



Annual Budget for Office Expenses Checklist

Under the *Parliamentary Business Resources Act 2017*, parliamentarians **must** ensure that office expenses are used in accordance with their [obligations](#), including that the [dominant purpose](#) and [value for money](#) tests.

Ministerial and Parliamentary Services (MaPS) provides a [pre-claim assessment service](#) for proposed non-travel related claims to help ensure that parliamentarians meet their obligations and any conditions that apply to certain types of expenses. MaPS strongly encourages the use this service to reduce the risk of claims being rejected.

Conditions for claiming office expenses

The following conditions apply to claims for office expenses:

- Claims can only be made for expenses listed in the Regulations (see next page).
- Claims cannot exceed the [limit of the office expenses budget](#).
- Material cannot solicit a vote for another person or a political party.
- Material cannot solicit subscriptions or other financial support or non-financial support for any parliamentarian, political party or candidate (other than volunteering).
- Material cannot solicit applications for or renewals of membership in a political party.
- Material cannot include an advertisement pursuing a commercial purpose for the claiming parliamentarian or another person or a business.
- Material cannot provide instruction on how to complete a ballot paper.
- Expenses cannot be used to pay for production or placement of content for broadcasting on television.
- Claims cannot be made for postage stamps or stamped envelopes, other than those provided by your parliamentary department at Parliament House.

Further information on these conditions is available on the [MaPS website](#).

Radio broadcasting conditions

In addition to the above, the following conditions apply to claims for the production and placement of content on radio:

- Only members of the House of Representatives representing a [Rural or Provincial electorates](#) can claim expenses.
- Material must be broadcast on regional commercial, regional community or open narrowcast radio services (see the [Broadcasting Services Act 1992](#)).
- The area of radio coverage must be at least in part within the boundaries of the claiming parliamentarian's electorate.
- Eligible parliamentarians can only use up to one-third of their office budget for all categories of broadcast radio services, including production of content.

Claimable office expenses

The following types of expenses can be claimed under the office budget. Comprehensive information on these expenses is available on the [MaPS website](#).



Printing and communications

- Printing on paper weighing no more than 700 grams per square metre, or on flat magnetised material
- Producing electronic material and producing and maintaining audio posters
- Creating matter for inclusion in printed or electronic material or an audio poster, including translation, design, artwork, photography and video and sound recordings
- Communicating and distributing printed and electronic material and audio posters
- Courier or other freight transfer costs for transferring documents and other small items between the parliamentarian's offices
- Establishing and maintaining websites
- Printing and distributing postal vote applications, including reply-paid envelopes
- Data products and data validation services for communicating with constituents
- Auslan interpreting and closed captioning services if existing Government services cannot reasonably provide the services in the circumstances

Stationery, office equipment, publications, media monitoring, flags, nationhood material and wreaths

- Office stationery and supplies (including postage meter consumables)
- Minor office equipment, including accessories, consumables, repairs and maintenance
- Purchasing printed or electronic publications
- Media monitoring services
- Approved flags and nationhood documents for presentation to constituents or organisations
- Wreaths

ICT, telecommunications and software

- Additional information and communications technology and services provided by the Department of Parliamentary Services
- Accessories for information and communications technology
- Conducting virtual town hall meetings by electronic communication
- Conducting interactive voice response phone surveys
- SMS broadcasting and survey services
- Software, including associated servicing, training and backup services
- Cloud based services, including storage and software

Mobile offices

- Mobile office facilities, equipment and signage (for example, at community fairs, markets and exhibitions)

Please note: Office expenses can only be claimed in relation to a parliamentarian's electorate, Ministerial or office holder office and not for their Parliament House office, a privately leased office (including a satellite office) or the residences of a parliamentarian or their staff.