GOVERNMENT OF WESTERN AUSTRALIA

Salaries and Allowances Tribunal

Electorate and Parliamentary Expenses Allowance: Guide to expenditure categories

The Electorate and Parliamentary Expenses Allowances (EPE Allowance) and Additional EPE Allowance are 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)

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/donations provided to a community organisation on the basis of an agreement to provide publicity or promotion for the Member)
- 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

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)

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.)

5. OTHER EXPENSES RELATED DIRECTLY TO PARLIAMENTARY BUSINESS

- Shadow Ministerial Costs (policy research, meetings, FOI requests)
- Relevant professional memberships
- Costs related to Parliamentary business that are not included in the above categories
- Safety/security 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
- Administrative Parliamentary party levy, up to a maximum of $1,000, for community focused events such as catering for school visits within the Parliament or Parliamentary precinct or community related events elsewhere such as catering for a regional shadow Cabinet community event.
- ***Please provide examples of other expenses when submitting MPs annual report to the Tribunal***

6. ADDITIONAL EPE ALLOWANCE

- Renting of meeting space to meet with members of the electorate in towns other than the location of a Member's electorate office
- Additional vehicle safety equipment due to greater travel requirements in regional or remote areas
- Hiring temporary staff to cover leave requirements, particularly in cases where regional electorate office staff are divided in multiple locations
- Higher costs of servicing the electorate due to limited suppliers/services in some areas
- Other expenses that are attributed to increased costs or additional services, related directly to Parliamentary business, that are not incurred by metropolitan based Members.
- ***Please provide examples of additional expenses when submitting MPs annual report to the Tribunal***

Excluded from the allowance are expenses for:

- **Campaigning**
- **Party political activity or events**
- **Party political memberships, donations or levies**
- **Union fees**
- **Production or distribution of material that includes a political party logo or is intended to affect voting in an election**
- **Parking fines or other traffic infringements**

Taxation arrangements are the responsibility of the Member, who must ensure that all Electorate and Parliamentary Expenses Allowances expenditure is for legitimate Parliamentary business purposes only.