

From: [Assurance](#)
To: [REDACTED]
Cc: [Assurance](#)
Subject: CM: Assurance Review of staff travel resources [SEC=OFFICIAL]
Date: Friday, 31 October 2025 11:23:20 AM
Attachments: [image001.png](#)
[Correspondence Mr Gerard Rennick Assurance Review of Staff Travel Resources.pdf](#)
[Attachment A IPEA's letter to Senator Rennick 2023.pdf](#)
[Attachment B Determination 2023-10 Staff Travel and Relief Staff Arrangements.pdf](#)
[Attachment C Table of trips undertaken by staff member.pdf](#)

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Dear Mr Rennick

Attached please find correspondence from the Independent Parliamentary Expenses Authority.

Sincerely

[REDACTED]
A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

E: assurance@ipea.gov.au

W: www.ipea.gov.au

The Independent Parliamentary Expenses Authority acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to Land, Waters and Community. We pay our respects to the people, the cultures, and the elders past, present and emerging.





Australian Government
Independent Parliamentary
Expenses Authority

31 October 2025

Mr Gerard Rennick
[REDACTED]

Email: [REDACTED]

Dear Mr Rennick

Assurance Review of Members of Parliament (Staff) travel resources

The Independent Parliamentary Expenses Authority (IPEA) has responsibility under the *Independent Parliamentary Expenses Authority Act 2017* to review work resources used by Members of Parliament and travel resources used by staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

IPEA is currently undertaking an Assurance Review of the use of Cabcharge by a then member of your staff, [REDACTED], to travel to and from work in Canberra between 1 July 2024 and 31 March 2025.

Please note IPEA publishes completed Assurance Reviews on the IPEA website at www.ipea.gov.au/assurance-audit/published-assurance-reviews.

Background

As relevant background to this review, please note that IPEA previously undertook an extensive and systematic Assurance Review of staff use of car transport, including Cabcharge, for the 2021-2022 financial year. The purpose of that Assurance Review was to identify trends in use of work resources by staff for car transport including travel on weekends, travel outside of normal work hours and travel to or from home or accommodation to work. I have attached a copy of IPEA's correspondence to you about this matter for your reference at **Attachment A**.

Relevant legislation and guidelines

Parliamentarians are personally responsible and accountable for their use of work resources for conducting parliamentary business. This responsibility extends to the use of travel resources by staff employed, or previously employed by parliamentarians.

With regard to MoP(S) Act staff such as [REDACTED] the Staff Travel and Relief Staff Arrangements, Determination 2023/10 (the Staff Travel Determination) specifies under items 2 and 16 of Schedule A:

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.

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.

A copy of the relevant Staff Travel Determination is at **Attachment B** for your reference.

With regard to the definition of "normal hours of duty" in item 16 above, an employee's normal hours are broadly defined as hours agreed to by the employee and parliamentarian and worked between the ordinary hours of 8:00 am and 6:00 pm Monday to Friday.

Hours worked by employees may be partially or wholly worked outside of these hours. In accordance with clauses 37.4 and 38.1 of the Commonwealth MOP(S) [Enterprise Agreement 2024-27.pdf](#) (clauses 32.4 and 33.1 under the previous [MOPS Enterprise Agreement 2020-23.pdf](#)), allowances are payable to employees in recognition of, and compensation for, additional hours worked and in lieu of overtime. On this basis, a staff member arriving at, or departing from Parliament House early morning or late in the evening is considered normal, in particular during parliamentary sitting periods.

With regard to the definition of items required to be carried to and from the office in item 16(c) above, the reference relates specifically to the personal effects of the staff member associated with their travel to and from their work base at the commencement and completion of their travel. This is not intended to include laptops, devices, folders and/or any other documents or items related to work which would most likely be carried by the employee to and from their standard work base and residence as part of their usual practice and day to day employment.

Use of Cabcharge by [REDACTED]

The Commonwealth-funded car transport used by [REDACTED] which is relevant to this Assurance Review comprises 23 instances of use of Cabcharge, some of which may be inconsistent with the legislation and Staff Travel Determination as cited above. They are detailed at **Attachment C**.

To assist with this Assurance Review, please examine each trip undertaken by [REDACTED] and confirm whether it complies with items 2 and 16 of the Staff Travel Determination, including that the travel was directed by you or an authorised person in your office.

Please note that instances of unapproved use of Cabcharge or use which is inconsistent with the legislation and Staff Travel Determination will need to be repaid to the Commonwealth by [REDACTED].

Please provide your response via email to assurance@ipea.gov.au by close of business on **14 November 2025**. If you require additional time to provide a response or if you would like to discuss this matter, please contact [REDACTED].

Yours sincerely

[REDACTED]

[REDACTED]

[REDACTED]
A/g Chief of Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

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Australian Government
Independent Parliamentary
Expenses Authority

Ref: IPEA22/2/12 IDOC/228497

19 October 2023

Senator Gerard Rennick
Senator for Queensland
PO Box 2350
CHERMSIDE QLD 4032

Email: [REDACTED]

Dear Senator

Assurance Review – Staff use of car transport 2021-2022 financial year

The Independent Parliamentary Expenses Authority (IPEA) has responsibility under the *Independent Parliamentary Expenses Authority Act 2017* to review work resources accessed by parliamentarians and travel resources accessed by MOPS staff members.

