



Legislative Assembly for the
Australian Capital Territory

Standing Committee on the Integrity
Commission and Statutory Office
Holders

Submission Cover Sheet

Inquiry into the effectiveness of transparency arrangements for Members of the Legislative Assembly

Submission number: 008

Submitter: Clerk of the Legislative Council Western Australia

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LEGISLATIVE ASSEMBLY OF WESTERN AUSTRALIA AND LEGISLATIVE COUNCIL OF WESTERN AUSTRALIA



31 July 2025

Mr Ed Cocks MLA

Chair

Standing Committee on the Integrity Commission and Statutory Office Holders

Legislative Assembly for the Australian Capital Territory

Via email: LACommitteeIntegrity@parliament.act.gov.au

Dear Mr Cocks

Transparency arrangements for Members

Thank you for your letter dated 29 May 2025, requesting information on transparency arrangements for Members of the Legislative Assembly and Legislative Council of Western Australia. In response to your Committee's specific inquiries we provide the following information:

In Western Australia (WA), the Clerk of each House of Parliament compiles and maintains a *Register of Members' Financial Interests*. Under the *Members of Parliament (Financial Interests) Act 1992* (Act), Members are required to lodge a primary return with the respective Clerk within 30 days after which they are sworn in. The Act also requires Members to lodge an annual return with the Clerk each year. Financial interests that must be disclosed include:

- real property
- sources of income
- trusts
- gifts (exceeding \$500)
- contributions to travel
- interests and positions in corporations
- positions in trade unions and professional or business associations
- debts
- dispositions of property
- discretionary disclosures.

The information contained within the *Register of Members' Financial Interests* is tabled in the respective House, within 14 sitting days after the last day for lodgement. Information subsequently added to the register is tabled annually. The Register is open to inspection by any person at the office of the Clerk of that House between the hours of 10:00am and 4:00pm on any day except Saturday, Sunday or a day that is a public holiday. A Member of either House of Parliament may also inspect the Register at the office of the Clerk of that House at any time when that House is sitting.

A person inspecting the Register may take a copy of any part of the Register or may, require the Clerk to allow them to take a photocopy of any part. The Legislative Assembly's Register is published on the Parliament of Western Australia's website. The Legislative Council's Register is not published on the website.

In the Legislative Council, pursuant to a Departmental policy, the President tables a *Report of Interstate and Overseas Travel Undertaken by Members and Officers of the Legislative Council on Official Business funded by the Department of the Legislative Council* every six months. This report discloses travel undertaken by Members and Officers funded by the Department of the Legislative Council, including

the number of Members and Officers travelling, the reason for travel and the cost of the travel. It does not specify which Members or Officers undertook the travel. This report is publicly available on the Parliament's website as a tabled paper and upon request.

In the Legislative Assembly, parliamentary committees table an annual report, which discloses any travel undertaken by the committee that year. All other interstate and international travel undertaken by Members and Officers of the Legislative Assembly is reported in the Department's annual report. The annual reports disclose: the number of Members and Officer travelling, the reason for travel and the cost of the travel. It is also customary for the Speaker to table a report following trips they have undertaken in their role as Speaker. The Speaker's report normally includes; a list of the Members or officers who undertook the travel (including names), the reason for the travel and the cost of the travel. The mentioned reports are publicly available on Parliament's website as a tabled paper and upon request.

The State Administrative Tribunal (Tribunal) *Members of Parliament Tribunal Determination No 1 of 2025*,¹ requires Members to submit to the Tribunal a report of expenditure using the Electorate and Parliamentary Expenses Allowance and Parliamentary Travel and Study Allowance. These reports are published on the Tribunal's website.

There is no distinction between executive and non-executive Members in relation to the *Register of Members' Financial Interests*. However, executive Members are subject to additional transparency arrangements under the *Ministerial Code of Conduct*² and the *Guidelines for official air travel by Ministers, Parliamentary Secretaries and Government Officers – Premier's Circular 2021/02*.³

WA has a Register of Lobbyists.⁴ Anyone who wants to undertake lobbying activities in WA must be registered. The Register of Lobbyists is maintained by WA's Public Sector Commission.

We trust this information will assist your Committee in its inquiry.

Yours sincerely

Mathew Bates
Clerk of the Legislative Assembly

Sam Hastings
Clerk of the Legislative Council

Att: *Members of Parliament Tribunal Determination No 1 of 2025*, *Ministerial Code of Conduct 2023* and *Guidelines for official air travel by Ministers, Parliamentary Secretaries and Government Officers – Premier's Circular 2021/02*

¹ [Members of Parliament Tribunal Determination No 1 of 2025](#)

² [Ministerial Code of Conduct 2023](#)

³ [Guidelines for official air travel by Ministers, Parliamentary Secretaries and Government Officers – Premier's Circular 2021/02](#)

⁴ <https://www.lobbyists.wa.gov.au/>

**Determination of the Salaries and Allowances Tribunal for
Members of Parliament
No. 1 of 2025**

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Executive Summary

- The Salaries and Allowances Tribunal has set the remuneration and allowances for Members of Parliament with effect from 1 July 2025. Remuneration and allowances are provided based on a number of criteria and are summarised below:

REMUNERATION AND ALLOWANCES	AMOUNTS (PER ANNUM)
Base Remuneration (<i>All Members</i>)	\$179,462
Additional Remuneration for Office Holders (<i>Office Holders</i>)	Ranges from \$12,032 to \$226,863 (<i>based on Office held</i>)
Electorate and Parliamentary Expenses Allowance (<i>All Members</i>)	\$90,000
Additional Electorate and Parliamentary Expenses Allowance (<i>Non-Metro MLA & MLC</i>)	Ranges from \$10,400 to \$23,900 (<i>based on location/eligibility</i>)
Motor Vehicle Allowance (<i>All Members</i>)	Ranges from \$27,500 to \$44,500 Access to State Fleet motor vehicle (<i>based on location/eligibility</i>)
Travel Allowance - Electorate to/from Perth (<i>Non-Metro MLA & MLC</i>)	Unlimited commercial transport (<i>based on location/eligibility & claimable</i>)
Travel Allowance - Within Electorate (<i>All MLC & Non-metro MLA</i>)	Unlimited commercial transport (<i>based on location/eligibility & claimable</i>)
Air Charter Transport Allowance (<i>Non-Metro MLA & MLC</i>)	Ranges from \$13,000 to \$50,000 (<i>based on location/eligibility & claimable</i>)
Air Charter Transport Allowance (<i>All MLC & some Non-Metro MLA</i>)	Travel to regional Aboriginal communities
Electorate Office Telephones (<i>All Members</i>)	Phone charges for 3 lines (Int \$40) paid
WA Accommodation Allowance (<i>All Members</i>)	ATO rates for 30 – 60 nights (<i>claimable</i>)
Perth Accommodation Allowance (<i>Non-Metro MLA & MLC</i>)	\$273/night for 60 nights (<i>based on location/eligibility</i>)
Additional Perth Accommodation Allowance (<i>Non-Metro MLA & MLC</i>)	\$273/night for 60 nights (<i>based on location/eligibility & claimable</i>)
Additional Perth Accommodation Allowance for Certain Office Holders (<i>Certain Non-Metro Office Holders</i>)	\$273/night for 60 nights, (<i>based on location/eligibility</i>)
Accommodation for Certain Office Holders within Australia (<i>Certain Office Holders</i>)	ATO rates / actual costs (<i>based on Office held/claimable</i>)
Accommodation for Members on Parliamentary Committee Business (<i>All Committee Members</i>)	ATO rates / actual costs (<i>claimable</i>)
Parliamentary Travel and Study Allowance (<i>All Members</i>)	\$30,000 per term (pro rata) (<i>claimable</i>)
Transition Allowance (<i>All Members</i>)	< 1 term – 3 months base rem (pro rata) 1 term – 3 months base rem 2 terms – 6 months base rem 3 terms – 9 months base rem (<i>based on eligibility/claimable</i>)

Metropolitan Members (Metro), Non-Metropolitan Members (Non-metro)

Member of the Legislative Assembly (MLA), Member of the Legislative Council (MLC)

PREAMBLE

Statutory context

2. The *Salaries and Allowance Act 1975* (the Act) requires the Salaries and Allowances Tribunal (the Tribunal) to inquire into and determine the remuneration to be paid or provided to Ministers of the Crown, the Parliamentary Secretary to the Cabinet, Parliamentary Secretaries appointed under section 44A(1) of the *Constitution Acts Amendment Act 1899*, member of committees, and officers and Members of the Parliament.
3. Section 8(a) of the Act provides that a Determination relating to offices identified in sections 6(1)(a), 6(1)(ab) and 6(1)(b) must be issued within 12 months of the previous Determination. The Tribunal's most recent Determination in relation to the remuneration of Members of Parliament was issued on 17 December 2024.
4. By issuing this Determination, the Tribunal discharges its obligations under section 8(a).
5. In accordance with section 10A of the Act, decisions by the Tribunal have taken consideration of the:
 - (a) Public Sector Wages Policy 2023 issued on 18 December 2023; and
 - (b) financial position and fiscal strategy of the State, as stated in *WA State Budget 2025-26*.
6. This Determination comes into operation on 1 July 2025.

Considerations

7. On 17 December 2024, the Tribunal issued a Determination for Members of Parliament elected at the State General Election in March 2025.
8. That Determination was issued after a comprehensive review of all allowances provided to Members, as a result of the *Constitutional and Electoral Legislation Amendment (Electoral Equality) Act 2021* and changes to the electorate boundaries arising from the [*2023 Review of Western Australia's Electoral Boundaries*](#) undertaken by the Electoral Commissioners.
9. The Tribunal was mindful of establishing a strong accountability regime, a regime conducive to attracting regional Members to the Parliament, and to eliminate, as much as possible, any misconduct risks.
10. The December Determination set the allowances framework for the new parliament. However, it did not provide for any economic increase to the remuneration for Members.
11. For the current inquiry, the Tribunal invited submissions from Members and key stakeholders and were particularly interested in receiving feedback as to the impact of the recent changes to the allowances.

