

**From:** [Shoebridge\\_David \(Senator Office\)](#)  
**To:** s22  
**Cc:** s47F (Sen D. Shoebridge)  
**Subject:** RE: NSW/SHOEBRIDGE/NON-ONGOING/01072022 to 01102022 - s47F [SEC=OFFICIAL]  
**Date:** Friday, 8 July 2022 2:27:55 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)

Hi s22,

I tried to call to clarify. But my earlier email set out that "This is a three day a week position with each day at 7 hours and 36 minutes."

The days are: Monday, Tuesday and Thursday.

If that is somehow insufficient detail can you please contact s47F at my office who manages this to discuss further?

David

**Senator David Shoebridge**  
 Greens Senator for NSW  
 T: (02) 8073 7400

*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*



**From:** s22 @finance.gov.au  
**Sent:** Friday, 8 July 2022 9:18 AM  
**To:** Shoebridge, David (Senator Office) <Senator.Shoebridge@aph.gov.au>  
**Subject:** FW: NSW/SHOEBRIDGE/NON-ONGOING/01072022 to 01102022 - s47F [SEC=OFFICIAL]

SEC=OFFICIAL

Good morning Senator Shoebridge

Can you please advise s47F work hours so the team can process her contract.

If you have any questions, please don't hesitate to contact us.

Kind Regards

s22 | Payroll Officer  
 HR Frameworks Branch  
 Ministerial and Parliamentary Services  
 Department of Finance  
**T:** s22  
**E:** [Mpshelp@finance.gov.au](mailto:Mpshelp@finance.gov.au)  
**A:** 1 Canberra Avenue, Forrest ACT 2603



SEC=OFFICIAL

**From:** Shoebridge, David (Senator Office) <[Senator.Shoebridge@aph.gov.au](mailto:Senator.Shoebridge@aph.gov.au)>  
**Sent:** Wednesday, 6 July 2022 3:28 PM  
**To:** MOPS Pay & Conditions <[MOPSPay&Conditions@finance.gov.au](mailto:MOPSPay&Conditions@finance.gov.au)>  
**Cc:** s47F [REDACTED] Sen D. Shoebridge) <[s47F@aph.gov.au](mailto:s47F@aph.gov.au)>; s47F [REDACTED] (Sen D. Shoebridge) <[s47F@aph.gov.au](mailto:s47F@aph.gov.au)>  
**Subject:** NSW/SHOEBRIDGE/NON-ONGOING/01072022 to 01102022 s47F [REDACTED]

Dear MOPs,

This contract is correct but it needs to include the agreed hours.

This is a three day a week position with each day at 7 hours and 36 minutes.

If there are any difficulties with putting this through please contact s47F [REDACTED] our office manager,

Thanks again,

**Senator David Shoebridge**  
 Greens Senator for NSW  
 T: (02) 8073 7400

*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*




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**From:** [maps-finance.noreply@govcms.gov.au](mailto:maps-finance.noreply@govcms.gov.au) <[maps-finance.noreply@govcms.gov.au](mailto:maps-finance.noreply@govcms.gov.au)>  
**Sent:** Friday, 1 July 2022 11:51 AM  
**To:** Shoebridge, David (Senator Office) <[Senator.Shoebridge@aph.gov.au](mailto:Senator.Shoebridge@aph.gov.au)>  
**Subject:** FOR ACTION: New MOP(S) Act Employee Contract



## Employing a non-ongoing employee contract

Dear David Shoebridge or Authorised Officer.

You are receiving this email to to approve the below non-ongoing employment contract for s47F [REDACTED].

Please review the contract details and forward this email (ensuring that the contract is included in your email) to MOPS Pay & Conditions, advising that all details are correct and the contract is approved.

If details are not correct or require amendment, please contact the employee directly to make amendments and resubmit.

Please note that MOPS Pay & Conditions will not receive a copy of the employee's contract until you have provided it, with approval, by **forwarding**, or **replying**, to this email with the contract attached or included below.

Please ensure you copy in **s47F** when responding to MOPS Pay & Conditions.

Thank you,  
MaPS HR Service Delivery Team

**Office use only**

NSW/David Shoebridge/NON-ONGOING CONTRACT/01/07/2022 **s47F**  
Submitted on Fri, 2022-07-01 11:48

## Employee details

**Attach additional forms**

No

## Details

**Name of Employee**

**s47F**

**Employee email address**

**s47F**

**Name of Employer (Parliamentarian)**

David Shoebridge

**Email address of Employer or an Authorised Person**

[senator.shoebridge@aph.gov.au](mailto:senator.shoebridge@aph.gov.au)

**State/territory**

NSW

**The Employee is to be employed as a**

**s47F**

**Employed on a**

Part time basis

**Commencing on**

01/07/2022

**and continuing until the earlier of**

01-10-2022

**Employee salary per annum (full time equivalent)**

**s47F**

Are you being allocated Electorate Staff Allowance (ESA) at the commencement of your employment?

s47F  
[Redacted]

Have you been previously employed under the MOP(S) Act?

No (a Superannuation Options form must be completed)

Were you employed by a State or Territory parliamentarian, on a basis equivalent to ongoing or non-ongoing MOP(S) Act employment immediately prior to the employment under this Employment Agreement?