IPEA undertakes Assurance Reviews for a variety of reasons, including educative purposes. Recently IPEA conducted an extensive and systematic Assurance Review of staff use of car transport, which includes Cabcharge, regulated ride-sharing services and taxis, for the 2021-2022 financial year. The purpose of the Assurance Review was to identify trends in use of work expenses by staff for car transport including travel on weekends, travel outside of normal work hours and travel to or from home or accommodation to work. Please note that IPEA publishes completed Assurance Reviews on the website www.ipea.gov.au.

The Assurance Review found there was confusion amongst some individuals about the appropriate use of car transport. Potentially, there were some instances of use of work expenses for car transport by staff during the 2021-2022 financial year which may have been inconsistent with the legislative framework. This included using work expenses for normal travel from home to work in the morning and return in the afternoon, for travel on weekends and travel outside of normal working hours. The Assurance Review also found there was a significant increase in staff use of work expenses for car transport during the election period for travel to and from home or accommodation to work location, including Campaign Headquarters.

Due to the extensive number of transactions overall (3,100), the passage of time since the period covered by the Assurance Review and the movement of staff since that time, including staff changes following the 2022 election, IPEA considers that seeking certification or explanation of individual transactions that may not have been consistent with the legislative framework would not be practical or an efficient use of resources.

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IPEA has instead decided to take this opportunity to raise awareness and educate users. As such, IPEA is writing to all Parliamentarians explaining the outcome of the Assurance Review, highlighting the relevant legislation, and providing a reminder in relation to their obligations to supervise and certify staff travel and ensure it is consistent with the legislative framework.

Parliamentarian's work expense obligations

Members are personally responsible and accountable for their use of public resources for conducting parliamentary business. This responsibility extends to the use of public resources by **staff employed by members**. IPEA conducts ongoing systemic checks of the use of expenses through regular sampling of transactions. Through the year you may be asked to certify the use of car transport complies with the legislative framework. It is also important to note that there is no difference in the rules applying to staff use of car transport during election periods, or a referendum.

As a reminder, the circumstances under which car transport may be used by persons employed under the *Members of Parliament (Staff) Act 1984* are set out in Determination 2020/15 – Staff Travel and Relief Staff Arrangements (now Determination 2023/10). Items 2 and 16 of the Determination provide:

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.

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.

Employees may only use car transport **when directed** to do so by their employing parliamentarian or an authorised person, **for the purposes of the official business of the parliamentarian**. Car transport includes taxis, regulated ride-sharing services, hire cars and short-term self-drive cars.

Employees must not use car transport for private use. Private use includes travel to and from the place of work for normal hours of duty, including a temporary place of work such as Parliament House for electorate-based employees. Parliamentarians and authorised persons may direct an employee to use car transport to travel to or from work only in the limited circumstances set out at paragraphs 16(a), (b) and (c) of The Determination. A copy of the Determination is at **Attachment A** for your reference.

Future engagement with Parliamentarians

Please note that IPEA intends to conduct further reviews of appropriate use by staff of car transport. These reviews may consider that further action is required regarding inappropriate use of resources, including recovery of expenses that are not consistent with the Determination. IPEA is available to undertake tailored education if requested by your office.

The completed Assurance Review 2022/015 which will be published on the Published audits, assurance reviews and rulings page of the IPEA website www.ipea.gov.au is at **Attachment B** for your information.

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Should you wish to discuss this matter, please do not hesitate to contact [REDACTED] on [REDACTED]

Yours sincerely

[REDACTED]

[REDACTED]

A/g Branch Manager, Transparency, Assurance and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: 02 6215 3000

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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

21

day of May 2023

June



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 writing¹ 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 Secretary², 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.

¹ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

².

- (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 writing³. 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 business⁴ or a break in travel at a usual point en route to the final travel destination⁵.
 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.

³ Using the *Electorate Employee Travel Nomination* form on the IPEA website.

⁴ 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.

⁵ 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 use⁶:
 - (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:

⁶ 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 reimbursement⁷.
- 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

⁷ 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 costs⁸ of employees who are Employee Consultative Group⁹ (ECG) representatives and Work Health and Safety (WHS) Committee¹⁰ 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 Minister¹¹, 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.

⁸ '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.

⁹ As described at clause 5 of the Enterprise Agreement.

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

¹¹ 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 week¹² or more on personal leave¹³;
 - (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 leave¹⁴;
 - (vii) adoption leave;

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

¹³ 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.

¹⁴ 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 ²	\$300
Member	200-999 km ²	\$500
Member	1,000-9,999 km ²	\$700
Member	10,000-99,999 km ²	\$1,000
Member	100,000-199,999 km ²	\$8,132
Member	200,000-499,999 km ²	\$10,132
Member	500,000 km ² 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.

OFFICIAL

Attachment C

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

1 July 2024 to 31 March 2025

Travel Resource	Departure Location	Departure Date	Arrival Location	Arrival Date	Arrival Time	Amount (GST excl.)	Travel approved/Not approved	If approved, reason for approval (refer to Determinations – Items 16 (a), (b) or (c) or nil
Travel expenses – Cabcharge	Braddon	1 July 2024	Capital Hill	1 July 2024	7:45am	\$20.32		
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Attachment C

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

Travel Resource	Departure Location	Departure Date	Arrival Location	Arrival Date	Arrival Time	Amount (GST excl.)	Travel approved/Not approved	If approved, reason for approval (refer to Determinations – Items 16 (a), (b) or (c) or nil
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Attachment C

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

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OFFICIAL

From: [REDACTED]
To: [Assurance](#)
Subject: CM: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]
Date: Friday, 31 October 2025 12:13:16 PM
Attachments: [image001.png](#)

Hi

The travel claims made after 7pm were made on personal safety grounds.