12. However, as only such a short time has passed since the effective implementation of the Determination, with Members of the Legislative Council only taking their places in the Parliament on 22 May 2025, no significant issues were raised with the Tribunal, although the Tribunal wishes to remind Members of the potential to approach the Tribunal for approval of additional allowances, should they exhaust particular allowances within the year.
13. Going forward the Tribunal would welcome receiving feedback from Members and the administering agencies as to the effectiveness of the allowances, once more time has passed and data has been received as to the usage of the allowances.
14. Consequently, the focus of the current inquiry has been predominantly on providing an economic adjustment to the remuneration for Members and to the Electorate and Parliamentary Expense Allowance (EPEA) which has not been adjusted since 2023.
15. The Tribunal have been mindful that any increase to remuneration is in line with the wages policy and the financial strategy and fiscal strategy of the government, interstate jurisdictional comparators, and community expectations.
16. The Tribunal continually monitors a variety of economic indicators, including Wages Price Index, Consumer Price Index, at both the State and Federal level among other factors when determining appropriate economic increases. In April 2025, the Tribunal provided a 3.5% increase to the salary provided to Local Government CEOs and to Government Trading Enterprise CEOs.
17. Since those decisions, a 3.5% increase has been supported by other bodies such as the Fair Work Commission providing a 3.5% increase to the national minimum wage, the WA Industrial Relations Commission providing an increase to the state minimum wage of 3.75% and the recent State Budget 2025-26 projecting a Wage Price Index of 3.5%.
18. The EPEA is periodically reviewed by the Tribunal to ensure that its value is maintained, without automatically increasing the allowance so that it prompts spending for the sake of spending or an expectation that the allowance automatically grows each year. The annual Members reporting on this allowance allows the Tribunal to determine the appropriate level of the allowance.
19. The EPEA was increased by \$10,000 in 2023, this was the first increase in the allowance since 2015. As with the remuneration of Members, the Tribunal has been mindful that any changes to this allowance is compatible with the financial strategy and fiscal strategy of the government, interstate jurisdictional comparators, and community expectations

Decisions

20. The Tribunal have resolved to provide a 3.5% increase to the base and additional remuneration for Members of Parliament with effect from 1 July 2025.

21. The Electorate and Parliamentary Expenses Allowance has been increased to \$90,000 in recognition of the general increase in the cost of goods and services which fall within the use of the EPEA.
22. The District of Bunbury has been added as a Category 2 District for the Motor Vehicle Allowance under Part 4.1 and the Western Australia Accommodation Allowance under Part 5.2. This change now provides for all non-metropolitan Districts, with the exception of the Districts of Mandurah and Dawesville, and Legislative Council Members residing within them access to the relevant levels of allowances.
23. All other allowances have been maintained.
24. The payments, allowances and other benefits may be subject to taxation, the administration and policy of which is the responsibility of the Australian Taxation Office. Tribunal Determinations are made independent of the ATO. Members, their offices and personal financial/accounting advisers are therefore encouraged to liaise directly with the ATO if they have any queries on the tax implications of this Determination. Some public background is provided [online](#) by the ATO.
25. The Determination will now issue.

DETERMINATION

Members of Parliament Determination No. 1 of 2025

PART 1 INTRODUCTORY MATTERS

This Part deals with matters that are relevant to the Determination generally.

1.1 Short title

- (1) This Determination may be cited as the *Members of Parliament Determination No. 1 of 2025*.

1.2 Commencement

- (1) This Determination comes into operation on 1 July 2025.

1.3 Content and intent

- (1) In accordance with section 6(1)(a), (ab), and (b) and section 6AA of the *Salaries and Allowances Act 1975* (the Act), this Determination provides for the remuneration, allowances and other benefits to be paid, provided or reimbursed to Ministers of the Crown, the Parliamentary Secretary to the Cabinet, Parliamentary Secretaries appointed under section 44A(1) of the *Constitution Acts Amendment Act 1899*, members of committees, and officers and Members of the Parliament.
- (2) In accordance with section 10A of the Act, decisions by the Tribunal in relation to sections 6(1)(a) and (ab) have taken consideration of the:
 - (a) Public Sector Wages Policy 2023 issued on 18 December 2023; and
 - (b) financial position and fiscal strategy of the State, as stated in WA State Budget 2025-26.

1.4 References to dates

- (1) A reference to “a year” or “per annum” relates to a financial year.
- (2) Where benefits are provided with specific reference to “a financial year”, they will cease on and from 30 June each year and, unless otherwise specified, no unexpended amount is carried over to later financial years.
- (3) Allowances for one financial year, including those relating to travel, cannot be provided in advance for use in a later year.

1.5 Terms used

- (1) In this Determination, unless the contrary intention appears –

Commercial accommodation means accommodation in a commercial establishment such as a hotel, motel or serviced apartment.

Home base means the Member's primary place of residence as declared to the administering agency or a secondary residence where the Member, or their partner has a right to ongoing occupancy, through ownership or lease of a permanent residence.

Leader of a recognised non-government party means an officer of Parliament identified in section 4(2)(k) of the Act.

Member means a Member of the Parliament of Western Australia.

Metropolitan Legislative Assembly Member means a Member who represents a metropolitan district listed in Schedule 1.

Metropolitan Legislative Council Member means a Member whose primary place of residence is located in a metropolitan district listed in Schedule 1.

Minor Party Whip means an officer of Parliament identified in section 4(2)(l) of the Act.

Non-metropolitan Legislative Assembly Member means a Member who represents a non-metropolitan district listed in Schedule 1.

Non-metropolitan Legislative Council Member means a Member whose primary place of residence is located in a non-metropolitan district listed in Schedule 1.

Office Holder means, unless stated otherwise, an officer of Parliament who is the holder of an office identified in section 4(2) of the Act.

Parliamentary Business means the usual activities related to performing the role of a Member of Parliament, which:

(a) includes:

- (i) Parliamentary duties, comprising activities related directly to a Member's role in Parliament or as an Office Holder (as listed in s4(2) of the Salaries and Allowances Act 1975); and
- (ii) electorate duties, comprising activities that support or serve a Member's constituents; and

(b) excludes:

- (i) campaigning, such as attending or organising:
 - i. campaign launches;
 - ii. candidate selection or campaign strategy meetings; and
 - iii. general campaigning on behalf of election candidates; and
- (ii) Party political activity, including:
 - i. campaigning for a political Party; and
 - ii. organising and sustaining Party branches, such as recruiting members to the Party or undertaking administrative activities to support the Party; and

- (iii) the publication, broadcasting, display or distribution of material intended to, calculated or likely to affect voting in an election.

Partner means a person nominated by a Member as their spouse or de facto partner, within the meaning of section 13A of the *Interpretation Act 1984*.

Primary place of residence means a home base declared to the administering agency where the Member, or their partner has a right to ongoing occupancy, through ownership or lease of a permanent residence. Defining characteristics of a primary place of residence include one or more of the following, but are not limited to:

- (a) the Member's residence prior to being elected to Parliament; OR
- (b) if the property is owned by the Member, it is the place exempt from capital gains tax or land tax as is usually the case for a main place of residence under ATO rules; OR
- (c) where a Member's immediate family members reside (partner and/or children); OR
- (d) whether the Member usually returns to this residence, when not staying elsewhere on Parliamentary business; OR
- (e) the address shown on a Member's drivers licence; OR
- (f) where personal mail is delivered.

Note: Office Holders listed under Part 5.5 have additional criteria in establishing primary place of residence.

Regional Aboriginal community means a regional Aboriginal community identified on the Aboriginal Lands Trust Estate or Aboriginal Community maps on the Department of Planning, Lands and Heritage [website](#).

Term of Parliament means a term of the Parliament of Western Australia, which:

- (a) for Members of the Legislative Assembly, is deemed to commence the day after a general election and conclude on the day of the general election following the dissolution or expiry of the Legislative Assembly;
- (b) for Members of the Legislative Council, is deemed to commence on 22 May following a general or conjoint election and conclude on 21 May in the year in which seats would ordinarily be vacated by the effluxion of time.

Tribunal means the Salaries and Allowances Tribunal.

1.6 Principles for use of Allowances

- (1) Members must ensure use of allowances provided in this Determination is consistent with the following principles and must:
 - (a) use allowances for Parliamentary business;
 - (b) adhere to any conditions for using allowances;

- (c) be prepared to be personally responsible and accountable for the use of allowances;
 - (d) be prepared to publicly justify use of allowances;
 - (e) act ethically and in good faith when using, and accounting for the use of, allowances; and
 - (f) provide a benefit to the electorate or community in general.
- (2) In the event a Member exhausts an individual allowance, they must consider using an appropriate alternative allowance, including the Electorate and Parliamentary Expenses Allowance provided in Part 3 of this Determination.
 - (3) The onus is on the Member to submit sufficient evidence as required by the administering agency in accordance with the Guidelines that demonstrates their eligibility for the allowance and that it has been used in accordance with the Determination. In relation to the declaration of a primary place of residence, a Member must notify the administering agency as soon as possible of any changes that affects their eligibility to receive certain allowances.

Loyalty schemes – air travel

- (4) Members using allowances in this Determination for air travel must comply with directions relating to frequent flyer points or benefits under other incentive or loyalty schemes accumulated in the course of air travel undertaken using allowances in this Determination, as set out in 8.1 and 8.2 of [Premier's Circular 2021/02: Guidelines for official air travel by Ministers, Parliamentary Secretaries and Government Officers](#).

1.7 Reporting

- (1) Members must comply with reporting requirements set out for an allowance, including using relevant forms provided.
- (2) Members must maintain appropriate records of use of allowances.
- (3) With respect to allowances provided under Part 4, Part 5 and Part 6, the Tribunal will make inquiries with administering agencies in relation to Members' claims and use of allowances.
- (4) With respect to allowances provided under Part 3, a Member will provide the Tribunal with an annual report on expenditure during the previous financial year. With respect to international expenses incurred in relation to the allowance provided under Part 6, a Member will provide the Tribunal with a report on the travel expenditure.
- (5) A Member's report to the Tribunal must:
 - (a) include certification that expenditure conformed to:

- i. all conditions of use set out for each allowance; and
 - ii. the principles stated in 1.6; and
- (b) be submitted to the Tribunal:
 - i. for Part 3 Electorate and Parliamentary Expenses Allowance - within 90 days of the end of the financial year or in the event a Member has completed their Parliamentary term, within 90 days of the Member's last day of Parliamentary service;
 - ii. for Part 6 Parliamentary Travel and Study Allowance – within 90 days of undertaking international travel.
- (6) The Tribunal will publish reports, as provided to the Tribunal under 1.7(3) or 1.7(4), containing details of Members' use of allowances.
- (7) The Tribunal will publish data received from administering agencies in relation to travel undertaken under Part 4.4 for Legislative Council Members.
- (8) The Tribunal will publish data received from administering agencies in relation to interstate and intrastate air and train travel undertaken under Part 6 for all Members.

