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## SALARIES AND ALLOWANCES TRIBUNAL

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 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
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