The morning claims were made on the basis of travel from the airport with luggage.

To be honest I don't know what the rules are in regards to travel from the airport with luggage so if staff can't claim travel from the airport, then I'm happy to refund myself.

Just let me know what suits.

Cheers

Gerard

[REDACTED]

From: Assurance <Assurance@ipea.gov.au>
Sent: Friday, 31 October 2025 10:22 AM
To: [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Assurance Review of staff travel resources [SEC=OFFICIAL]

OFFICIAL

Dear Mr Rennick

Attached please find correspondence from the Independent Parliamentary Expenses Authority.

Sincerely

[REDACTED]

A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: +61 2 6215 3000
E: assurance@ipea.gov.au
W: www.ipea.gov.au

The Independent Parliamentary Expenses Authority acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to Land, Waters and Community. We pay our respects to the people, the cultures, and the elders past, present and emerging.



Be careful with this message

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

From: [Assurance](#)
To: [REDACTED]
Cc: [Assurance](#)
Subject: CM: RE: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]
Date: Monday, 3 November 2025 11:55:44 AM
Attachments: [image001.png](#)
[Attachment C Table of trips undertaken by staff member.pdf](#)
[Attachment C Table of trips undertaken by staff member.docx](#)
[Correspondence Mr Gerard Rennick Assurance Review of Staff Travel Resources.pdf](#)

OFFICIAL

Good morning Mr Rennick

Thank you for your quick response.

IPEA appreciates that you are happy to refund any trips undertaken by [REDACTED] that may not be in accordance with the legislative framework. However, IPEA first needs to establish whether [REDACTED] trips, which appear to be between Parliament House and [REDACTED] accommodation in Canberra (rather than the airport), were in accordance with the framework including whether [REDACTED] use of Cabcharge for these trips was approved by you. The information which explains staff entitlements was in my original correspondence. Accordingly, may I please ask that you closely review the attached table of [REDACTED] trips, focusing on:

- the times at which they were undertaken, in light of the expected reasonable working hours for MOP(S) Act staff during parliamentary sitting periods; and
- the arrival and departure locations, in light of whether [REDACTED] was likely to have been carrying luggage.

I have attached a Word version of the table for ease of use.

Sincerely

[REDACTED]

A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

E: assurance@ipea.gov.au

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From: [REDACTED]
Sent: Friday, 31 October 2025 12:13 PM
To: Assurance <Assurance@ipea.gov.au>
Subject: CM: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

Hi

The travel claims made after 7pm were made on personal safety grounds.

The morning claims were made on the basis of travel from the airport with luggage.

To be honest I don't know what the rules are in regards to travel from the airport with luggage so if staff can't claim travel from the airport, then I'm happy to refund myself.

Just let me know what suits.

Cheers

Gerard

[REDACTED]

From: Assurance <Assurance@ipea.gov.au>
Sent: Friday, 31 October 2025 10:22 AM
To: [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Assurance Review of staff travel resources [SEC=OFFICIAL]

OFFICIAL

Dear Mr Rennick

Attached please find correspondence from the Independent Parliamentary Expenses Authority.

Sincerely

[REDACTED]

A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

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Attachment C

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

1 July 2024 to 31 March 2025

Travel Resource	Departure Location	Departure Date	Arrival Location	Arrival Date	Arrival Time	Amount (GST excl.)	Travel approved/Not approved	If approved, reason for approval (refer to Determinations – Items 16 (a), (b) or (c) or nil
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Attachment C

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

Travel Resource	Departure Location	Departure Date	Arrival Location	Arrival Date	Arrival Time	Amount (GST excl.)	Travel approved/Not approved	If approved, reason for approval (refer to Determinations – Items 16 (a), (b) or (c) or nil
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Attachment C

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

Travel Resource	Departure Location	Departure Date	Arrival Location	Arrival Date	Arrival Time	Amount (GST excl.)	Travel approved/Not approved	If approved, reason for approval (refer to Determinations – Items 16 (a), (b) or (c) or nil
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OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

31 October 2025

Mr Gerard Rennick
[REDACTED]
[REDACTED]

Email: [REDACTED]

Dear Mr Rennick

Assurance Review of Members of Parliament (Staff) travel resources

The Independent Parliamentary Expenses Authority (IPEA) has responsibility under the *Independent Parliamentary Expenses Authority Act 2017* to review work resources used by Members of Parliament and travel resources used by staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

IPEA is currently undertaking an Assurance Review of the use of Cabcharge by a then member of your staff, [REDACTED], to travel to and from work in Canberra between 1 July 2024 and 31 March 2025.

Please note IPEA publishes completed Assurance Reviews on the IPEA website at www.ipea.gov.au/assurance-audit/published-assurance-reviews.

Background

As relevant background to this review, please note that IPEA previously undertook an extensive and systematic Assurance Review of staff use of car transport, including Cabcharge, for the 2021-2022 financial year. The purpose of that Assurance Review was to identify trends in use of work resources by staff for car transport including travel on weekends, travel outside of normal work hours and travel to or from home or accommodation to work. I have attached a copy of IPEA's correspondence to you about this matter for your reference at **Attachment A**.