1.8 Process for claiming expenses against certain Allowances

- (1) When specified in the Determination, the following conditions apply to certain allowances against which Members can claim expenses or reimbursement.
- (2) If an allowance is based upon a Member's primary place of residence or electorate office, the Member must state the basis of claiming the allowance and ensure their eligibility is up to date and correct.
- (3) Claims must be submitted to the administering agency within 90 days from the date the expense is incurred.
- (4) The administering agency may extend the time to submit a claim in exceptional circumstances, such as:
 - (a) receipt of invoices being delayed for reasons outside the Member's control;
 - (b) ill health; and
 - (c) bereavement.
- (5) Members must apply in writing for extensions of time and must provide sufficient details of the exceptional circumstances.
- (6) When considering exceptional circumstances under (3), administrative oversight or negligence are not relevant considerations for the administering agency.

1.9 Pro rata payments

- (1) The remuneration and allowances specified in this Determination are based on a full financial years' service. The amount of a person's entitlement to remuneration and allowances specified in this Determination shall be apportioned on a pro rata basis according to the portion of the year that the person holds office.
- (2) Except for the requirements under Part 3.1(14) where a Member ends their term of Parliament and has exceeded the pro rata amount of their allowance, they are not required to reimburse the allowances that have been spent in service to their constituency.

1.10 Taxation arrangements are a matter for the Member

- (1) Taxation arrangements in relation to remuneration and allowances provided in this Determination are a matter between an individual Member and the Australian Taxation Office.

PART 2 REMUNERATION

2.1 General

- (1) In accordance with the Act, the term ‘remuneration’ is used and not ‘salary’. Superannuation entitlements for Members are not included in this Determination. Information with respect to superannuation can be found in the *Parliamentary Superannuation Act 1970*, and the Tribunal’s Parliamentary Superannuation Determination of 27 February 1987 and the subsequent variations thereto.
- (2) Remuneration payable to a Member under this Determination shall be calculated on and from the day following the day on which the Member’s term of Parliament commences and, except as provided by section 2.1(3) and Part 7, shall cease to be payable at the end of the day on which a person has completed their Parliamentary term.
- (3) A person whose Parliamentary term has concluded by reason of the dissolution or expiry of the Legislative Assembly is entitled to receive the remuneration provided in this Determination up to and including the date of the election following that dissolution or expiry.
- (4) A person who, immediately before the dissolution or expiry of the Legislative Assembly, is a Member of the Legislative Assembly and holds an office referred to in section 2.1(5) is entitled to receive the base remuneration paid to a Member, and the additional remuneration provided for in section 2.3 in respect of that office, until whichever of the following occurs first:
 - (a) their Parliamentary term has concluded, other than by the dissolution or expiry by the effluxion of time of the Legislative Assembly; or
 - (b) another person is elected or appointed to the office.
- (5) The offices referred to in section 2.1(4) are the:
 - (a) Leader of the Opposition;
 - (b) Deputy Leader of the Opposition;
 - (c) Leader of a recognised non-Government party;
 - (d) Chairman of Committees (Deputy Speaker);
 - (e) Government Whip;
 - (f) Opposition Whip; and
 - (g) Minor Party Whip.
- (6) Remuneration under Part 2 of this Determination shall be paid in equal twice-monthly instalments. Remuneration relating to part of a pay period is to be calculated on a pro-rata basis.

2.2 Base Remuneration

- (1) A Member of Parliament shall be paid a base remuneration of \$179,462 per annum.

2.3 Additional Remuneration for Office Holders

- (1) In addition to the base remuneration stated in 2.2(1), a Member appointed to an office shall be paid additional remuneration stated in Table 1.

Table 1: Additional Remuneration for Office Holders

OFFICE HELD	ADDITIONAL REMUNERATION	TOTAL REMUNERATION
Premier	\$226,863	\$406,325
Deputy Premier	\$166,711	\$346,173
Leader of the Government in the Legislative Council	\$154,679	\$334,141
Minister of the Crown	\$137,493	\$316,955
Leader of the Opposition in the Legislative Assembly	\$137,493	\$316,955
President of the Legislative Council	\$113,432	\$292,894
Speaker of the Legislative Assembly	\$113,432	\$292,894
Leader of the Opposition in the Legislative Council	\$94,528	\$273,990
Deputy Leader of the Opposition in the Legislative Assembly	\$77,340	\$256,802
Leader of a recognised non-Government party	\$77,340	\$256,802
Parliamentary Secretary of the Cabinet	\$77,340	\$256,802
Chairman of Committees in either House (Deputy Speaker and Deputy President)	\$51,560	\$231,022
Government Whip in the Legislative Assembly	\$30,937	\$210,399
Opposition Whip in the Legislative Assembly	\$30,937	\$210,399
Parliamentary Secretary	\$25,782	\$205,244
Government Whip in the Legislative Council	\$25,782	\$205,244
Opposition Whip in the Legislative Council	\$20,625	\$200,087
Chairman of a Standing Committee	\$17,187	\$196,649
Minor Party Whip	\$15,468	\$194,930
Deputy Chairman of a Standing Committee	\$12,891	\$192,353
Member of a Standing Committee	\$12,032	\$191,494

- (2) A person appointed to more than one office shall be paid additional remuneration:
- (a) in respect of only one of the offices to which they have been appointed; and
 - (b) that corresponds to the highest paid office to which they have been appointed, in the event the amounts of additional salary for each office are not the same.

2.4 Salary Packaging

- (1) Salary packaging contributions may be made within the limits prescribed in the “Guidelines for Salary Packaging in the WA Public Sector 2012 - Amended”. A copy of these guidelines can be found at: www.wa.gov.au/organisation/government-sector-labour-relations/government-sector-labour-relations Contributions to the Parliamentary Superannuation Scheme may be salary sacrificed up to the maximum amount allowed under the Scheme.

PART 3 ELECTORATE AND PARLIAMENTARY EXPENSES ALLOWANCE (EPE ALLOWANCE)

3.1 General

- (1) An Allowance in this Part is claimed on a quarterly basis to meet expenses related to the Member's electorate and Parliamentary business, including expenses for:
 - (a) community engagement and constituent support;
 - (b) communication with the electorate;
 - (c) electorate office equipment and Information Communication Technology;
 - (d) general electorate office expenses; and
 - (e) other expenses related directly to Parliamentary business.
- (2) The Additional Electorate and Parliamentary Expenses Allowance is claimed on a quarterly basis by eligible Members to meet additional expenses incurred due to the size and/or remoteness of their electorate, which is related to the Member's electorate and Parliamentary business, including expenses for:
 - (a) renting of meeting space to meet with members of the electorate in towns other than the location of a Member's electorate office;
 - (b) additional safety equipment due to greater travel requirements in regional or remote areas;
 - (c) hiring temporary staff to cover leave requirements, particularly in cases where regional electorate office staff are divided in multiple locations;
 - (d) higher costs of servicing the electorate due to limited suppliers/services in some areas; and
 - (e) other expenses that are attributed to increased costs or additional services, related directly to Parliamentary business, that are not incurred by metropolitan based Members.
- (3) The Allowance may be used at the Member's discretion, within the parameters set in this Determination.
- (4) The Allowance must not be used for any purpose intended, calculated or likely to affect voting in an election, including for the production of material that includes a Political Party logo, payment of political party levies, union fees and donations to political parties.
- (5) The Allowance may be used for administrative Parliamentary party levies, up to a maximum of \$1,000 p.a., to be used for community focused events such as catering for school visits within the Parliament, the Parliamentary precinct or community related events elsewhere such as catering for a regional shadow Cabinet community event.

Amounts that can be claimed

- (6) Subject to 3.1(7) and 3.1(8), a Member may claim each quarter up to a maximum of 25% of the annual amount available to the Member.
- (7) In the event a Member does not claim the full amount of the Allowance in one quarter, a sum equivalent to the unclaimed amount may be claimed in a later quarter in the same year, in addition to the amount in 3.1(6).
- (8) In the event a Member does not claim the full amount of the Allowance in one year, a sum equivalent to the unclaimed amount, up to a maximum of 10% of the Member's annual Allowance, will be preserved for use in the following year.
- (9) The preserved amount in 3.1(6):
 - (a) is available in addition to the Member's usual annual allocation; and
 - (b) can be claimed in any quarter in the subsequent financial year, in addition to the Allowances available under 3.2; and
 - (c) is foregone at the end of the year subsequent to the year in which it was provided.

Claim process

- (10) A Member's claim of a quarterly amount of an Allowance in this Part must:
 - (a) include certification by the Member that use of the Allowance will be consistent with the principles set out in 1.6(1); and
 - (b) specify the amount that is being claimed, with any amount claimed under the Additional Members Allowance being identified as a separate amount; and
 - (c) comply with the conditions for claiming in 3.1(9).
- (11) A Member's claim for a quarterly amount must be provided to the administering agency no later than:
 - (a) 30 June, for the period from 1 July to 30 September (for payment on the Member's next available payment processing date after 1 July);
 - (b) 30 September, for the period from 1 October to 31 December (for payment on the Member's next available payment processing date after 1 October);
 - (c) 31 December, for the period from 1 January to 31 March (for payment on the Member's next available payment processing date after 1 January); and
 - (d) 31 March, for the period from 1 April to 30 June (for payment on the Member's next available payment processing date after 1 April).
- (12) In the event a Member does not comply with due dates in 3.1(11), the administering agency will contact the Member to advise that the Member has an additional 14 days, from the due date, to submit a claim.

