



Australian Government

Department of Finance

Ministerial and Parliamentary Services

Applying your overarching obligations: five step checklist

The *Parliamentary Business Resources Act 2017* (PBR Act) imposes obligations on you in your use of public resources. The following checklist may help you consider your obligations when making decisions or claims for public resources.

1. Dominant purpose

Is the dominant purpose of the expenditure for your parliamentary business (i.e. parliamentary duties, electorate duties, party political duties or official duties)?

Note: If you would have undertaken the activity regardless of your parliamentary business you **must not** make a claim.

2. Value for money

Does the expenditure provide value for money, taking into account both financial and non-financial costs and benefits? Will it use public money efficiently, effectively and economically?

Note: the cheapest option may not represent the best value for money.

3. Conditions and forms

Does the expenditure meet all conditions for the claim under the PBR framework, such as any limits or restrictions? Have you kept your own records of the claim?

4. Ethical and in good faith

Is the expenditure in the spirit of the legislation and is your claim being made in good faith?

5. Publicly justifiable

Are you prepared to defend your expenditure to the public?

MaPS is available to provide advice or support in relation to your obligations. For assistance contact the Help Desk on [\(02\) 6215 3333](tel:0262153333).