Relevant legislation and guidelines

Parliamentarians are personally responsible and accountable for their use of work resources for conducting parliamentary business. This responsibility extends to the use of travel resources by staff employed, or previously employed by parliamentarians.

With regard to MoP(S) Act staff such as [REDACTED] the Staff Travel and Relief Staff Arrangements, Determination 2023/10 (the Staff Travel Determination) specifies under items 2 and 16 of Schedule A:

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.

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.

A copy of the relevant Staff Travel Determination is at **Attachment B** for your reference.

With regard to the definition of "normal hours of duty" in item 16 above, an employee's normal hours are broadly defined as hours agreed to by the employee and parliamentarian and worked between the ordinary hours of 8:00 am and 6:00 pm Monday to Friday.

Hours worked by employees may be partially or wholly worked outside of these hours. In accordance with clauses 37.4 and 38.1 of the Commonwealth MOP(S) [Enterprise Agreement 2024-27.pdf](#) (clauses 32.4 and 33.1 under the previous [MOPS Enterprise Agreement 2020-23.pdf](#)), allowances are payable to employees in recognition of, and compensation for, additional hours worked and in lieu of overtime. On this basis, a staff member arriving at, or departing from Parliament House early morning or late in the evening is considered normal, in particular during parliamentary sitting periods.

With regard to the definition of items required to be carried to and from the office in item 16(c) above, the reference relates specifically to the personal effects of the staff member associated with their travel to and from their work base at the commencement and completion of their travel. This is not intended to include laptops, devices, folders and/or any other documents or items related to work which would most likely be carried by the employee to and from their standard work base and residence as part of their usual practice and day to day employment.

Use of Cabcharge by [REDACTED]

The Commonwealth-funded car transport used by [REDACTED] which is relevant to this Assurance Review comprises 23 instances of use of Cabcharge, some of which may be inconsistent with the legislation and Staff Travel Determination as cited above. They are detailed at **Attachment C**.

To assist with this Assurance Review, please examine each trip undertaken by [REDACTED] and confirm whether it complies with items 2 and 16 of the Staff Travel Determination, including that the travel was directed by you or an authorised person in your office.

Please note that instances of unapproved use of Cabcharge or use which is inconsistent with the legislation and Staff Travel Determination will need to be repaid to the Commonwealth by [REDACTED]

Please provide your response via email to assurance@ipea.gov.au by close of business on **14 November 2025**. If you require additional time to provide a response or if you would like to discuss this matter, please contact [REDACTED].

Yours sincerely

[REDACTED]

[REDACTED]

[REDACTED]
A/g Chief of Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

From: [REDACTED]
To: [Assurance](#)
Subject: CM: Fw: Assurance Review of staff travel resources [SEC=OFFICIAL]
Date: Tuesday, 4 November 2025 12:41:39 PM
Attachments: [image001.png](#)
[image001.png](#)
[Attachment C Table of trips undertaken by staff member.pdf](#)
[Attachment C Table of trips undertaken by staff member.docx](#)
[Correspondence Mr Gerard Rennick Assurance Review of Staff Travel Resources.pdf](#)

Hi

Please see [REDACTED] explanation below.

I approved on the basis that IPEA approved.

Any questions please let me know.

Kind Regards
Gerard

From: [REDACTED]
Sent: Tuesday, November 04, 2025 10:26 AM
To: [REDACTED]
Subject: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

Hi Gerard,

Thanks!

All of the morning trips were approved by you on the basis that we had received confirmation from IPEA over the telephone that I was able to undertake those taxi trips utilising Cabcharge as the payment method as I was carrying luggage from my hotel to Parliament House despite it not being the date of my flight.

Kind regards,
[REDACTED]

On 3 Nov 2025, at 11:00 am, [REDACTED] wrote:

Hi [REDACTED]

As discussed.

I hope the [REDACTED] plans are going well.

Cheers
Gerard

From: Assurance <Assurance@ipea.gov.au>
Sent: Monday, 3 November 2025 10:55 AM
To: [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: RE: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

OFFICIAL

Good morning Mr Rennick

Thank you for your quick response.

IPEA appreciates that you are happy to refund any trips undertaken by [REDACTED] that may not be in accordance with the legislative framework. However, IPEA first needs to establish whether [REDACTED] trips, which appear to be between Parliament House and [REDACTED] accommodation in Canberra (rather than the airport), were in accordance with the framework including whether [REDACTED] use of Cabcharge for these trips was approved by you. The information which explains staff entitlements was in my original correspondence. Accordingly, may I please ask that you closely review the attached table of [REDACTED] trips, focusing on:

- the times at which they were undertaken, in light of the expected reasonable working hours for MOP(S) Act staff during parliamentary sitting periods; and
- the arrival and departure locations, in light of whether [REDACTED] was likely to have been carrying luggage.

I have attached a Word version of the table for ease of use.

Sincerely

[REDACTED]
A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: +61 2 6215 3000
E: assurance@ipea.gov.au
W: www.ipea.gov.au

From: [REDACTED]
Sent: Friday, 31 October 2025 12:13 PM
To: Assurance <Assurance@ipea.gov.au>
Subject: CM: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

Hi

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Cheers

Gerard

[REDACTED]

From: Assurance <Assurance@ipea.gov.au>
Sent: Friday, 31 October 2025 10:22 AM
To: [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Assurance Review of staff travel resources [SEC=OFFICIAL]

OFFICIAL

Dear Mr Rennick

Attached please find correspondence from the Independent Parliamentary Expenses Authority.