- (13) If the Member does not submit their claim within the additional 14 days in 3.1(12), then they will not be eligible to receive a quarterly amount for that quarter.

Members serving part of a Parliamentary term

- (14) A Member who serves part of the period between the dates specified in 3.1(11) may claim and be provided an amount for that period calculated on a pro rata basis.
- (15) When an election falls within the dates mentioned in 3.1 (11), payment of that quarter's Allowance to Legislative Assembly Members will be pro rata to the date of the election, with the balance being paid once their re-election has been declared by the Western Australian Electoral Commission.
- (16) With the exception of a Member whose Parliamentary service has concluded as a result of a general State election, a Member who:
- (a) leaves Parliament between the dates specified in 3.1(11); and
 - (b) has been provided a quarterly amount for that period
- will be required to repay a proportion of the amount provided to them, calculated on a pro rata basis for the period served.

New Members

- (17) Where a Member commences their term of Parliament either at an election or during a Parliamentary term, they will automatically receive the pro rata amount for the remainder of the quarter from which they entered Parliament. Members may also request to receive the next quarterly amount automatically. After this period Members must follow the steps outlined in 3.1(11).

Reporting

- (18) Use of this Allowance must be reported to the Tribunal annually, with expenditure reported in aggregate terms according to categories set out at Appendix 1 to this Determination.
- (19) The annual report must include the Member's certification, in the form set out in Appendix 1, that expenditure has complied with:
- (a) the conditions of use set out for the Allowance; and
 - (b) the principles stated in 1.6.
- (20) The annual report must identify amounts of the Allowance that were:
- (a) drawn down by the Member and not expended for the purposes set out in this Part; and
 - (b) not drawn down by the Member.

3.2 Electorate and Parliamentary Expenses Allowance

This Allowance is provided to all Members to undertake their electorate and Parliamentary business.

- (1) An Electorate and Parliamentary Expenses Allowance of up to \$90,000 per annum may be claimed by a Member.

3.3 Additional Electorate and Parliamentary Expenses Allowance

This Allowance is provided to certain Members representing non-metropolitan areas in consideration of the additional costs associated with either regional prices or representing a geographically large area.

- (1) The Additional Electorate and Parliamentary Expenses Allowance is set according to the characteristic of the Region or District and may be claimed by a Member representing an electorate listed in Table 2.

Table 2: Additional Electorate and Parliamentary Expenses Allowance

CATEGORY	ELECTORAL DISTRICT	ALLOWANCE PER ANNUM
1	Kalgoorlie, Kimberley, Mid-West and Pilbara, or a Legislative Council Member whose primary place of residence or electorate office is in a category 1 District	\$23,900
2	Central Wheatbelt and Roe or a Legislative Council Member whose primary place of residence or electorate office is located in a category 2 District.	\$17,500
3	Geraldton and Warren-Blackwood or a Legislative Council Member whose primary place of residence or electorate office is located in category 3 District.	\$10,400

PART 4 TRANSPORT AND COMMUNICATION

4.1 Motor Vehicle Allowance

This Allowance is provided to all Members to facilitate their motor vehicle requirements.

- (1) A Member is entitled to an annual Motor Vehicle Allowance to satisfy all their motor vehicle requirements, including taxis and hire cars.
- (2) This Allowance:
 - (a) is provided in addition to remuneration provided under Part 2; and
 - (b) shall be paid twice-monthly.
- (3) The amount provided for this Allowance is based upon the characteristics of a Member's electorate and, subject to Part 4.2, is stated in Table 3.

Table 3: Motor Vehicle Allowance

CATEGORY	ELECTORAL DISTRICT	ALLOWANCE PER ANNUM
1	Central Wheatbelt, Geraldton, Kalgoorlie, Kimberley, Mid-West, Pilbara, Roe and Warren-Blackwood Districts or a Legislative Council Member whose primary place of residence is in a category 1 District	\$44,500
2	Albany, Bunbury, Collie-Preston, Murray-Wellington and Vasse Districts or a Legislative Council Member whose primary place of residence is located in a category 2 District.	\$34,500
3	All other electorate Districts or a Legislative Council Member whose primary place of residence is located in category 3 District.	\$27,500

Application to Certain Office Holders

- (4) Subject to section 4.1(5), this Allowance is not provided to a Member who has been appointed to an office for which a Government vehicle has been supplied under arrangements separate to this Determination.
- (5) A Member who is appointed to an office for which a Government vehicle is supplied under arrangements separate to this Determination may apply for approval from the Tribunal to receive this Allowance.
- (6) An application under 4.1(5) must certify that the Allowance will be used in relation to motor vehicle requirements predominantly in the Member's electoral district or, for a Legislative Council Member, the electoral district in which their primary place of residence is located.

4.2 Motor Vehicle

The option to lease a government private plated motor vehicle is available to all Members to assist with their motor vehicle requirements.

- (1) A Member may elect to be supplied with a Government leased private plated motor vehicle for their Parliamentary business and private use.
- (2) Where a Member elects to receive a Government vehicle, their Motor Vehicle Allowance will be reduced by the annual whole of life cost of the vehicle. The annual whole of life cost of the vehicle cannot exceed the Motor Vehicle Allowance. If the Government leased vehicle selected would exceed the Allowance available, the Member should utilise the Motor Vehicle Allowance and privately source the vehicle of the members choice.
- (3) The vehicle (being part of the Government-owned State Fleet) must be managed in accordance with the policies and condition established and amended from time to time by the Department of Finance (the effective owner of the State Fleet). Applicable terms and conditions are currently set out in the document “State Fleet – General Agreement”.
- (4) Motor vehicles leased under this Determination, or a previous Determination of the Tribunal, shall not be changed or cash in lieu taken prior to the expiration of the lease.
- (5) A Member accessing a vehicle under this Part shall take due care of the condition and security of the vehicle. This includes responsibility for ensuring the vehicle is regularly serviced and maintained according to the manufacturer’s recommended specification, and making arrangements for off-street parking at home, whenever practicable, with appropriate security precautions taken at all times. Any theft or damage must be reported to the Fleet coordinator.
- (6) Members who choose to lease an Electric Vehicle (EV) need to be aware that the costs associated with re-fuelling an electric vehicle are not included in published annual operating costs and are the responsibility of the Member. Members will therefore bear the costs associated with refuelling EV’s. Members will be responsible for making their own arrangements for at-home EV charging infrastructure and energy costs.
- (7) The annual whole of life cost of the vehicle and accessories must be borne by the Member. This includes the purchase cost of any accessories and the installation costs and removal costs if required, before disposal of the vehicle.

- (8) The annual whole of life cost of the vehicle must include the lease cost (based on nominated lifespan and kilometres), all applicable taxes and other operating costs. The formula to be adopted in valuing the motor vehicle is:

$$L + R + aD + \text{FBT} + I + \text{LCT}, \text{ where -}$$

L	=	Lease payments
R	=	Registration costs
a	=	Running cost per kilometre
D	=	nominated annual kilometres
FBT	=	Fringe Benefits Tax
I	=	Insurance
LCT	=	Luxury car tax

- (9) To contain additional administrative costs associated with 'off contract' leases, Members may request cost quotation for not more than three vehicles outside the Government's Common User Arrangement for motor vehicles, in the process of selecting a vehicle under this arrangement. Where possible, lease terms should be tailored to coincide with Parliamentary terms.
- (10) The vehicle is a government owned asset and must be returned by the Member upon the completion of their Parliamentary term.
- (11) If Members are unable to comply with the requirements of accessing a Government leased private plated vehicle, they should access the Motor Vehicle Allowance for their individual motor vehicle requirements.

4.3 Travel Allowance – Electorate to/from Perth

This Allowance is provided to eligible Members who reside in or have their electorate office located in a non-metropolitan District to travel to and from their electorate and Perth.

- (1) A Member is eligible to claim this Allowance when they represent the:
- (a) Electoral Districts of Albany, Central Wheatbelt, Geraldton, Kalgoorlie, Kimberley, Mid-West, Pilbara, Roe and Warren-Blackwood; or
 - (b) is a Member of the Legislative Council whose primary place of residence is located in one of the Electoral Districts listed in 4.3(1)(a); or
 - (c) has their electorate office located in one of the Electoral Districts listed in 4.3(1)(a).
- (2) An eligible Member specified in 4.3(1) is able to claim the costs of unlimited scheduled commercial air, rail or bus services between Perth and the Member's District, or for eligible Legislative Council Members, between Perth and the equivalent Legislative Assembly District where their primary place of residence or electorate office is located.

- (3) In the event a Member's electorate has no airport or station from which a commercial operator provides regular passenger transport, then an airport or station adjacent to the Member's District can be used for travel between Perth and the Member's District.
- (4) Claims against this Allowance must observe the conditions set out in section 1.8.

4.4 Travel Allowance - Within Electorate

This Allowance is provided to eligible Legislative Assembly Members who reside in a non-metropolitan District and all Legislative Council Members to travel within their electorate.

- (1) A Member representing the Electoral Districts of Albany, Central Wheatbelt, Geraldton, Kalgoorlie, Kimberley, Mid-West, Pilbara, Roe and Warren-Blackwood is eligible to claim this Allowance for unlimited scheduled commercial air, rail or bus services within their Electoral District.
- (2) A Member of the Legislative Council is eligible to claim this Allowance for unlimited scheduled commercial air, rail or bus services throughout their Electoral Region (Western Australia).
- (3) The Tribunal will receive, from the administering agency, on an annual basis the number of flights and the destinations travelled by each Legislative Council Member. This data will be published by the Tribunal on an annual basis in accordance with Part 1.7.
- (4) Claims against this Allowance must observe the conditions set out in Part 1.8.

4.5 Air Charter Transport Allowance

This Allowance is provided to eligible Members to travel via air charter.

- (1) Members representing Districts specified in the table in 4.5(2) shall be entitled to use air charter transport to facilitate the undertaking of Parliamentary business.
- (2) Expenses in relation to the Air Charter Transport Allowance are stated in Table 4.