No

Does your Employer require you to undertake a National Police History Check?

No

### Probation

The probation period will be

3 months

### Work pattern

Working pattern/hours in pay day weeks. Full time is 38 hours per week (7 hours, 36 minutes per day).

Week day	Start time	Finish time	Meal break starts	Meal break ends	Total hours	Using Electorate Support Budget?
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Working pattern/hours in non pay day weeks. Full time is 38 hours per week (7 hours, 36 minutes per day).

Week day	Start time	Finish time	Meal break starts	Meal break ends	Total hours	Using Electorate Support Budget?
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

### Terms and conditions

I acknowledge I have received the Fair Work Information Statement

Yes

**I accept the offer of employment on the terms and conditions described in this Employment Agreement and have read and understand the details contained in the Employment Agreement**

Yes

**I understand that, if the Employer has ticked one of the boxes on the previous page, a probationary period of the indicated duration (maximum 3 months) will apply.**

Yes

**I have familiarised myself with the Statement of Standards for Ministerial Staff (applies only to personal and electorate staff of Ministers and Parliamentary Secretaries)**

Yes

**I understand that State or Territory MOP(S) Act equivalent service may only be recognised for severance purposes where it is notified to Ministerial and Parliamentary Services within one month of the commencement of my MOP(S) Act employment**

Yes

**I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.**

Yes

**I have read and understood the Privacy Collection Notice (see below)..**

Yes

## **Terms and conditions**

### **Notice to prospective staff of a Minister or Parliamentary Secretary**

If you are to be employed by a Minister or Parliamentary Secretary either in a personal or electorate staff position, it is a condition of your employment that you obtain and maintain a Negative Vetting 2 security clearance.

You will be provided with an electronic security clearance application shortly after you commence your employment with a Minister or Parliamentary Secretary and are asked to submit both the electronic version and a hard copy including relevant certified supporting documents to the Australian Government Security Vetting Agency within 28 days of receipt. Failure to complete the clearance application in the designated timeframe generates an unacceptable level of risk for potential security breaches and subsequent parliamentary embarrassment. Furthermore, your access to facilities, networks and materials will be limited, potentially affecting your ability to complete your required duties.

Obtaining a Negative Vetting 2 security clearance requires the disclosure of a comprehensive 10 year personal history including residential addresses, financial history and any overseas travel undertaken with corroborating documentary proof. The process will also require that you provide referees who can be contacted and that you undergo an interview which may include questioning in some detail on a range of personal matters such as your finances, relationships and lifestyle. Obtaining your clearance will inevitably be a time consuming

process as there are many forms to be completed and documents to be located. Should you require assistance with the application please contact the Staff Help Desk.

### Privacy Collection Notice

Consistent with the Privacy Act 1988, the Department of Finance (Finance) uses and discloses personal information provided in this form to facilitate the administration of the parliamentary business resources framework and for employment purposes.

Personal information (including diversity-related indicators if you have chosen to provide it) may be disclosed to the employing Parliamentarian, the Independent Parliamentary Expenses Authority (IPEA), the Department of Parliamentary Services, or as otherwise authorised or required by law. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, IPEA, or publicly, as authorised or required by law.

More information is available at [www.maps.finance.gov.au/privacy.html](http://www.maps.finance.gov.au/privacy.html) and Finance's [Privacy Policy](#)

### General

1. The employment relationship is between the Commonwealth and the Employee.  
References in this agreement to 'Employer' means the Parliamentarian, who is employing on behalf of the Commonwealth.
2. The Employee is employed under Part III of the MOP(S) Act when the Employee is:
  - a. a Personal Employee; or
  - b. an Electorate Employee of a:
    - Minister;
    - Parliamentary Secretary;
    - Leader or Deputy Leader of the Opposition in the Senate or House of Representatives; or
    - Leader or Deputy Leader of a recognised political party.
3. The employment is under Part IV of the MOP(S) Act where the Employee is an Electorate Employee of a Parliamentarian other than a Parliamentarian described in paragraph 2b above.
4. The Employee's terms and conditions of employment are as set out in this Employment Agreement and the *Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23* ('Enterprise Agreement') (or any enterprise agreement that supersedes it) and are also subject to any determinations made by the Prime Minister or the Special Minister of State under the MOP(S) Act ('relevant determinations'). The Enterprise Agreement and any relevant determinations are not enforceable as terms of the employment contract. They have their own force under Commonwealth legislation.
5. Terms which are defined in the Enterprise Agreement or Guidelines have the same meaning in this Employment Agreement.
6. This Employment Agreement must not be amended in circumstances inconsistent with the Enterprise Agreement or any relevant determinations. If any aspect of the

Employment Agreement is inconsistent with the Enterprise Agreement or any relevant determinations, then the Enterprise Agreement or the relevant determinations will prevail.