Sincerely

<image001.png>

[REDACTED]

A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

E: assurance@ipea.gov.au

W: www.ipea.gov.au

<image002.jpg>

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Attachment C

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

1 July 2024 to 31 March 2025

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Attachment C

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

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Attachment C

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

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OFFICIAL



Australian Government
Independent Parliamentary
Expenses Authority

31 October 2025

Mr Gerard Rennick
[REDACTED]
[REDACTED]

Email: [REDACTED]

Dear Mr Rennick

Assurance Review of Members of Parliament (Staff) travel resources

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With regard to MoP(S) Act staff such as [REDACTED] the Staff Travel and Relief Staff Arrangements, Determination 2023/10 (the Staff Travel Determination) specifies under items 2 and 16 of Schedule A:

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.

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(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.

A copy of the relevant Staff Travel Determination is at **Attachment B** for your reference.

With regard to the definition of "normal hours of duty" in item 16 above, an employee's normal hours are broadly defined as hours agreed to by the employee and parliamentarian and worked between the ordinary hours of 8:00 am and 6:00 pm Monday to Friday.

Hours worked by employees may be partially or wholly worked outside of these hours. In accordance with clauses 37.4 and 38.1 of the Commonwealth MOP(S) [Enterprise Agreement 2024-27.pdf](#) (clauses 32.4 and 33.1 under the previous [MOPS Enterprise Agreement 2020-23.pdf](#)), allowances are payable to employees in recognition of, and compensation for, additional hours worked and in lieu of overtime. On this basis, a staff member arriving at, or departing from Parliament House early morning or late in the evening is considered normal, in particular during parliamentary sitting periods.

With regard to the definition of items required to be carried to and from the office in item 16(c) above, the reference relates specifically to the personal effects of the staff member associated with their travel to and from their work base at the commencement and completion of their travel. This is not intended to include laptops, devices, folders and/or any other documents or items related to work which would most likely be carried by the employee to and from their standard work base and residence as part of their usual practice and day to day employment.

Use of Cabcharge by [REDACTED]

The Commonwealth-funded car transport used by [REDACTED] which is relevant to this Assurance Review comprises 23 instances of use of Cabcharge, some of which may be inconsistent with the legislation and Staff Travel Determination as cited above. They are detailed at **Attachment C**.

To assist with this Assurance Review, please examine each trip undertaken by [REDACTED] and confirm whether it complies with items 2 and 16 of the Staff Travel Determination, including that the travel was directed by you or an authorised person in your office.

Please note that instances of unapproved use of Cabcharge or use which is inconsistent with the legislation and Staff Travel Determination will need to be repaid to the Commonwealth by [REDACTED].

Please provide your response via email to assurance@ipea.gov.au by close of business on **14 November 2025**. If you require additional time to provide a response or if you would like to discuss this matter, please contact [REDACTED].

Yours sincerely

[REDACTED]

[REDACTED]

[REDACTED]
A/g Chief of Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

From: [Assurance](#)
To: [REDACTED]
Cc: [Assurance](#)
Subject: CM: FW: Fw: Assurance Review of staff travel resources [SEC=OFFICIAL]
Date: Friday, 7 November 2025 12:04:16 PM
Attachments: [image001.png](#)
[image002.png](#)
[Attachment A Table of trips undertaken by staff member.docx](#)

OFFICIAL

Dear Mr Rennick

Cc [REDACTED]

Thank you for your responses and engagement with IPEA on this matter.

Following your responses so far, IPEA accepts that [REDACTED] travel from Parliament House to [REDACTED] Canberra-based accommodation was directed by you for personal safety reasons and that therefore the use of Cabcharge is consistent with the Staff Travel Determination 23/10. We have therefore removed the evening travel charged to Cabcharge from our request for information.

You have mentioned IPEA approval. We have no record of IPEA approval for these specific trips. IPEA notes that [REDACTED] sought advice on a number of occasions regarding the use of Cabcharge between Parliament House and [REDACTED] Canberra-based accommodation, including instances where [REDACTED] may be travelling with luggage. According to our records, the advice sought was general, rather than specific to any particular instances of Cabcharge use in Canberra. IPEA's advice also noted that despite travelling with luggage, the staff member needed to have been directed to do so by their employing parliamentarian.

So IPEA still requires further information regarding [REDACTED] use of Cabcharge to travel from [REDACTED] accommodation to Parliament House in the mornings. We have amended the revised table of trips undertaken by [REDACTED] using Cabcharge – please see Attachment A above) and are presenting the revised version for your comments and indication as to whether they were approved by you and whether they are consistent with Determination 23/10.

It would be appreciated if you could respond by completing the comments column and returning it to Assurance@ipea.gov.au by **21 November 2025**.

If you need further clarification please contact me at Assurance@ipea.gov.au or on [REDACTED].

Sincerely

[REDACTED]
A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

E: assurance@ipea.gov.au

W: www.ipea.gov.au

[REDACTED]
A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

T: [REDACTED]

E: [REDACTED]

W: www.ipea.gov.au

-

The Independent Parliamentary Expenses Authority acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to Land, Waters and Community. We pay our respects to the people, the cultures and the Elders past, present and emerging.