Table 4: Air Charter Transport Allowance

CATEGORY	ELECTORAL DISTRICT	ALLOWANCE PER ANNUM
1	Kalgoorlie, Kimberley, Mid-West, Pilbara Districts or a Legislative Council Member whose primary place of residence is in a category 1 District	\$50,000
2	Roe, Central Wheatbelt Districts or a Legislative Council Member whose primary place of residence is in a category 2 District	\$30,000
3	Albany, Geraldton, Warren-Blackwood Districts or a Legislative Council Member whose primary place of residence is in a category 3 District	\$13,000

- (3) If a Member exhausts their annual allocation, they may apply to the Tribunal for additional Charter Transport Allowance.
- (4) An application to the Tribunal to access additional funding under this Allowance must demonstrate, with evidence:
 - (a) how the Allowance has been expended;
 - (b) how much additional Allowance is required; and
 - (c) why the additional funding is required, with reference to the community benefits and/or Parliamentary business involved.
- (5) In addition to 4.5(2), all Legislative Council Members and Legislative Assembly Members whose Districts include regional Aboriginal communities can access the Charter Transport Allowance to travel to regional Aboriginal communities in their Electorate to facilitate the undertaking of Parliamentary business.
- (6) The allocation of this Allowance in one year does not apply to travel booked or undertaken in another year.
- (7) Charges shall only be levied against this Allowance in the event the Member has actually undertaken the travel claimed.
- (8) When travel outside Western Australia cannot be avoided, Members seeking to claim this Allowance must obtain the Tribunal's approval before the travel is undertaken.
- (9) This Allowance may be used by Members:
 - (a) to charter aircraft under commercial arrangements;
 - (b) who, after receiving prior approval from the Tribunal, use
 - i. their own private aircraft to travel; or
 - ii. any other mode of transport when aircraft are not available.
- (10) This Allowance does not apply when an airline provides a direct service to and from the relevant destination at times convenient to the Member's business.
- (11) Claims against this Allowance must observe the conditions set out in section 1.8.

Private Aircraft

- (12) Subsections 4.5(13) to 4.5(19) refer to use of this Allowance for costs incurred through travel undertaken in a private aircraft.
- (13) A Member may apply to the Tribunal for approval to access the Allowance for costs related to use of a private aircraft.

- (14) An application to the Tribunal must include:
 - (a) verification of ownership of the aircraft;
 - (b) make and model of the aircraft;
 - (c) a nominated hourly rate for reimbursement; and
 - (d) certification that:
 - i. the Member will not obtain personal profit through arrangements set by the Tribunal; and
 - ii. claims will be made only in relation to travel for Parliamentary business.
- (15) The Tribunal will set the conditions under which expenses for use of a private aircraft may be claimed under the Air Charter Transport Allowance, including an hourly rate for reimbursement.
- (16) Reimbursement will be provided only to the individual Member who has received the Tribunal's approval to use a private aircraft.
- (17) The administering agency may require a Member to provide flight records and AVdata to certify the details of flights.
- (18) Before proceeding with reimbursement, the administering agency must be satisfied that use of a private aircraft is less expensive than commercial charter transport for the same journey.
- (19) In the event that the actual cost of using a private aircraft is more expensive than commercial charter transport for the same journey, then reimbursement will be limited to the cost of commercial charter transport for the same journey.

4.6 Electorate Office Telephones

This Allowance is available for all Members to claim some electorate office telephone expenses.

- (1) A Member is entitled to the payment by the administering agency of all charges, including international calls up to a maximum of \$40 per annum, in relation to three telephone lines in their electorate office.
- (2) Electorate office telephones are to be used for Parliamentary business only.

PART 5: ACCOMMODATION

5.1 Accommodation Allowances – General Matters

- (1) Claims under this Part must:
 - (a) observe the conditions set out in section 1.8;
 - (b) identify the relevant accommodation Allowance being claimed and certify that the expense was incurred in accordance with that Allowance;
 - (c) in relation to 5.2, 5.3(3), 5.4(1), 5.5(4) 5.6 and 5.7, include a tax invoice or statutory declaration (or documentation similar to a Statutory declaration as required by the administering agency); and
 - (d) in relation to Perth Accommodation Allowances 5.3(1), 5.4(1) and 5.5 (2), include certification that the Member is eligible for the Allowance and that the expense has been incurred in accordance with this Determination.
- (2) A claim can be paid by the administering agency following the provision of the necessary information or certification as set out in 5.1.
- (3) Accommodation Allowances shall be calculated on a pro rata basis for a Member who becomes eligible for an Allowance within a financial year.
- (4) Reimbursement provided under this Part shall be reduced to the extent that the Member's expenses have been, or will be, reimbursed or paid from another source.
- (5) The agency administering allowances provided under 5.2 to 5.5 will provide the Tribunal with an annual report of Members' claims, with claims categorised as "Perth metropolitan", "intrastate", "interstate" or "international".
- (6) A Member residing in a non-metropolitan district may claim Perth Accommodation Allowances when:
 - (a) the Member has declared to the administering agency that their primary place of residence is:
 - i. for Legislative Assembly Members – in their non-metropolitan District or in an adjacent non-metropolitan District listed in Schedule 1.
 - ii. for Legislative Council Members – in a non-metropolitan District listed in Schedule 1.
 - (b) the Non-Metropolitan Member certifies that moneys provided are used to meet accommodation expenses in the metropolitan area.
- (7) The onus is on the Member to submit to the administering agency evidence in accordance with the Guidelines that demonstrates:
 - (a) the right specified in section 5.1(6)(a); and
 - (b) any periods during which the right specified in section 5.1(6)(a) has not applied.

- (8) A Member from the 41st Parliament, who was eligible to receive the Perth Accommodation Allowance (previously called Metropolitan Accommodation Allowance) in Parts 5.3 – 5.5 under the provisions in place in the *Members of Parliament Determination No.1 of 2024* shall be deemed eligible for the allowances provided in Parts 5.3-5.5 regardless of whether they meet the criteria of primary place of residence in Part 5.1(6) until 30 June 2027.
- (9) At the expiry of the period identified in Part 5.1(8), a Member must either declare to the administering agency their eligibility for the Allowance based on their primary place of residence or they will cease to be considered eligible for the allowances provided under Part 5.3-5.5

5.2 Western Australia Accommodation Allowance

This Allowance is available for all Members to claim accommodation expenses within Western Australia.

- (1) This is a general accommodation allowance, that may be claimed by any Member to facilitate their Parliamentary business for accommodation and associated expenses incurred within the State and more than a 75 kilometre radius from a Member's home base.
- (2) The maximum number of nights per year claimable by a Member is in accordance with the District that the Member represents or resides in, as stated in Table 5.

Table 5: Western Australia Accommodation Allowance

CATEGORY	ELECTORAL DISTRICT	NIGHTS PER ANNUM
1	Kalgoorlie, Kimberley, Mid-West and Pilbara Districts or a Legislative Council Member whose primary place of residence is in a category 1 District	60
2	Albany, Bunbury, Central Wheatbelt, Collie-Preston, Geraldton, Murray-Wellington, Roe, Vasse and Warren-Blackwood Districts or a Legislative Council Member whose primary place of residence is in a category 2 District	40
3	All other Legislative Assembly Districts or a Legislative Council Member whose primary place of residence is in a category 3 District	30

- (3) If a Member exhausts their annual allocation, they may apply to the Tribunal for additional Western Australia Accommodation nights
- (4) An application to the Tribunal to access additional nights under this Allowance must demonstrate, with evidence:
- (a) how the Allowance has been expended;
 - (b) how much additional Allowance is required; and
 - (c) why the additional funding is required, referencing the community benefit and/or Parliamentary business involved.

- (5) The total daily amount for the Western Australian Accommodation Allowance is determined to be the amount specified for accommodation expenses in Table 3 or Table 4 of the relevant Australian Taxation Office's daily travel allowance (published as a Taxation Determination [2024/25 rates](#)) applicable at the date of travel.
- (6) Claims for non-commercial accommodation shall be paid at 40% of the applicable daily rate.

5.3 Perth Accommodation Allowance

This Allowance is provided to eligible Members whose primary place of residence is located in a non-metropolitan District for accommodation required to attend sittings of Parliament.

- (1) An eligible Member (in accordance with 5.1(6)) is entitled to an amount of \$273 per night for 60 nights, reflecting nights of the sitting days, each year for accommodation and associated expenses incurred to attend sittings of Parliament.
- (2) The Allowance shall be paid in twice-monthly instalments.
- (3) If a Member incurs actual expenditure in commercial accommodation above the Allowance provided in **5.3(1), 5.4(1), 5.5(2)**, they are entitled to claim reimbursement up to the maximum amount payable under the expenses in Table 3 or Table 4 of the relevant Australian Taxation Office's daily travel allowance (published as a Taxation Determination 2025-26 rates) applicable at the date of travel.
- (4) To claim reimbursement above the Allowance provided in 5.3(1) the Member must provide a tax invoice or statutory declaration of the expenses incurred to the administering agency as per Part 5.1 of the Determination.
- (5) Notwithstanding 1.6 of this Determination, a Member claiming this Allowance cannot use any other Allowance provided in this Part to meet accommodation expenses, incurred in the metropolitan area or elsewhere, on days when Parliament is sitting.
- (6) The only exceptions to 5.3(3) are claims made under 5.5 and 5.6, for which moneys are not provided directly to the Member.

5.4 Additional Perth Accommodation Allowance

This Allowance is available for eligible Members whose primary place of residence is located in a non-metropolitan District to claim for additional accommodation in the Perth metropolitan area.

- (1) In addition to the Allowance provided in section 5.3, eligible Members may claim an amount of \$273 per night, up to a maximum of 60 nights per year, for metropolitan accommodation and related expenses associated with:
 - (a) official Parliamentary committee business;
 - (b) official Government, Parliamentary or Vice Regal functions; and
 - (c) other official duties relating to Parliamentary or electorate matters.
- (2) If a Member incurs actual expenditure in commercial accommodation above the Allowance provided in 5.4(1) they are entitled to claim reimbursement up to the maximum amount payable under the expenses in Table 3 or Table 4 of the relevant Australian Taxation Office's daily travel allowance (published as a Taxation Determination 2025-26 rates) applicable at the date of travel.
- (3) To claim reimbursement above the Allowance provided in 5.4(1) the Member must provide a tax invoice or statutory declaration of the expenses incurred to the administering agency as per Part 5.1 of the Determination.
- (4) Claims under this section cannot be made in relation to nights included in section 5.3 to facilitate attendance at sittings of Parliament.