7. Subject to clause 6, this Employment Agreement may be varied by both parties completing and signing a *Variation to an Existing Employment Agreement form*.
8. If the Employee's employment changes so that it is no longer ongoing employment pursuant to Part III or Part IV of the MOP(S) Act (whichever applies), then a new Employment Agreement must be entered into and submitted to MaPS. In the event that the Employee and the Employer enter into a new Employment Agreement in those circumstances, this Employment Agreement will be deemed to be terminated by agreement of the parties upon commencement of the new Employment Agreement.
9. If:
  - a. the effect of this Employment Agreement is that the Employee is employed under Part III of the MOP(S) Act; and
  - b. immediately prior to this Employment Agreement coming into effect, the Employee was employed under Part IV of the MOP(S) Act by the Employer,
    - o then the Employer and the Employee agree that the Employee's employment under Part IV of the MOP(S) Act terminates on this Employment Agreement coming into effect.
9. If
  1. the effect of this Employment Agreement is that the Employee is employed under Part IV of the MOP(S) Act; and
  2. immediately prior to this Employment Agreement coming into effect, the Employee was employed under Part III of the MOP(S) Act by the Employer,
    - o then the Employer and the Employee agree that the Employee's employment under Part III of the MOP(S) Act terminates on this Employment Agreement coming into effect.
1. The Employee will provide to MaPS evidence of the Employee's identity and birth date (such as a certified copy of the Employee's birth certificate, marriage certificate, passport or current driver's licence).
2. If the Employer is the Prime Minister, a Minister or a Parliamentary Secretary:
  1. it is a condition of employment that the Employee obtains and maintains a Negative Vetting 2 security clearance;
  2. the Employee must provide the Employer, and keep up-to-date, a Statement of Private Interests;
  3. the Statement of Standards for Ministerial Staff applies. Under item 21, all employees covered by the Statement are required to familiarise themselves with the Statement upon commencement of their employment. A copy of the Statement can be found at <https://www.smos.gov.au/resources/statement-of-standards.html>; and
  4. the Lobbying Code of Conduct applies. A copy of the Code can be found at [http://lobbyists.pmc.gov.au/conduct\\_code.cfm](http://lobbyists.pmc.gov.au/conduct_code.cfm)
2. An Employee must undertake a National Police History Check if required by the

Employer. If the Employee is required to undertake a National Police History Check, then it is a condition of employment that the Employee provides and discloses all relevant information pursuant to the requirements of the *National Police History Check* application documentation. The results of this check may be used by your Employer, in addition to other factors, to determine your continued suitability for employment.

### Salary

14. The salary nominated must be within the employment framework approved in the Enterprise Agreement or determinations made by the Prime Minister or the Special Minister of State under the MOP(S) Act.
  - a. If the salary nominated is not within the employment framework it is not binding. The salary nominated is subject to confirmation by MaPS that it is consistent with the employment framework determined by the Prime Minister.
  - b. For the purposes of this Employment Agreement, 'employment framework' means the arrangements approved, conditions determined and determinations made from time to time by the Prime Minister or the Special Minister of State under the MOP(S) Act and/or the Enterprise Agreement.
  - c. Payment for periods of engagement advised through an Employment Agreement may be paid in whole or in part from funds available in the Electorate Support Budget. If so, where the Electorate Support Budget has insufficient funds to cover payment for parts or the entire period of engagement, the period of engagement that is not against a position will be valid only to the extent of the funds available in the Electorate Support Budget. In such cases, the Commonwealth will make payments only to the extent of the valid period of engagement, and payment for any additional time worked will be a matter between the Employee and the Employer (not the Commonwealth).

### Superannuation

15. The Employee's superannuation arrangements will be in accordance with the Employee's elected preferences subject to the requirements of relevant legislation and individual superannuation schemes. Superannuation options are listed in the form titled Superannuation Options. The Employee may wish to seek independent financial advice (at his or her own expense) before completing the Superannuation Options form.
16. This clause 6 applies only to persons who are 'relevant persons' for the purposes of subsection 15(1) or subsection 22(1) of the MOP(S) Act.
  - i. The *Superannuation Act 1976* (CSS Act) and the *Superannuation Act 1990* (PSS Act) apply to a person employed under Part III or Part IV of the MOP(S) Act as if that person were a temporary Employee for the purposes of the CSS Act or PSS Act, as relevant (if the person is eligible for membership of either scheme).
  - ii. A person who is not eligible for membership of those schemes, or who chooses not to rejoin the relevant scheme, will be provided with superannuation benefits in accordance with choice of fund arrangements under the *Superannuation Guarantee (Administration) Act 1992*.
17. Consistent with the Employee's status as a temporary Employee for the purposes of the CSS Act and the PSS Act, termination of the Employee's employment pursuant to



subsection 16(1), subsection 16(2), or subsection 23(1), of the MOP(S) Act is not considered to be, and is not deemed to be, involuntary retirement for the purposes of the CSS Act or of the PSS Act.

#### Pay Arrangements and access to PEMS

18. You will be paid fortnightly in arrears on a Thursday, by electronic funds transfer into an Australian financial institution account of your choice. PEMS provides Employees with secure online access to view your payslip. In order to be issued with a logon to PEMS, you must have an official .gov.au email address.