From: [REDACTED]

Sent: Tuesday, 4 November 2025 12:41 PM

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

Subject: CM: Fw: Assurance Review of staff travel resources [SEC=OFFICIAL]

Hi

Please see [REDACTED] explanation below.

I approved on the basis that IPEA approved.

Any questions please let me know.

Kind Regards

Gerard

From: [REDACTED]
Sent: Tuesday, November 04, 2025 10:26 AM
To: [REDACTED]
Subject: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

Hi Gerard,

Thanks!

All of the morning trips were approved by you on the basis that we had received confirmation from IPEA over the telephone that I was able to undertake those taxi trips utilising Cabcharge as the payment method as I was carrying luggage from my hotel to Parliament House despite it not being the date of my flight.

Kind regards,

[REDACTED]

On 3 Nov 2025, at 11:00 am, [REDACTED] wrote:

Hi [REDACTED]

As discussed.

I hope the [REDACTED] plans are going well.

Cheers
Gerard

From: Assurance <Assurance@ipea.gov.au>
Sent: Monday, 3 November 2025 10:55 AM
To: [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: RE: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

OFFICIAL

Good morning Mr Rennick

Thank you for your quick response.

IPEA appreciates that you are happy to refund any trips undertaken by [REDACTED] that may not be in accordance with the legislative framework. However, IPEA first needs to establish whether [REDACTED] trips, which appear to be between Parliament House and [REDACTED] accommodation in Canberra (rather than the airport), were in accordance with the framework including whether [REDACTED] use of Cabcharge for these trips was approved by you. The information which explains staff entitlements was in my original correspondence. Accordingly, may I please ask that you closely review the attached table of [REDACTED] trips, focusing on:

- the times at which they were undertaken, in light of the expected reasonable working hours for MOP(S) Act staff during parliamentary sitting periods; and
- the arrival and departure locations, in light of whether [REDACTED] was likely to have been carrying luggage.

I have attached a Word version of the table for ease of use.

Sincerely

[REDACTED]

A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

E: assurance@ipea.gov.au

W: www.ipea.gov.au

From: [REDACTED]

Sent: Friday, 31 October 2025 12:13 PM

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

Subject: CM: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

Hi

The travel claims made after 7pm were made on personal safety grounds.

The morning claims were made on the basis of travel from the airport with luggage.

To be honest I don't know what the rules are in regards to travel from the airport with luggage so if staff can't claim travel from the airport, then I'm happy to refund myself.

Just let me know what suits.

Cheers

Gerard

[REDACTED]

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

Sent: Friday, 31 October 2025 10:22 AM

To: [REDACTED] >

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

Subject: Assurance Review of staff travel resources [SEC=OFFICIAL]

OFFICIAL

Dear Mr Rennick

Attached please find correspondence from the Independent Parliamentary Expenses Authority.

Sincerely

<image001.png>



A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

E: assurance@ipea.gov.au

W: www.ipea.gov.au

<image002.jpg>

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OFFICIAL

Attachment A

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

1 July 2024 to 31 March 2025

Travel Resource	Departure Location	Departure Date	Arrival Location	Arrival Date	Arrival Time	Amount (GST excl.)	Travel approved/Not approved	Reason for approval/Comments
Travel expenses – Cabcharge	Braddon	1 July 2024	Capital Hill	1 July 2024	7:45am	\$20.32		
Travel expenses – Cabcharge	Braddon	12 August 2024	Capital Hill	12 August 2024	8:05am	\$20.32		
Travel expenses – Cabcharge	Braddon	19 August 2024	Capital Hill	19 August 2024	8:24am	\$20.68		
Travel expenses – Cabcharge	Office	9 September 2024	Capital Hill	9 September 2024	8:21am	\$17.86		
Travel expenses – Cabcharge	Braddon	16 September 2024	Capital Hill	16 September 2024	8:34am	\$26.77		
Travel expenses – Cabcharge	Hotel	8 October 2024	Capital Hill	8 October 2024	8:14am	\$19.95		
Travel expenses – Cabcharge	Braddon	18 November 2024	Capital Hill	18 November 2024	8:34am	\$21.95		
Travel expenses – Cabcharge	Braddon	4 February 2025	Capital Hill	4 February 2025	8:24am	\$23.86		

OFFICIAL

OFFICIAL

Attachment A

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

Travel Resource	Departure Location	Departure Date	Arrival Location	Arrival Date	Arrival Time	Amount (GST excl.)	Travel approved/Not approved	Reason for approval/Comments
Travel expenses – Cabcharge	Braddon	24 February 2025	Capital Hill	24 February 2025	7:59am	\$21.59		
Travel expenses – Cabcharge	Braddon	25 March 2025	Capital Hill	25 March 2025	7:59am	\$21.95		

OFFICIAL

From: [REDACTED]
To: [Assurance](#)
Cc: [REDACTED] [Assurance](#)
Subject: CM: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]
Date: Monday, 10 November 2025 3:49:06 PM
Attachments: [image001.png](#)
[image002.png](#)
[image001.png](#)
[image002.png](#)
[Attachment A Table of trips undertaken by staff member.docx](#)

Dear [REDACTED],

Thank you for your email. I appreciate the opportunity to respond to the review.

I received telephone confirmation from IPEA that taxi trips of this nature, consistent with Determination 23/10 Item 16 (c), could be paid using Cabcharge. I did not call IPEA in advance of each specific trip as I was advised on the telephone that I did not need to seek advice each time as Mr Rennick as the employing parliamentarian approves the travel and that because the advice was general in nature it was applicable to all regular instances of this type of travel rather than being advice for a specific one-off occasion which varies from the normal circumstances.

