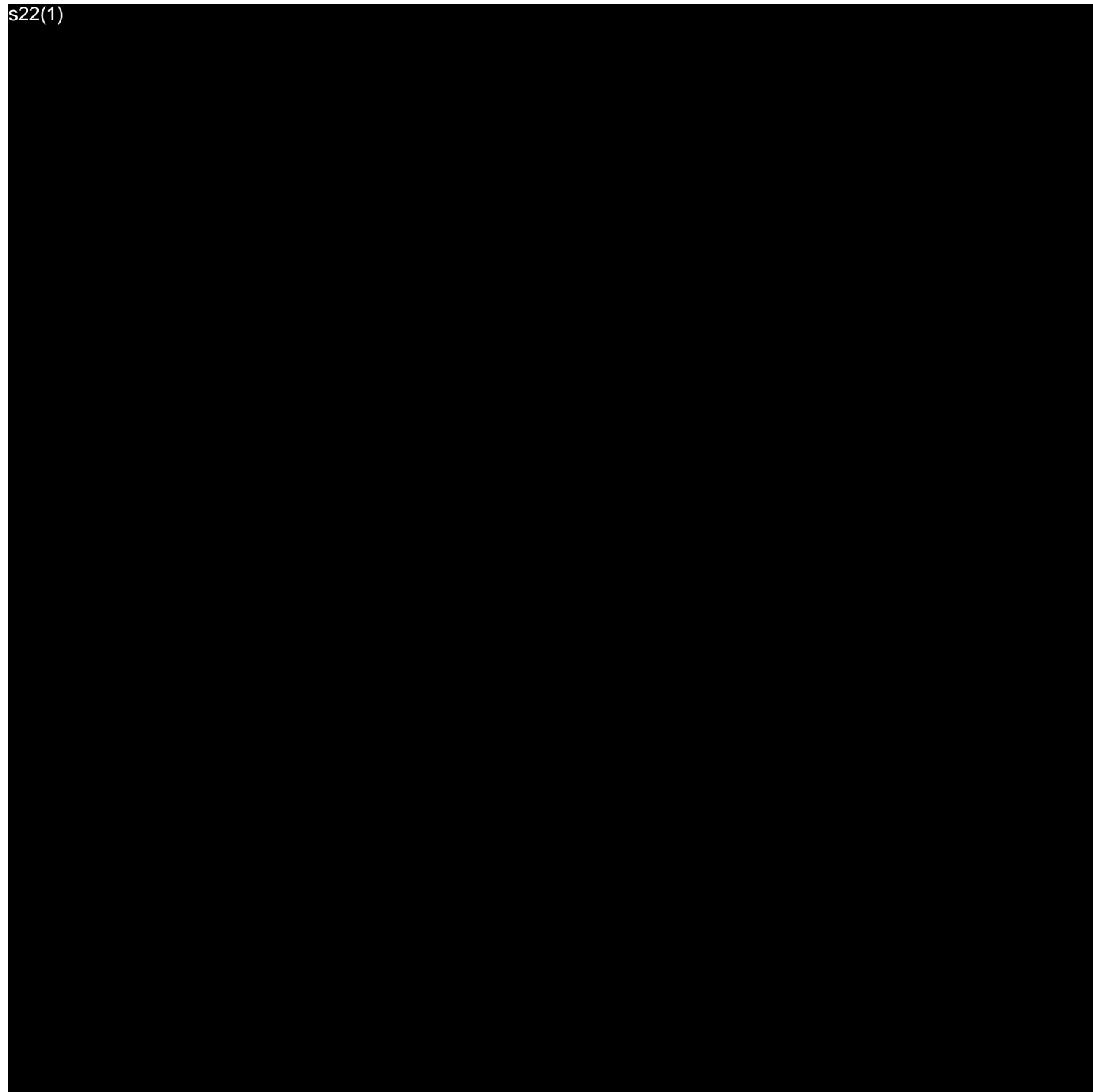




s22(1)



Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Car	AVIS RENT A CAR - s22(1) DARWIN Date: 25 Jul 23/27 Jul 23	227.49	80.30	30.78	338.57



s22(1)



s22(1)

**Final Ticket Date:** 21 Jul 23**CTM Global Privacy Policy**

For more information on the CTM Global Privacy Policy please refer to:  
<https://www.travelctm.com/global-privacy-policy/>

**Travel Advice**

For both domestic and international travel we recommend travellers familiarise themselves with destination and supplier policies regarding health and safety requirements. This may include border restrictions, travel permits and vaccination or testing information.

For international travel it is the passenger's responsibility to contact the Department of Foreign Affairs and Trade (DFAT) or visit their website at <https://www.smartraveller.gov.au> for general travel advice, as well as specific destination advice (including safety alert levels).

CTM's Risk Hub tool can support travel arrangers and travellers in finding the latest and most reliable travel and health intelligence. For more information on CTM's travel tools, visit <https://au.travelctm.com/technology>.

For other general enquiries relating to CTM or our booking tool, visit our FAQs page on our website here: <https://au.travelctm.com/ctm-customer-faqs>.

**DOMESTIC BAGGAGE**

Baggage is included in most fare types, please refer to your itinerary for the included baggage allowance on each sector of your booking. Please note Platinum, Gold, Silver frequent flyer members may receive additional baggage concessions

**DOMESTIC CHECK IN (JQ/QF/VA)****JETSTAR**

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 40 minutes prior to scheduled departure time.

<http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in>

NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.

[www.jetstar.com/au/en/planning-and-booking/checking-in/domestic](http://www.jetstar.com/au/en/planning-and-booking/checking-in/domestic)

**QANTAS**

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.

<http://www.qantas.com.au/travel/airlines/checkin/global/en>

**VIRGIN AUSTRALIA**

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24 hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in.

<https://www.virginaustralia.com/au/en/travel-info/bookings/check-in/>

**E-TICKET****E ticket identification required by airlines:**

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.