5.5 Additional Perth Accommodation Allowance for Certain Office Holders

This Allowance is provided to eligible Office Holders whose primary place of residence is located in a non-metropolitan District for accommodation expenses in the Perth metropolitan area related to their Office Holder position.

- (1) In addition to the amount provided in section 5.3 and 5.4, the following Office Holders, who whose primary place of residence is located in a non-metropolitan district, are entitled to an Allowance for metropolitan accommodation and related expenses incurred to facilitate their Parliamentary business, including Cabinet and Executive Council responsibilities, and other functions of the office they hold:
 - (a) Premier;
 - (b) Deputy Premier;
 - (c) Minister of the Crown;
 - (d) Leader of the Opposition in the Legislative Assembly;
 - (e) President of the Legislative Council;
 - (f) Speaker of the Legislative Assembly;
 - (g) Leader of the Opposition in the Legislative Council; and
 - (h) Leader of a recognised non-Government Party

- (2) A Member holding an office listed in 5.5(1) must declare to the administering agency their eligibility through their primary place of residence using the criteria listed in Part 1.5 or through these Office Holder criteria which includes one or more of the following, but is not limited to:
- (a) did the Member have their primary place of residence in a non-metropolitan area prior to their appointment to office; and
 - (b) does the Member maintain an electorate office in a regional area; and
 - (c) are they a recognised member of a regional community, through historical linkages to the areas or current participation in the life of the community through memberships and associations?
- (3) If the duties of office referred to in 5.5(1) require a predominant amount of time to be spent in the metropolitan area, such that they cannot substantiate the normal primary place of residence qualifications in 1.5, then it is expected the Member would retain the qualification under 5.5(2) for a maximum of one full term of holding office.
- (4) Eligible Office Holders are entitled to an amount of \$273 per night for 60 nights per year.
- (5) The Allowance shall be paid in twice-monthly instalments.
- (6) If a Member incurs actual expenditure in commercial accommodation above the Allowance provided in 5.5(2) they are entitled to claim reimbursement up to the maximum amount payable under the expenses in Table 3 or Table 4 of the relevant Australian Taxation Office's daily travel allowance (published as a Taxation Determination 2025-26 rates) applicable at the date of travel.
- (7) To claim reimbursement above the Allowance provided in 5.5(2) the Member must provide a tax invoice or statutory declaration of the expenses incurred to the administering agency as per Part 5.1 of the Determination.
- (8) For an eligible Office Holder appointed during a financial year to an office listed in section 5.5(1), this Allowance shall be calculated on a pro rata basis.

5.6 Accommodation for Certain Office Holders Within Australia

This Allowance is available for Office Holders to claim accommodation expenses within Australia.

- (1) The following Office Holders are entitled to claim overnight accommodation and associated expenses related to their office that are incurred within Australia and more than a 75 kilometre radius from their home base -
- (a) Premier;
 - (b) Deputy Premier;

- (c) Ministers;
 - (d) Leader of the Opposition in the Legislative Assembly;
 - (e) Leader of the Opposition in the Legislative Council;
 - (f) Leader of a Recognised Non-Government Party;
 - (g) Parliamentary Secretary to the Cabinet; and
 - (h) Parliamentary Secretaries.
- (2) The actual costs of accommodation claimed under this section can be debited to the Corporate Credit Card provided to the Office Holder.
 - (3) The total daily amount that may be claimed under this section is determined to be the relevant amount specified for accommodation expenses in Table 3, Table 4 or Table 8 of the Australian Taxation Office's daily travel allowance (published as a Taxation Determination 2025-26 rates) applicable at the date of travel.
 - (4) Claims for non-commercial accommodation shall be paid at 40% of the applicable daily rate.
 - (5) Where an Office Holder reasonably and properly incurs costs exceeding the rates specified in section 5.6(3) and has debited a Corporate Credit Card provided to them, the actual costs shall be met.
 - (6) A Member appointed to act temporarily in an office listed in section 5.6(1) is entitled, for the duration of the temporary appointment, to claim an Allowance under this section on the same basis as a permanent Office Holder, provided they have been requested in writing by the Office Holder to deputise on business related to that office.

5.7 Accommodation for Members on Parliamentary Committee Business

This Allowance is available for Members on Parliamentary committee business to claim accommodation expenses.

- (1) A Member may claim accommodation expenses when travelling as an official representative of a Parliamentary committee or delegation, including a standing, select or a joint committee.
- (2) The total daily amount that may be claimed under this section is determined to be the relevant amount set for accommodation expenses in Table 3, Table 4 or Table 8 of the Australian Taxation Office's daily travel allowance (published as a Taxation Determination 2025-26 rates) applicable at the date of travel.
- (3) Claims for non-commercial accommodation shall be paid at 40% of the applicable daily rate.
- (4) Where the costs reasonably and properly incurred exceed the rates contained in section 5.7(2), the actual costs shall be met.

PART 6 PARLIAMENTARY TRAVEL AND STUDY ALLOWANCE

6.1 Parliamentary Travel and Study Allowance (PTSA)

This Allowance is available for all Members to claim travel and study expenses.

- (1) In this section, **conferences and courses** means meetings, seminars or other types of conferences/courses that incur fees normally associated with attending conferences/courses of no more than 1 week in duration or an approved course conducted by professional bodies, educational organisations or special interest groups. Conferences/Courses should be directly related to a Member's Parliamentary business.
- (2) An **approved course** refers to the following:
 - (a) Mckinnon Institute for Political Leadership – Advance Political Leadership Program;
 - (b) Australian Institute of Company Directors – Company Directors Course.
- (3) Under this Part, a Member may claim up to \$30,000 in a Parliamentary term for expenses or reimbursement incurred for:
 - (a) travel, accommodation and incidental expenses while undertaking Parliamentary business; and
 - (b) attendance at conferences and courses which inform and assist in the performance of their functions as a Member of Parliament.
- (4) A Member who serves part of a term of Parliament may claim an amount calculated on a pro rata basis according to that part of the term of Parliament.
- (5) This Allowance must not be claimed for expenses paid for or reimbursed by any other party.
- (6) A Member shall not use this Allowance for expenses incurred in the period between the issue of a writ pursuant to the *Electoral Act 1907* for a general election, conjoint election or a by-election relevant to their Electorate District or Region, and the day fixed by the writ or writs for the taking of the poll.
- (7) In addition to 6.1(6), a Member of the Legislative Council who will end their Parliamentary service following a general election or by-election is not able to claim the Allowance in the period between that election and the day they leave Parliament.
- (8) A Member may apply to the Tribunal for approval to access the Allowance in the periods specified in 6.1(6) and 6.1(7), including when a Member has:
 - (a) prior to the issue of a writ, appropriately claimed expenses for travel to be undertaken after the writ is issued; or

- (b) incurred expenses for a conference or short-course and the relevant conference or short-course has commenced.
- (9) Expenses must be incurred for the benefit of the Member only, except when a Member:
 - (a) requires physical or medical assistance, in which case a person may accompany the Member in order to render such assistance; or
 - (b) is caring for a dependent child up to 12 months of age, in which case a person may accompany the Member in order to assist with care for the child.

Claim process

- (10) Claims for expenses or reimbursement must be submitted to the administering agency and must include certification that:
 - (a) use of moneys complies with conditions set out in section 1.6; and
 - (b) expenses relate to the Member's Parliamentary business.

Reporting

- (11) The agency administering this Allowance will provide the Tribunal with an annual report of Members' claims under this Part, with claims categorised as "Perth metropolitan", "intrastate", "interstate" or "international".
- (12) The Tribunal will annually publish data on the number and destination of interstate and intrastate air and train travel used under this Allowance.

Reporting by Members on international travel

- (13) A Member who uses this Allowance to undertake international travel must comply with reporting requirements set out in 6.1(14).
- (14) Within 90 days of expending moneys, Members must submit to the Tribunal a report, in the form provided at Appendix 2 to this Determination, including details of:
 - (a) how moneys have been expended; and
 - (b) the expected benefit to the State from the expenditure.

Applicable Rates

- (15) The applicable rate for claims or reimbursements under this section is determined to be:
 - (a) for travel within Australia, the relevant amounts for commercial accommodation, meals and incidentals set out in Table 3 and Table 4 of the Australian Taxation Office's daily travel allowance (published as a Taxation Determination 2025-26 rates) applicable at the date the expense is incurred; and

(b) for international travel:

- i. up to \$400 per day for commercial accommodation; and
- ii. the relevant amounts for meals and incidentals set out in Table 8 and Table 9 of the Australian Taxation Office's daily travel allowance (published as a Taxation Determination) applicable at the date the expense is incurred.

(16) For non-commercial accommodation, the daily amount of claims or reimbursements shall be 40% of the amounts specified in section 6.1(15).

PART 7 TRANSITION ALLOWANCE

7.1 Transition Allowance

This Allowance is available for Members to claim to assist with post-Parliamentary transition.

- (1) This Allowance is provided to facilitate a Member's post-Parliamentary transition, which may include accessing resettlement advice and services, financial counselling, re-employment counselling, training costs and any other costs incurred as the Member considers necessary.
- (2) Subject to 7.1(12), a Member may claim this Allowance upon ceasing to be Member.
- (3) This Allowance can be claimed up to 6 months from the day after a Member leaves Parliament.
- (4) The commencement of the period set in 7.1(3) shall be deferred for a Member who has finalised their Parliamentary term but is seeking to be a candidate in the next election, or is a candidate in the next election, and the period will commence the day after it is confirmed through the election's result that the person will not resume as a Member.
- (5) The maximum amount of the Allowance is a proportion of the Base Remuneration, set in 2.2, calculated according to a Member's length of service as a Member, as stated in Table 6.
- (6) Where a Member serves less than one complete term of Parliament, they are entitled to the pro rata amount of 3 months base remuneration based upon the length of their service, as stated in Table 6.