#### Debt Recovery

19. In accordance with clause 28 of the Enterprise Agreement, the Employee agrees that a debt owed to the Commonwealth in relation to the employment, because the Employee has received an overpayment of salary, allowances or other remuneration (including a severance benefit), or incurred an expense outside of entitlement, will be recovered by way of set-off from the Employee's pay or salary while the Employee continues in employment under the MOP(S) Act, future payments of Travelling Allowance or Motor Vehicle Allowance in relation to debts incurred in the course of travel, or from the Employee's pay or salary, leave entitlements or other monies (except superannuation funds) payable if the Employee is leaving or has left employment under the MOP(S) Act.

#### Termination

- 20.
- a. The Employee's employment may be terminated pursuant to:
    - i. Section 16 of the MOP(S) Act, if the Employee is employed under Part III of the MOP(S) Act; or
    - ii. Section 23 of the MOP(S) Act, if the Employee is employed under Part IV of the MOP(S) Act.
  - b. The Employee may, at any time, terminate his or her employment by giving notice in writing to the Employer.
  - c. Where the Employee's employment is terminated under subsection 16(3) or subsection 23(2) of the MOP(S) Act, the Employee is entitled to a period of notice of termination or a payment in lieu of notice calculated as follows:

Employee's period of continuous service with the Commonwealth (including service under the MOP(S) Act with another Employer)	Period of notice
Not more than one year	1 weeks
More than one year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks;
More than 5 years	4 weeks

- d. The Senator or Member must provide in writing on the termination form 107 a reason for the termination of an employee.
- e. Where the Employee is over 45 years of age and has completed two (2) years' continuous service at the time of termination, the Employee will be entitled to an additional week's notice of termination or payment in lieu thereof.
- f. Where the Employee is guilty of serious misconduct, their employment may be terminated by written notice, and paragraphs (c) and (d) do not apply.

- g. If the Employee is an Australian Public Service Employee who has been granted leave without pay under the *Australian Public Service Commissioner's Directions 2016* (as varied or replaced from time to time) to undertake employment under the MOP(S) Act, his or her employment may be terminated by written notice, and paragraphs c and d do not apply.

#### **Agreement of the Employer or an Authorised Person**

21. By agreeing to this Employment Agreement the Employer or Authorised Officer is indicating that he or she has:
- a. In regard to staff being employed under Part III of the MOP(S) Act, the capacity to employ the Employee pursuant to section 13 of the MOP(S) Act;
  - b. In regard to staff being employed under Part IV of the MOP(S) Act, the capacity to employ the Employee pursuant to section 20 of the MOP(S) Act;
  - c. As an Authorised Person pursuant to section 32 of the MOP(S) Act, been authorised in writing by a Senator or Member to employ staff on behalf of the Commonwealth under Part III or IV of the MOP(S) Act, and that the Senator or Member has capacity to employ the Employee on behalf of the Commonwealth under section 13 or 20 of the MOP(S) Act.
  - d. Certified that the Employee is not:
    - i. a spouse, de facto partner, child parent or sibling of the Employer;
    - ii. a child of the spouse or de facto partner of the Employer;
    - iii. a spouse or de facto partner of a child of the Employer; or
    - iv. a spouse or de facto partner of a sibling of the Employer
22. The following documents and forms are to be provided and completed by the Employee:
- a. Proof of identity and birth date (such as a certified copy of Employee's birth certificate, marriage certificate, passport, current driver's licence, certificate of naturalisation)
  - b. Employee's Personal Particulars – to be completed and signed by the Employee.
  - c. Superannuation Options – to be completed and signed by the Employee.
  - d. Tax File Number Declaration – to be completed and signed by the Employee.
  - e. National Police History Check- Form 78 - to be completed and signed by the Employee.

#### **Employer**

I certify that the employee is not:

- a. a spouse, de facto partner, child, parent or sibling of the Employer;
- b. a child of the spouse or de facto partner of the Employer;
- c. a spouse or de facto partner of a child of the Employer; or
- d. a spouse or de facto partner of a sibling of the Employer.

**For further information please contact Ministerial and Parliamentary Services:**

MaPS Help Desk: **s22**

Internet: [Ministerial and Parliamentary Services](#)

Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

**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:** [Shoebridge, David \(Senator Office\)](#)  
**To:** [MAPS](#)  
**Subject:** Accepted: Post induction (6 week) check-in call with MaPS - Mr Shoebridge [SEC=OFFICIAL]

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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.

s22



**From:** s47F (Sen D. Shoebridge) s47F @aph.gov.au>

**Sent:** Thursday, 18 August 2022 11:17 AM

**To:** MOPS Support <MOPSSupport@finance.gov.au>

**Cc:** s47F (Sen D. Shoebridge) s47F @aph.gov.au>

**Subject:** authorising office manager to access staff details

Dear MOPS,

I authorise my office manager **s47F** to have access to all staff's personal details.

I understood I had already given this authorisation.

Can you please activate this immediately.

