**MEMBER’S REPORT: USE OF MEMBERS ALLOWANCES**

MEMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ELECTORATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*In accordance with 1.7 and Part 3 of this Determination, within 90 days of the end of a financial year, Members must submit to the Tribunal a report of expenditure using Members Allowances, including:*

* *a completed form (below) with details in aggregate terms of how moneys were expended;*
* *certification (below) that:*
  + *use of moneys has complied with principles set out in section 1.6; and*
  + *conditions of use set out for the Members Allowance.*

*Members must submit the report to* [*submissions@sat.wa.gov.au*](mailto:submissions@sat.wa.gov.au)*.*

*A report on Members’ expenditure will be published on the Tribunal’s website.*

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| **MEMBERS ALLOWANCES (PART 3 OF DETERMINATION)** | |
| **BASE MEMBERS ALLOWANCE (PART 3.2) and ADDITIONAL MEMBERS ALLOWANCE (PART 3.3)** | |
| **TOTAL ANNUAL MEMBERS ALLOWANCE AVAILABLE TO MEMBER** |  |
| **AMOUNT DRAWN DOWN (annual amount claimed from Parliament House)** |  |

|  |  |
| --- | --- |
| **AMOUNT NOT DRAWN DOWN (Any amount not claimed through Parliament House. This does not include money that was claimed but not spent during the financial year)** |  |
| **AMOUNT NOT DRAWN DOWN AND CARRIED OVER TO NEXT FINANCIAL YEAR** (maximum 10% of total annual Members Allowance) |  |

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| --- | --- |
| **REPORTED EXPENDITURE**  *Members should report all expenditure, including expenditure that falls above the amount drawn down, that falls within the categories related to a Member’s Parliamentary business as stated under Part 3.1(1) of the Members of Parliament Determination.* |  |
| * community engagement and constituent support |  |
| * communication with the electorate |  |
| * electorate office equipment and Information Communication Technology |  |
| * general electorate office expenses |  |
| * other expenses related directly to Parliamentary business (please provide examples of the types of expenses claimed under this allowance below) |  |
| * Example 1 |  |
| * Example 2 |  |
| * Example 3 |  |
| **TOTAL EXPENDITURE** | **$** |
| **TOTAL DRAWN DOWN THAT WAS NOT EXPENDED** | $ |

**CERTIFICATION**

**To be signed by Member of Parliament before submission**

*This report reflects all expenditure in the last financial year using the Members Allowance provided under Part 3 of the Members of Parliament Tribunal Determination.*

*Expenditure detailed in this report conforms to the:*

* *conditions of use set out for the Members Allowance; and*
* *principles for use of allowances provided in this Determination, which state that Members must:*

1. *use allowances for parliamentary business:*
2. *adhere to any conditions for using allowances;*
3. *be prepared to be personally responsible and accountable for the use of allowances;*
4. *be prepared to publicly justify use of allowances; and*
5. *act ethically and in good faith when using, and accounting for the use of allowances.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_