Table 6: Transition Allowance

PERIOD OF PARLIAMENTARY SERVICE	MAXIMUM AMOUNT OF OF BASE REMUNERATION
Less than one term of Parliament	3 months pro-rata
One term of Parliament	3 months
More than one term, but less than three terms of Parliament	6 months
Three terms of Parliament or more	9 months

- (7) Calculations, under 7.1(5), of the maximum amount of the Allowance that may be claimed by a Member must:
 - (a) consider only the Member's continuous period of service, which is concluding; and
 - (b) disregard separate periods of service in previous Parliaments, for which the Member has claimed the Transition Allowance or received the Resettlement Allowance provided in previous Tribunal Determinations.

Claiming the Transition Allowance

- (8) A Member may claim the Allowance by submitting an application to the administering agency that:
 - (a) includes certification that the Member is eligible to be provided the Allowance;
 - (b) includes an official acknowledgement from the Salaries and Allowances Tribunal that the Member has submitted the relevant financial year's Electorate and Parliamentary Expenses Allowance and any other outstanding reports required of the Member; and
 - (c) specifies the amount(s) being claimed.
- (9) A Member may elect to be provided the Allowance in up to two instalments.
- (10) In exceptional circumstances, such as ill health and bereavement, a Member may apply to the administering agency to adjust the number of instalments specified in 7.1(9).
- (11) An application under 7.1(10) must be in writing and must provide sufficient details of the exceptional circumstances.

Ineligible Members

- (12) This Allowance is not available to a Member who:
 - (a) is entitled to superannuation benefits through the Parliamentary Pension Scheme; or
 - (b) has not complied with reporting requirements set out in this Determination; or
 - (c) is disqualified from membership of the Legislature under section 32(1)(b) of the *Constitution Acts Amendment Act 1899*.

SCHEDULE 1 – ELECTORAL DISTRICTS

Metropolitan Districts:
Armadale
Balcatta
Baldivis
Bassendean
Bateman
Belmont
Bibra Lake
Bicton
Butler
Cannington
Carine
Churchlands
Cockburn
Cottesloe
Darling Range
Forrestfield
Fremantle
Girrawheen
Hillarys
Jandakot
Joondalup
Kalamunda
Kingsley
Kwinana
Landsdale
Maylands
Midland
Mindarie
Morley
Mount Lawley
Nedlands
Oakford
Perth
Riverton
Rockingham
Scarborough
Secret Harbour
South Perth
Southern River
Swan Hills
Thornlie
Victoria Park
Wanneroo
West Swan

Non-Metropolitan Districts:
Kimberley
Kalgoorlie
Mid-West
Pilbara
Roe
Central Wheatbelt
Geraldton
Warren-Blackwood
Albany
Murray-Wellington
Collie-Preston
Vasse
Bunbury
Dawesville
Mandurah

Signed on 20 June 2025

E Prof. M Seares AO
CHAIR

Dr M Schaper
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

APPENDIX 1 – ELECTORATE AND PARLIAMENTARY EXPENSES ALLOWANCE REPORT

ELECTORATE AND PARLIAMENTARY EXPENSES ALLOWANCE: ANNUAL USAGE REPORT (1 JULY 2025 – 30 JUNE 2026)

MEMBER: _____ MLA / MLC (bold/circle one)

ELECTORATE: _____

LOCATION OF ELECTORATE OFFICE: _____

PRIMARY PLACE OF RESIDENCE: Metro Region / Non-Metro Region (bold/circle one)

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 Electorate and Parliamentary Expenses Allowances, including:

- *a completed form with details in aggregate terms of how moneys were expended;*
- *certification that:*
 - *use of moneys has complied with principles set out in section 1.6; and*
 - *conditions of use set out for the Electorate and Parliamentary Expenses Allowance.*

Members must submit the report to submissions@sat.wa.gov.au.

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

ELECTORATE AND PARLIAMENTARY EXPENSES ALLOWANCE (PART 3 OF DETERMINATION)

ANNUAL BASE EPE ALLOWANCE AVAILABLE TO MEMBER	\$90,000
AMOUNT OF BASE EPE ALLOWANCE DRAWN DOWN (annual amount claimed from Parliament House)	\$
AMOUNT OF BASE EPE ALLOWANCE 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 OF BASE EPE ALLOWANCE NOT DRAWN DOWN AND CARRIED OVER TO NEXT FINANCIAL YEAR (maximum 10% of total annual EPE Allowance)	\$
ADDITIONAL EPE ALLOWANCE AVAILABLE TO MEMBER	\$
AMOUNT OF ADDITIONAL EPE ALLOWANCE DRAWN DOWN (annual amount claimed from Parliament House)	\$
AMOUNT OF ADDITIONAL EPE ALLOWANCE 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 OF ADDITIONAL EPE ALLOWANCE NOT DRAWN DOWN AND CARRIED OVER TO NEXT FINANCIAL YEAR (maximum 10% of total Additional EPE Allowance)	\$

REPORTED EXPENDITURE	
<i>Members should report <u>all</u> 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.</i>	
• 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 (<i>please provide examples of the types of expenses claimed under this Allowance below</i>)	\$
• Example 1	\$
• Example 2	\$
• Example 3	\$
• Additional EPE Allowance (<i>please provide examples of the types of Additional EPE Allowance expenses below</i>)	\$
• Example 1	\$
• Example 2	\$
• Example 3	\$
TOTAL EXPENDITURE	\$
TOTAL DRAWN DOWN THAT WAS – NOT EXPENDED / OVER EXPENDED	\$
CERTIFICATION	

To be signed by Member of Parliament before submission

This report reflects all expenditure in the last financial year using the Electorate and Parliamentary Expenses 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 Electorate and Parliamentary Expenses Allowance; and*
- *principles for use of allowances provided in this Determination, which state that Members must:*
 - (a) *use allowances for Parliamentary business;*
 - (b) *adhere to any conditions for using allowances;*
 - (c) *be prepared to be personally responsible and accountable for the use of allowances;*
 - (d) *be prepared to publicly justify use of allowances; and*
 - (e) *act ethically and in good faith when using, and accounting for the use of allowances.*

Signed: _____

Date: _____

APPENDIX 2 – INTERNATIONAL TRAVEL REPORT

PARLIAMENTARY TRAVEL AND STUDY ALLOWANCE: INTERNATIONAL TRAVEL REPORT

MEMBER: _____

MLA/MLC (circle one)

ELECTORATE: _____

In accordance with Part 6 of this Determination, within 90 days of expending moneys for international expenses using the Parliamentary Travel and Study Allowance, Members must submit to the Tribunal:

- *a report including details of:*
 - *how moneys were expended; and*
 - *the expected benefit to the State from the expenditure.*
- *certification that:*
 - *use of moneys has complied with principles set out in section 1.6; and*
 - *expenses related to the Member's Parliamentary business.*

Members must submit the certification and report to submissions@sat.wa.gov.au

Reports provided by Members will be published on the Tribunal's website.

PARLIAMENTARY TRAVEL AND STUDY ALLOWANCE (PART 6 OF DETERMINATION)

INTERNATIONAL EXPENSES ONLY

TRAVEL DATES: _____

DESTINATIONS VISITED: _____

ALLOWANCE CLAIMED:

\$

REPORTED EXPENDITURE:

• Airfares

• Fees for conferences or short courses

• Accommodation

○ Number of nights

• Incidentals

• Other (please identify)

TOTAL EXPENDITURE

\$

TOTAL SURPLUS/DEFICIT

\$

EXPECTED BENEFIT TO THE STATE FROM THE EXPENDITURE

Please outline the following:

1. What was the rationale for the travel/why is the travel warranted?
2. Why was travel required to achieve this?
3. In what way will the travel benefit the electorate and/or State?
4. What was the community driver to undertake this travel?
5. Who was the host organisation for any conference(s) attended. What other organisations/individuals did you meet with and in which locations?
6. What will be the outcome of this travel?

CERTIFICATION

To be signed by Member of Parliament before submission

This report reflects all expenditure for international expenses using the Parliamentary Travel and Study Allowance.

Expenditure detailed in this report conforms to the:

- *conditions of use of the Parliamentary Travel and Study Allowance; and*
- *principles for use of allowances provided in this 1.6 of this Determination, which states that Members must:*
 - (a) use allowances for Parliamentary business;*
 - (b) adhere to any conditions for using allowances;*
 - (c) be prepared to be personally responsible and accountable for the use of allowances;*
 - (d) be prepared to publicly justify use of allowances; and*
 - (e) act ethically and in good faith when using, and accounting for the use of allowances.*

Signed: _____

Date: _____



GOVERNMENT OF WESTERN AUSTRALIA

MINISTERIAL CODE OF CONDUCT

2023

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1. Introduction

1.1 Ministers have significant discretionary power and make decisions that can greatly affect individuals and the community. Consequently, it is necessary to set higher standards of conduct for them than for other categories of elected office holders.

1.2 Being a Minister of the Crown demands the highest standards of probity, accountability, honesty, integrity and diligence in the exercise of their public duties and functions. They must ensure that their conduct does not bring discredit upon the Government or the State.

1.3 This code of conduct has been developed in response to widespread public concern about the conduct and accountability of public officials. The need for the development of such a code was highlighted in the 1992 Royal Commission into Commercial Activities of Government which stated that:

Criminal Law provides no more than the base level below which officials must not fall. It does not address the standards to which they should aspire, even if these, to some degree, always remain an ideal or counsel of perfection (*Royal Commission 1992 4.6.2, cited in Commission on Government Report No. 3 p. 136*).

1.4 In the spirit of the findings of the Royal Commission, the primary intention of this code is to provide some direction to Ministers about the conduct the public expects of them and to which they should aspire.

1.5 In conducting themselves Ministers should apply common sense as regards their conduct and moderation in terms of accessing entitlements. Where there are issues of concern or uncertainty advice should be sought from the Parliamentary Secretary of the Cabinet.

2. Administration of the Code

2.1 The Parliamentary Secretary of the Cabinet is responsible to the Premier for the record-keeping and administration associated with this Code.

2.2 All Ministers are to cooperate fully with the Parliamentary Secretary of the Cabinet and Executive Government Services, Department of the Premier and Cabinet (DPC) in respect to their responsibilities under this Code.