Thanks,

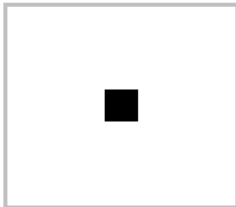
David

**Senator David Shoebridge**

Greens Senator for NSW

T: (02) 8073 7400

*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*

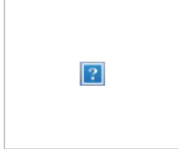


**Be careful with this message**

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

**From:** [Shoebridge, David \(Senator Office\)](#)  
**To:** [MOPS Pay & Conditions](#)  
**Cc:** **s47F** ([Sen D. Shoebridge](#))  
**Subject:** NSW/SHOEBRIDGE/EXTENSION OF NON-ONGOING CONTRACT/01102022 to 31102022 **s47F**  
**Date:** Friday, 30 September 2022 10:13:47 AM  
**Attachments:** [image001.png](#)

Dear MOPS,  
 Thank you for this.  
 All details are correct and the contract is approved,  
 Senator David Shoebridge  
 Greens Senator for NSW  
 Electorate: (02) 8073 7400 | Parliament: (02) 6277 3169  
*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal and Ngambri country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*



**From:** maps-finance.noreply@govcms.gov.au  
**Sent:** Tuesday, 27 September 2022 9:23 AM  
**To:** Shoebridge, David (Senator Office)  
**Subject:** Webform submission from: Variation to an Existing Employment Agreement



## Variation to an existing employment agreement

Dear David Shoebridge or Authorised Officer

You are receiving this email to approve the below variation of an existing employee contract **s47F**

Please review the contract details and forward this email (ensuring that the contract is included in your email) to MOPS Pay & Conditions, advising that all details are correct and the contract is approved.

If details are not correct or require amendment, please contact the employee directly to make amendments and resubmit.

Please note that MOPS Pay & Conditions will not receive a copy of the employee's contract until you have provided it, with approval, by **forwarding**, or **replying**, to this email with the contract attached or included below.

Please ensure you copy in **s47F** when responding to MOPS Pay & Conditions.

Thank you,  
 MaPS HR Service Delivery Team

**Office use only**

David Shoebridge/VARIATION/ 01/10/2022 31/10/2022 s47F

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Submitted on Tue, 2022-09-27 09:23

**What is your current employment?**

Non-Ongoing

## Employee Variation Agreement

**Between the Employer**

David Shoebridge

**And the Employee**

s47F

**Made on**

27/09/2022

**This variation of the existing Employment Agreement is in relation to (choose the relevant options)**

**Extension of the period of non-ongoing employment**

**Start date (the date the contract extension starts)**

01/10/2022

**Finish date**

31/10/2022

## Authorisation

**Email address of Employer or Authorised Person on behalf of the Commonwealth**

[Senator.Shoebridge@aph.gov.au](mailto:Senator.Shoebridge@aph.gov.au)

**Employee email address**

s47F@aph.gov.au

## By submitting this form

I agree to the variations to the existing Employment Agreement as described in this Employment Variation Agreement.

Yes



**I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.**

Yes

**I have read and understood the Privacy Collection Notice (see below)..**

Yes

**For further information please contact Ministerial and Parliamentary Services:**

MaPS Help Desk: **s22**

Internet: [Ministerial and Parliamentary Services](#)

Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

**Be careful with this message**

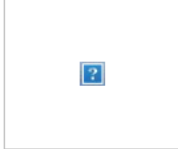
External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.

**From:** [Shoebridge, David \(Senator\)](#)  
**To:** [MOPS Pay & Conditions](#)  
**Cc:** s47F  
**Subject:** NSW/SHOEBRIDGE/EXTENSION OF NON-ONGOING CONTRACT/01102022 to 31102022 s47F  
**Date:** Friday, 30 September 2022 10:01:19 AM  
**Attachments:** [image001.png](#)

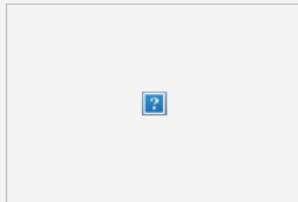
Dear MOPS,  
 Thank you for this.  
 All details are correct and the contract is approved,  
 Senator David Shoebridge  
 Greens Senator for NSW

Electorate: (02) 8073 7400 | Parliament: (02) 6277 3169

*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal and Ngambri country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*



**From:** maps-finance.noreply@govcms.gov.au  
**Sent:** Tuesday, 27 September 2022 9:38 AM  
**To:** Shoebridge, David (Senator)  
**Subject:** Webform submission from: Variation to an Existing Employment Agreement



## Variation to an existing employment agreement

Dear David Shoebridge or Authorised Officer

You are receiving this email to approve the below variation of an existing employee contract s47F.

Please review the contract details and forward this email (ensuring that the contract is included in your email) to MOPS Pay & Conditions, advising that all details are correct and the contract is approved.

If details are not correct or require amendment, please contact the employee directly to make amendments and resubmit.

Please note that MOPS Pay & Conditions will not receive a copy of the employee's contract until you have provided it, with approval, by **forwarding**, or **replying**, to this email with the contract attached or included below.

Please ensure you copy in s47F when responding to MOPS Pay & Conditions.

