



SALARIES AND ALLOWANCES TRIBUNAL

Members Allowance: Guide to categories for expenditure

The Members Allowance (Part 3 of Determination) is provided to meet expenses related to a Member's *Parliamentary business*. Examples below are provided to assist Members categorising expenditure as part of 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)**

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)
- Website and Social Media maintenance
- **EXCLUDES Campaigning, Party political activity and production or distribution of material intended to affect voting in an election**

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
- **EXCLUDES Parking Fines or other Traffic Infringements**
- **Examples required from members when reporting expenditure**