



SALARIES AND ALLOWANCES TRIBUNAL

Members' Allowance: Guide to expenditure categories

The Members' Allowance is provided to meet expenses related to a Member's *Parliamentary business*. Examples below are provided to assist Members when categorising expenditure as part of annual reporting obligations.

1. COMMUNITY ENGAGEMENT AND CONSTITUENT SUPPORT

- Emergency financial assistance to constituents and organisations
- Charitable works/donations and cost of providing advocacy, advice, services to constituents
- Attendance at events/functions relating to parliamentary business
- Awards, donations, prizes, & contributions (e.g. books to school library, donation to community raffle)
- Hosting electorate based events such as 'town hall' meetings, refreshments at ceremonies, community BBQ etc. (e.g. hiring event space, providing refreshment, filling gas bottle for a BBQ)
- Meals/entertainment related to Parliamentary business (e.g. lunch with local sport club president)
- **EXCLUDES campaign/political party events & membership/party political levies (see Category 5)**
- **EXCLUDES sponsorship/donations provided to a community organisation on the basis of an agreement to provide publicity or promotion for a Member, as such expenditure is considered to be advertising (see Category 2)**

2. COMMUNICATION WITH THE ELECTORATE

- Producing, publishing and distributing material (e.g. newsletters / calendars / pads / bags)
- Postage and other delivery costs
- Advertising (e.g. local newspapers, seat ads, social media and sending email newsletters)
- Sponsorship or donations provided to community organisations where an agreement is in place to provide advertisement, publicity or promotion for a Member
- Website and social media maintenance
- **EXCLUDES campaigning, party political activity and production or distribution of material intended to affect voting in an election**
- **EXCLUDES the production of material that includes a political party logo**



3. ELECTORATE OFFICE EQUIPMENT AND INFORMATION COMMUNICATION TECHNOLOGY

- Minor electorate office equipment not provided by DPC (e.g. additional furniture, whiteboards)
- Office ICT needs including mobile phones, tablets, printers and extra PCs
- Telecommunication (mobile, internet, electorate office phones in addition to DPC coverage)
- **EXCLUDES consumables (see Category 4)**

4. GENERAL ELECTORATE OFFICE EXPENSES

- Consumables: stores and stationery for office, letterhead, subscriptions, staff amenities (tea, coffee etc.)
- Staffing costs: additional temporary and casual staffing
- Staff training and development
- Member training and development (when not covered by the Parliamentary Travel and Study Allowance)
- Position related subscriptions & publications
- Purchasing software or online services (eg InDesign, websites and electoral management systems)
- Cost of managing electorate duties (e.g. bookkeeping, account keeping, bank & transaction fees etc.)
- **EXCLUDES advertising & communication costs (see Category 2)**
- **EXCLUDES technology (see Category 3)**

5. OTHER EXPENSES RELATED DIRECTLY TO PARLIAMENTARY BUSINESS.

- Shadow Ministerial Costs (policy research, meetings, FOI requests)
- Political party levies/fees & other relevant professional memberships
- Safety / security equipment for vehicles
- Costs related to Parliamentary business that are not included in the above categories
- Safety equipment for vehicles (fire extinguisher, first aid kit, roo-bar etc.) where needed
- Taxation liabilities where the allowance is used for legitimate Parliamentary Business but incurs a liability
- **EXCLUDES parking fines or other traffic infringements**
- **Examples required from members when submitting their annual reporting to the Tribunal**

Taxation arrangements are the responsibility of Members, who must ensure that all Members' Allowances expenses are for legitimate Parliamentary Business purposes only.