Thank you,  
 MaPS HR Service Delivery Team

**Office use only**

David Shoebridge/VARIATION/ 30/09/2022 31/10/2022 s47F

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Submitted on Tue, 2022-09-27 09:37

**What is your current employment?**

Non-Ongoing

## Employee Variation Agreement

**Between the Employer**

David Shoebridge

**And the Employee**

s47F

**Made on**

01/07/2022

**This variation of the existing Employment Agreement is in relation to (choose the relevant options)**

### Extension of the period of non-ongoing employment

**Start date (the date the contract extension starts)**

30/09/2022

**Finish date**

31/10/2022

### Authorisation

**Email address of Employer or Authorised Person on behalf of the Commonwealth**

[david.shoebridge@aph.gov.au](mailto:david.shoebridge@aph.gov.au)

**Name (if authorised person)**

David Shoebridge

**Employee email address**

s47F@aph.gov.au

**By submitting this form**

**I agree to the variations to the existing Employment Agreement as described in this Employment Variation Agreement.**

Yes

**I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.**

Yes

**I have read and understood the Privacy Collection Notice (see below)..**

Yes

**For further information please contact Ministerial and Parliamentary Services:**

MaPS Help Desk: **s22**

Internet: [Ministerial and Parliamentary Services](#)

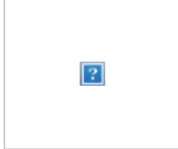
Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

**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:** [Shoebridge, David \(Senator\)](#)  
**To:** [MOPS Pay & Conditions](#)  
**Cc:** [s47F](#), [Sen D. Shoebridge](#)  
**Subject:** NSW/SHOEBRIDGE/EXTENSION OF NON-ONGOING/30092022 to 31102022 [s47F](#)  
**Date:** Friday, 30 September 2022 10:00:16 AM  
**Attachments:** [image001.png](#)

Dear MOPS,  
 Thank you for this.  
 All details are correct and the contract is approved,  
 Senator David Shoebridge  
 Greens Senator for NSW  
 Electorate: (02) 8073 7400 | Parliament: (02) 6277 3169  
*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal and Ngambri country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*



**From:** maps-finance.noreply@govcms.gov.au  
**Sent:** Monday, 26 September 2022 3:12 PM  
**To:** Shoebridge, David (Senator)  
**Subject:** Webform submission from: Variation to an Existing Employment Agreement



## Variation to an existing employment agreement

Dear David Shoebridge or Authorised Officer

You are receiving this email to approve the below variation of an existing employee contract [s47F](#)



Please review the contract details and forward this email (ensuring that the contract is included in your email) to MOPS Pay & Conditions, advising that all details are correct and the contract is approved.

If details are not correct or require amendment, please contact the employee directly to make amendments and resubmit.

Please note that MOPS Pay & Conditions will not receive a copy of the employee's contract until you have provided it, with approval, by **forwarding**, or **replying**, to this email with the contract attached or included below.

Please ensure you copy in [s47F](#) when responding to MOPS Pay & Conditions.

Thank you,  
 MaPS HR Service Delivery Team

**Office use only**

David Shoebridge/VARIATION/ 30/09/2022 31/10/2022 s47F

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Submitted on Mon, 2022-09-26 15:11

**What is your current employment?**

Non-Ongoing

## Employee Variation Agreement

**Between the Employer**

David Shoebridge

**And the Employee**

s47F

**Made on**

01/07/2022

**This variation of the existing Employment Agreement is in relation to (choose the relevant options)**

**Extension of the period of non-ongoing employment**

**Start date (the date the contract extension starts)**

30/09/2022

**Finish date**

31/10/2022

## Authorisation

**Email address of Employer or Authorised Person on behalf of the Commonwealth**

[david.shoebridge@aph.gov.au](mailto:david.shoebridge@aph.gov.au)

**Employee email address**

s47F@aph.gov.au

## By submitting this form

**I agree to the variations to the existing Employment Agreement as described in this Employment Variation Agreement.**

Yes

**I understand that knowingly giving false or misleading information is a serious offence under the**

**Criminal Code Act 1995.**

Yes

**I have read and understood the Privacy Collection Notice (see below)..**

Yes

**For further information please contact Ministerial and Parliamentary Services:**

MaPS Help Desk: **s22**

Internet: [Ministerial and Parliamentary Services](#)

Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

**Be careful with this message**

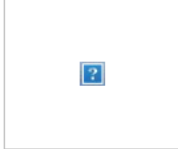
External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.

**From:** [Shoebridge David \(Senator Office\)](#)  
**To:** [MOPS Pay & Conditions](#)  
**Cc:** [s47F](#) [Sen D. Shoebridge](#)  
**Subject:** NSW/SHOEBRIDGE/EXTENSION OF NON-ONGOING/30092022 to 31102022 [s47F](#)  
**Date:** Friday, 30 September 2022 10:14:22 AM  
**Attachments:** [image001.png](#)

Dear MOPS,  
 Thank you for this.  
 All details are correct and the contract is approved,  
 Senator David Shoebridge  
 Greens Senator for NSW

Electorate: (02) 8073 7400 | Parliament: (02) 6277 3169

*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal and Ngambri country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*



**From:** maps-finance.noreply@govcms.gov.au  
**Sent:** Tuesday, 27 September 2022 9:19 AM  
**To:** Shoebridge, David (Senator Office)  
**Subject:** Webform submission from: Variation to an Existing Employment Agreement



## Variation to an existing employment agreement

Dear Senator David Shoebridge or Authorised Officer

You are receiving this email to approve the below variation of an existing employee contract [s47F](#).