Mr Rennick's final day as a parliamentarian was on the 30th June 2025. The earliest trip in the review was taken on the 1st July 2024 and the tenth and final trip occurred on the 25th March 2025. If concerns about whether these types of trips were consistent with Determination 23/10 were raised with Mr Rennick and I in July 2024 and the trip was subsequently found to not be consistent with the Determination then I would have not continued to pay for trips of this nature with Cabcharge. Mr Rennick and I acted with the utmost good faith with the advice provided to the office.

The most recently published review I found on the IPEA website which deals with this topic, pertaining to staff in the office of Ms Tracey Roberts MP, notes that Item 16c was provided as the reason for approval for four trips from accommodation in Canberra to Capital Hill and was subsequently accepted by IPEA as being consistent with the Determination.

Please note that there is an error in Attachment A. The departure location for the trip on the 9th September 2024 should be hotel not office.

Mr Rennick will send through the completed comments columns of the provided table in due course.

Kind regards,

[REDACTED]

On 7 Nov 2025, at 11:04 am, Assurance <Assurance@ipea.gov.au> wrote:

OFFICIAL

Dear Mr Rennick

Cc [REDACTED]

Thank you for your responses and engagement with IPEA on this matter.

Following your responses so far, IPEA accepts that [REDACTED] travel from Parliament House to [REDACTED] Canberra-based accommodation was directed by you for personal safety reasons and that therefore the use of Cabcharge is consistent with the Staff Travel Determination 23/10. We have therefore removed the evening travel charged to Cabcharge from our request for information.

You have mentioned IPEA approval. We have no record of IPEA approval for these specific trips. IPEA notes that [REDACTED] sought advice on a number of occasions regarding the use of Cabcharge between Parliament House and [REDACTED] Canberra-based accommodation, including instances where [REDACTED] may be travelling with luggage. According to our records, the advice sought was general, rather than specific to any particular instances of Cabcharge use in Canberra. IPEA's advice also noted that despite travelling with luggage, the staff member needed to have been directed to do so by their employing parliamentarian.

So IPEA still requires further information regarding [REDACTED] use of Cabcharge to travel from [REDACTED] accommodation to Parliament House in the mornings. We have amended the revised table of trips undertaken by [REDACTED] [REDACTED] using Cabcharge – please see Attachment A above) and are presenting the revised version for your comments and indication as to whether they were approved by you and whether they are consistent with Determination 23/10.

It would be appreciated if you could respond by completing the comments column and returning it to Assurance@ipea.gov.au by **21 November 2025**.

If you need further clarification please contact me at Assurance@ipea.gov.au or on [REDACTED].

Sincerely

[REDACTED]
A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority

One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

E: assurance@ipea.gov.au

W: www.ipea.gov.au

<image001.png>

[REDACTED]

A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

T: [REDACTED]

E: [REDACTED]

W: www.ipea.gov.au

-

From: [REDACTED]

Sent: Tuesday, 4 November 2025 12:41 PM

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

Subject: CM: Fw: Assurance Review of staff travel resources [SEC=OFFICIAL]

Hi

Please see [REDACTED] explanation below.

I approved on the basis that IPEA approved.

Any questions please let me know.

Kind Regards

Gerard

From: [REDACTED]

Sent: Tuesday, November 04, 2025 10:26 AM

To: [REDACTED]

Subject: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

Hi Gerard,

Thanks!

All of the morning trips were approved by you on the basis that we had received confirmation from IPEA over the telephone that I was able to undertake those taxi trips utilising Cabcharge as the payment method as I was carrying luggage from my hotel to Parliament House despite it not being the date of my flight.

Kind regards,

■

On 3 Nov 2025, at 11:00 am, ■ wrote:

Hi ■

As discussed.

I hope the ■ plans are going well.

Cheers

Gerard

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

Sent: Monday, 3 November 2025 10:55 AM

To: ■

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

Subject: RE: Re: Assurance Review of staff travel resources

[SEC=OFFICIAL]

OFFICIAL

Good morning Mr Rennick

Thank you for your quick response.

IPEA appreciates that you are happy to refund any trips undertaken by ■ that may not be in accordance with the legislative framework. However, IPEA first needs to establish whether ■ trips, which appear to be between

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[REDACTED]

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Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: +61 2 6215 3000
E: assurance@ipea.gov.au
W: www.ipea.gov.au

From: [REDACTED]
Sent: Friday, 31 October 2025 12:13 PM
To: Assurance <Assurance@ipea.gov.au>
Subject: CM: Re: Assurance Review of staff travel resources
[SEC=OFFICIAL]

Hi

The travel claims made after 7pm were made on personal safety grounds.

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To be honest I don't know what the rules are in regards to travel from the airport with luggage so if staff can't claim travel from the airport, then I'm happy to refund myself.

Just let me know what suits.

Cheers

Gerard

[REDACTED]

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

Sent: Friday, 31 October 2025 10:22 AM

To: [REDACTED]

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

Subject: Assurance Review of staff travel resources [SEC=OFFICIAL]

OFFICIAL

Dear Mr Rennick

Attached please find correspondence from the Independent Parliamentary Expenses Authority.

Sincerely

<image001.png>


A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603

T: +61 2 6215 3000

E: assurance@ipea.gov.au

W: www.ipea.gov.au

<image002.jpg>

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OFFICIAL

Attachment A

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

1 July 2024 to 31 March 2025

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OFFICIAL

OFFICIAL

Attachment A

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

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OFFICIAL

From: [REDACTED]
To: [REDACTED] [Assurance](#)
Subject: CM: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]
Date: Tuesday, 11 November 2025 12:03:31 PM
Attachments: [IPEAexpenseclaim.pdf](#)

Hi

Please find enclosed the sign off for [REDACTED] travel.

I approved this on the basis of the general advice given to [REDACTED] that [REDACTED] could claim the travel because [REDACTED] was carrying luggage.

Had I been informed by IPEA that this was not within the guidelines of Determination 23/10 16(c) I would not have approved it.

Given the expenses were paid over the period on approximately 10 months and IPEA did not deny the claim during this time, I assumed there was no issue in approving the expenses on an ongoing basis.

Any further questions please let me know.

Kind Regards
Gerard

From: [REDACTED]
Sent: Monday, November 10, 2025 2:48 PM
To: Assurance <Assurance@ipea.gov.au>
Cc: [REDACTED] Assurance
<Assurance@ipea.gov.au>
Subject: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

Dear [REDACTED]

Thank you for your email. I appreciate the opportunity to respond to the review.

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Kind regards,

██████████

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Dear Mr Rennick

Cc ██████████

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Sincerely

[REDACTED]
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Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: +61 2 6215 3000
E: assurance@ipea.gov.au
W: www.ipea.gov.au

<image001.png>

[REDACTED]
A/g Chief, Transparency, Integrity and Legal
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: [REDACTED]
E: [REDACTED]
W: www.ipea.gov.au

From: [REDACTED]
Sent: Tuesday, 4 November 2025 12:41 PM

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

Subject: CM: Fw: Assurance Review of staff travel resources [SEC=OFFICIAL]

Hi

Please see [REDACTED] explanation below.

I approved on the basis that IPEA approved.

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Gerard

From: [REDACTED]

Sent: Tuesday, November 04, 2025 10:26 AM

To: [REDACTED]

Subject: Re: Assurance Review of staff travel resources [SEC=OFFICIAL]

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[REDACTED]

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Hi [REDACTED]

As discussed.

I hope the [REDACTED] plans are going well.

Cheers
Gerard

From: Assurance <Assurance@ipea.gov.au>
Sent: Monday, 3 November 2025 10:55 AM
To: [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: RE: Re: Assurance Review of staff travel resources
[SEC=OFFICIAL]

OFFICIAL

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Independent Parliamentary Expenses Authority
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E: assurance@ipea.gov.au

W: www.ipea.gov.au

From: [REDACTED]
Sent: Friday, 31 October 2025 12:13 PM
To: Assurance <Assurance@ipea.gov.au>
Subject: CM: Re: Assurance Review of staff travel resources
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[REDACTED]

From: Assurance <Assurance@ipea.gov.au>
Sent: Friday, 31 October 2025 10:22 AM
To: [REDACTED]
Cc: Assurance <Assurance@ipea.gov.au>
Subject: Assurance Review of staff travel resources [SEC=OFFICIAL]

OFFICIAL

Dear Mr Rennick

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<image001.png>



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W: www.ipea.gov.au

<image002.jpg>

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OFFICIAL

Attachment A

Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

1 July 2024 to 31 March 2025

Travel Resource	Departure Location	Departure Date	Arrival Location	Arrival Date	Arrival Time	Amount (GST excl.)	Travel approved/Not approved	Reason for approval/Comments
Travel expenses – Cabcharge	Braddon	1 July 2024	Capital Hill	1 July 2024	7:45am	\$20.32	Approved	as per 16(c) / USSage
Travel expenses – Cabcharge	Braddon	12 August 2024	Capital Hill	12 August 2024	8:05am	\$20.32	✓	acting on advice from 17EA
Travel expenses – Cabcharge	Braddon	19 August 2024	Capital Hill	19 August 2024	8:24am	\$20.68	✓	✓
Travel expenses – Cabcharge	Office	9 September 2024	Capital Hill	9 September 2024	8:21am	\$17.86	✓	✓
Travel expenses – Cabcharge	Braddon	16 September 2024	Capital Hill	16 September 2024	8:34am	\$26.77	✓	✓
Travel expenses – Cabcharge	Hotel	8 October 2024	Capital Hill	8 October 2024	8:14am	\$19.95	✓	✓
Travel expenses – Cabcharge	Braddon	18 November 2024	Capital Hill	18 November 2024	8:34am	\$21.95	✓	✓
Travel expenses – Cabcharge	Braddon	4 February 2025	Capital Hill	4 February 2025	8:24am	\$23.86	✓	✓

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Senator Gerard Rennick

Assurance Review of Car Transport (Cabcharge) – [REDACTED]

Travel Resource	Departure Location	Departure Date	Arrival Location	Arrival Date	Arrival Time	Amount (GST excl.)	Travel approved/Not approved	Reason for approval/Comments
Travel expenses – Cabcharge	Braddon	24 February 2025	Capital Hill	24 February 2025	7:59am	\$21.59	Approved	As per 16(c) 1688 a/c
Travel expenses – Cabcharge	Braddon	25 March 2025	Capital Hill	25 March 2025	7:59am	\$21.95	✓	acting on advice from PEA