Please review the contract details and forward this email (ensuring that the contract is included in your email) to MOPS Pay & Conditions, advising that all details are correct and the contract is approved.

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Please ensure you copy in [s47F](#) when responding to MOPS Pay & Conditions.

Thank you,  
 MaPS HR Service Delivery Team



**Office use only**

Senator David Shoebridge/VARIATION/ 01/10/2022 31/10/2022 s47F

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Submitted on Tue, 2022-09-27 09:18

**What is your current employment?**

Non-Ongoing

## Employee Variation Agreement

**Between the Employer**

Senator David Shoebridge

**And the Employee**

s47F

**Made on**

01/07/2022

**This variation of the existing Employment Agreement is in relation to (choose the relevant options)**

### Extension of the period of non-ongoing employment

**Start date (the date the contract extension starts)**

01/10/2022

**Finish date**

31/10/2022

### Authorisation

**Email address of Employer or Authorised Person on behalf of the Commonwealth**

[senator.shoebridge@aph.gov.au](mailto:senator.shoebridge@aph.gov.au)

**Name (if authorised person)**

David Shoebridge

**Employee email address**

s47F@aph.gov.au

**By submitting this form**

**I agree to the variations to the existing Employment Agreement as described in this Employment Variation Agreement.**

Yes

**I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.**

Yes

**I have read and understood the Privacy Collection Notice (see below)..**

Yes

**For further information please contact Ministerial and Parliamentary Services:**

MaPS Help Desk: **s22**

Internet: [Ministerial and Parliamentary Services](#)

Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

**Be careful with this message**

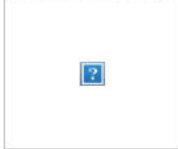
External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.

**From:** [Shoebridge, David \(Senator\)](#)  
**To:** [MOPS Pay & Conditions](#)  
**Cc:** s47F  
**Subject:** NSW/SHOEBRIDGE/EXTENSION OF NON-ONGOING/26092022 to 02112022 s47F  
**Date:** Friday, 30 September 2022 10:00:50 AM  
**Attachments:** [image001.png](#)

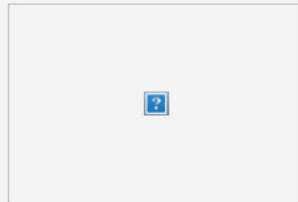
Dear MOPS,  
 Thank you for this.  
 All details are correct and the contract is approved,  
 Senator David Shoebridge  
 Greens Senator for NSW

Electorate: (02) 8073 7400 | Parliament: (02) 6277 3169

*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal and Ngambri country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*



**From:** maps-finance.noreply@govcms.gov.au  
**Sent:** Tuesday, 27 September 2022 9:49 AM  
**To:** Shoebridge, David (Senator)  
**Subject:** Webform submission from: Variation to an Existing Employment Agreement



## Variation to an existing employment agreement

Dear David Shoebridge or Authorised Officer

You are receiving this email to approve the below variation of an existing employee contract s47F .

Please review the contract details and forward this email (ensuring that the contract is included in your email) to MOPS Pay & Conditions, advising that all details are correct and the contract is approved.

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Please ensure you copy in s47F when responding to MOPS Pay & Conditions.

Thank you,  
 MaPS HR Service Delivery Team

**Office use only**

David Shoebridge /VARIATION/ 26/09/2022 02/11/2022 s47F

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Submitted on Tue, 2022-09-27 09:48

**What is your current employment?**

Non-Ongoing

## Employee Variation Agreement

**Between the Employer**

David Shoebridge

**And the Employee**

s47F

**Made on**

01/07/2022

**This variation of the existing Employment Agreement is in relation to (choose the relevant options)**

**Extension of the period of non-ongoing employment**

**Start date (the date the contract extension starts)**

26/09/2022

**Finish date**

02/11/2022

## Authorisation

**Email address of Employer or Authorised Person on behalf of the Commonwealth**

[david.shoebridge@aph.gov.au](mailto:david.shoebridge@aph.gov.au)

**Employee email address**

s47F@aph.gov.au

## By submitting this form

I agree to the variations to the existing Employment Agreement as described in this Employment Variation Agreement.

Yes

**I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.**

Yes

**I have read and understood the Privacy Collection Notice (see below)..**

Yes

**For further information please contact Ministerial and Parliamentary Services:**

MaPS Help Desk: **s22**

Internet: [Ministerial and Parliamentary Services](#)

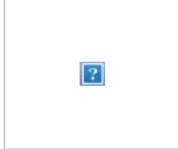
Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

**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:** [Shoebridge, David \(Senator Office\)](#)  
**To:** [MOPS Pay & Conditions](#)  
**Cc:** [s47F](#), [Sen D. Shoebridge](#)  
**Subject:** NSW/SHOEBRIDGE/EXTENSION OF NON-ONGOING/30092022 to 31102022 [s47F](#)  
**Date:** Friday, 30 September 2022 10:14:54 AM  
**Attachments:** [image001.png](#)

Dear MOPS,  
 Thank you for this.  
 All details are correct and the contract is approved,  
 Senator David Shoebridge  
 Greens Senator for NSW  
 Electorate: (02) 8073 7400 | Parliament: (02) 6277 3169  
*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal and Ngambri country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*



**From:** maps-finance.noreply@govcms.gov.au  
**Sent:** Monday, 26 September 2022 7:29 PM  
**To:** Shoebridge, David (Senator Office)  
**Subject:** Webform submission from: Variation to an Existing Employment Agreement



## Variation to an existing employment agreement

Dear Senator David Shoebridge or Authorised Officer

You are receiving this email to approve the below variation of an existing employee contract [s47F](#).

Please review the contract details and forward this email (ensuring that the contract is included in your email) to MOPS Pay & Conditions, advising that all details are correct and the contract is approved.

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Please ensure you copy in [s47F](#) when responding to MOPS Pay & Conditions.

Thank you,  
 MaPS HR Service Delivery Team

**Office use only**

Senator David Shoebridge/VARIATION/ 30/09/2022 31/10/2022 s47F

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Submitted on Mon, 2022-09-26 19:28

**What is your current employment?**

Non-Ongoing

## Employee Variation Agreement

**Between the Employer**

Senator David Shoebridge

**And the Employee**

s47F

**Made on**

26/09/2022

**This variation of the existing Employment Agreement is in relation to (choose the relevant options)**

**Extension of the period of non-ongoing employment**

**Start date (the date the contract extension starts)**

30/09/2022

**Finish date**

31/10/2022

## Authorisation

**Email address of Employer or Authorised Person on behalf of the Commonwealth**

[senator.shoebridge@aph.gov.au](mailto:senator.shoebridge@aph.gov.au)

**Employee email address**

s47F@aph.gov.au

## By submitting this form

I agree to the variations to the existing Employment Agreement as described in this Employment Variation Agreement.

Yes

**I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.**

Yes

**I have read and understood the Privacy Collection Notice (see below)..**

Yes

**For further information please contact Ministerial and Parliamentary Services:**

MaPS Help Desk **s22**

Internet: [Ministerial and Parliamentary Services](#)

Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

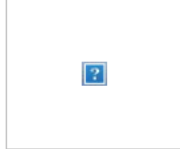
**Be careful with this message**

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



**From:** [Shoebridge David \(Senator Office\)](#)  
**To:** [MOPS Pay & Conditions](#)  
**Cc:** **s47F** (Sen D. Shoebridge)  
**Subject:** NSW/SHOEBRIDGE/EXTENSION OF NON-ONGOING CONTRACT/01102022 to 31102022 **s47F**  
**Date:** Friday, 30 September 2022 10:13:03 AM  
**Attachments:** [image001.png](#)

Dear MOPS,  
 Thank you for this.  
 All details are correct and the contract is approved,  
 Senator David Shoebridge  
 Greens Senator for NSW  
 Electorate: (02) 8073 7400 | Parliament: (02) 6277 3169  
*Our Sydney office is on the land of the Gadigal people of the Eora nation, and the Australian Parliament is on Ngunnawal and Ngambri country. We acknowledge that these lands were stolen and sovereignty was never ceded. We recognise First Nations peoples' continuing connection to land, waters and culture, and pay our respects to Elders past and present.*



**From:** maps-finance.noreply@govcms.gov.au  
**Sent:** Tuesday, 27 September 2022 1:21 PM  
**To:** Shoebridge, David (Senator Office)  
**Subject:** Webform submission from: Variation to an Existing Employment Agreement



## Variation to an existing employment agreement

Dear Senator David Shoebridge or Authorised Officer

You are receiving this email to approve the below variation of an existing employee contract **s47F**.

Please review the contract details and forward this email (ensuring that the contract is included in your email) to MOPS Pay & Conditions, advising that all details are correct and the contract is approved.

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Please ensure you copy in **s47F** when responding to MOPS Pay & Conditions.

Thank you,  
 MaPS HR Service Delivery Team

**Office use only**

Senator David Shoebridge/VARIATION/ 01/10/2022 31/10/2022 s47F

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Submitted on Tue, 2022-09-27 13:21

**What is your current employment?**

Non-Ongoing

## Employee Variation Agreement

**Between the Employer**

Senator David Shoebridge

**And the Employee**

s47F

**Made on**

01/07/2022

**This variation of the existing Employment Agreement is in relation to (choose the relevant options)**

**Extension of the period of non-ongoing employment**

**Start date (the date the contract extension starts)**

01/10/2022

**Finish date**

31/10/2022

## Authorisation

**Email address of Employer or Authorised Person on behalf of the Commonwealth**

[senator.shoebridge@aph.gov.au](mailto:senator.shoebridge@aph.gov.au)

**Employee email address**

s47F@aph.gov.au

## By submitting this form

I agree to the variations to the existing Employment Agreement as described in this Employment Variation Agreement.

Yes

**I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.**

Yes

**I have read and understood the Privacy Collection Notice (see below)..**

Yes

**For further information please contact Ministerial and Parliamentary Services:**

MaPS Help Desk: **s22**

Internet: [Ministerial and Parliamentary Services](#)

Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

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