2.3 The Parliamentary Secretary of the Cabinet will seek appropriate professional advice from DPC in relation to any conflicts or potential conflicts of interest matters that arise.

3. Conformity with the Westminster Principles of Accountability and Collective and Individual Responsibility

3.1 Under the Westminster system of government, Ministers have both collective and individual responsibilities.

3.2 A Minister's responsibility to act as a trustee of the public interest should always be paramount in the performance of their functions.

3.3 The Westminster system requires that Ministers are answerable to Parliament, and through Parliament to the people.

3.4 In addition, Ministers are accountable to both the community and Parliament for the administration of their departments, authorities and statutes. Ministers should be as open as possible and give reasons for their decisions and actions to ensure they are working in the public interest.

3.5 Ministerial responsibility requires the collective responsibility of Cabinet to Parliament for the whole conduct of government administration.

3.6 All Ministers will acknowledge that the collective decisions of Cabinet are binding on them individually. They are obligated to publicly support those decisions.

4. Official Conduct

4.1 Ministers have a high standing in the community and they should provide leadership by striving to perform their duties to the highest ethical standards.

4.2 The inclusion of Ministers in the definition of "public officer" in section 1 of the *Criminal Code* ensures there is an overarching framework for scrutiny of ministerial conduct.

4.3 They are to act with integrity in the performance of official duties and are to be scrupulous in the use of official information, equipment and facilities.

5. Conflicts of Interest

5.1 Ministers must carry out their public duties objectively and without consideration of personal or financial gain for themselves, family members or associates.

5.2 Conflicts of interest will arise from time to time. The fact that a conflict might exist is not necessarily a concern. The key issue is how the conflict is managed. Any conflict of interest, actual, potential or perceived must be resolved promptly in favour of the public interest (see also section 10). A potential or perceived conflict of interest needs to satisfy a test of

reasonableness and proportionality involving how an objective observer would assess the conflict.

5.3 Circumstances which could give rise to a serious conflict of interest are not necessarily restricted to those where an immediate advantage will be gained. They may instead take the form of a promise of future benefit, such as a promise of post-parliamentary employment or other reward. It is recognised that conflicts of interest may arise and the identification and declaration of a conflict of interest is only the first step in the process.

5.4 Ministers should also bear in mind that their actions after leaving office can give rise to a perception that decisions they made while in office were not made impartially, to the detriment of both the Government that they were part of and the institutions of government generally. Ministers should also consider section 18 (Post Separation Employment) in consideration of this issue.

6. Disclosure of Pecuniary and Other Interests

6.1 In addition to the declaration of interests made to the Parliament under the *Members of Parliament (Financial Interests) Act 1992*, each Minister must also make a supplementary declaration of their private interests, pecuniary and non-pecuniary, to the Premier through the Parliamentary Secretary of the Cabinet within two weeks of their appointment to the Ministry.

6.2 These supplementary declarations provide an opportunity for an analysis of the private interests of each Minister, as against his or her portfolio and other responsibilities, so as to minimise the possibility of any conflict arising, or being reasonably perceived to arise, between their private interests and their public duties.

6.3 The private interests of Ministers are sometimes so closely bound up with those of close family members, it is also necessary, for the sake of completeness, for Ministers to declare the private interests of close family members, *to the extent that the Minister is aware of them*. For the purposes of the Ministerial Code of Conduct and these supplementary declarations:

- a close family member means a spouse, including a de facto spouse, a dependent child or any other relative living in the Minister's principal private residence, and
- the requirement to disclose the private interests of such a person is limited to interests of which the Minister is aware.

6.4 Ministers should encourage close family members not to invest in any company or business, and to dispose of any shareholdings or other interests owned by them that might conflict, or give rise to a perception of a conflict with their ministerial responsibilities.

6.5 The possibility of a Minister's private interests being subjected to scrutiny makes it important that their interests and those of their close family members

are fully disclosed so that proper consideration can be given to the potential for a conflict, or the perception of a conflict, to arise with their ministerial duties.

This means that Ministers must disclose considerably more information about their personal affairs to the Premier than is required under the *Members of Parliament (Financial Interests) Act 1992*. In particular, Ministers must disclose in their supplementary declarations:

- the nature of the assets held by them and close family members, to the extent that they are known, in holding companies, trust funds in which they or close family members have a beneficial interest or in relation to which they are a trustee, and self-managed superannuation funds;
- the nature of the business of any private company or partnership which they or close family members operate or invest in or have an interest in and the identity of the directors of that private company or partnership.

6.6 The Code requires a significant declaration of the personal affairs of Ministers and their families including matters that are normally considered personal and private. Supplementary statements of private interests will therefore be accorded the highest level of confidentiality consistent with legal requirements.

6.7 Ministers must make new supplementary declarations to the Premier through the Parliamentary Secretary to the Cabinet if they are appointed to a new ministerial portfolio, if significant functions are added to their existing responsibilities, or in the event of a significant change to their private interests or the interests of a close family member. Subsequent declarations must be made within two weeks of the change occurring.

6.8 See Appendices A and B for further information on pecuniary interests and Disclosure Statement forms.

7. Divesting Conflicting Positions

7.1 When a Member becomes aware that they are to be appointed to the Cabinet, they shall advise the Premier and Parliamentary Secretary of the Cabinet of any shareholdings or other interests they intend to divest prior to their ministerial appointment.

7.2 Immediately after appointment, Ministers shall take action to divest themselves of shareholdings in any company and any other interests that they own, such as in partnerships and trusts, which could give rise to a conflict, or the perception of a conflict, with their portfolio responsibilities or public duties. The transfer of an interest to a close family member is not an acceptable form of divestment.

7.3 In cases where a Minister is required to divest shares in public companies they are to be sold within 10 business days of appointment.

7.4 In cases where a Minister is required to divest an interest in a private company or partnership for which there is no ready market, the Minister is to make every effort to dispose of the interest as quickly as possible and to advise the Premier through the Parliamentary Secretary of the Cabinet, within 14 days of his or her appointment, of the steps he or she has taken in that regard and provide an estimate of the date of disposal.

7.5 Ministers should not trade in shares in public or private companies other than to dispose of interests they might currently hold as required by the Ministerial Code of Conduct. In certain limited circumstances and with the express approval of the Premier, a Minister may acquire or dispose of an interest in a public or private company while in office. Such approval might be given, for example, as a result of a change in family circumstances.

7.6 Ministers shall resign from all positions held in business or professional associations and trade unions, as identified by the Member in their primary or annual return under section 12 of the *Members of Parliament (Financial Interests) Act 1992*. Individual membership of an organisation does not constitute a “position” in that organisation.

7.7 Upon appointment, Ministers shall resign from all directorships in public and/or private companies. An exception is where a Minister holds a directorship in a private company that operates a family farm, family business or family investments including a self-managed superannuation fund, provided that the directorship is not likely to conflict with the official duty of the Minister.

7.8 The public is entitled to expect that Ministers will devote most of their time to the business of Government. Accordingly, approval to retain a directorship in a family business will only be given where the Minister provides an estimate of the time that he or she is required to devote to the business and the Premier is satisfied that it would not interfere with the Minister’s ability to carry out his or her ministerial duties.

7.9 Ministers must not establish or participate with other investors in private business ventures, recommend such investments or act as an advisor to such ventures or investors.

7.10 Ministers are also required to resign from other positions that may present real or perceived conflicts of interest. If in doubt, Ministers should consult with the Parliamentary Secretary of the Cabinet.

7.11 Ministers must remember to update their declarations under the *Members of Parliament (Financial Interests) Act 1992* following the divestment of any interests.

8. Interests to be Declared

8.1 Ministers must provide, at the time the supplementary declaration is made, details of any interest in real estate, shares in public and private

companies, trust assets, superannuation funds and bank accounts that they declare.

Real estate

8.2 Ministers must disclose the address of all real property in which they or a close family member has an interest. The purpose for which the property is owned should also be declared.

Public and private companies and partnerships

8.3 Ministers must declare the name of any public or private company or partnership in which they or a close family member have an interest and the extent of their holdings in the private company or partnership (that is, the percentage that they own). In the case of a private company or partnership, the Minister must also declare the nature of the business, the assets held by the company or partnership, the names of other investors and the extent of their interest in the company or partnership.

Trusts

8.4 If a Minister or close family member is a trustee, or has a beneficial interest in a trust, he or she should disclose the nature of the assets held by the trust, the names of the persons who provided the assets (settlers) and the names of the other trustees and beneficiaries.

Superannuation

8.5 Ministers are permitted to invest in any public superannuation fund where the interests are broadly diversified and the Minister has no influence over the fund's investment decisions. Accordingly, the various investment options such as the default, high growth, balanced, or international options in a public superannuation fund are acceptable for all Ministers. In such cases, it is sufficient for Ministers to declare that their superannuation funds are invested in a broadly diversified option in the nominated fund.

8.6 If a Minister has a self-managed superannuation fund (SMSF) it is preferable that the investments be broadly diversified in the nature of managed funds, listed investment companies, exchange traded funds or other similar investments where there is no direct control by the Minister over the individual shareholdings.

8.7 In all cases the assets in which the funds in a SMSF are invested must be disclosed. If the assets of the SMSF include a private company, the nature of that company's activities and assets should be disclosed. The ownership of assets which include public shareholdings such as described in 8.6 would not normally give rise to a conflict of interest or perceived conflict of interest and such assets can be retained if direct ownership of the assets in question would not give rise to a conflict, or the perception of a conflict of interest with the Minister's public duties. If shareholdings within the assets described in 8.6

include interests with a direct link to a Minister's portfolio the Minister should seek advice from the Parliamentary Secretary of the Cabinet.

Other sources of income

8.8 Ministers must disclose the source of any income greater than \$500 per annum derived by them or a close family member, other than the Minister's own Parliamentary salary. This includes remuneration from employment (in which case, the employer should be identified), pensions, rent, investment and other income. Benefits of a social security nature paid by the Australian Government need not be declared.

Other significant assets

8.9 Ministers should declare in their supplementary declarations information about any other significant assets owned by them or a close family member, including bonds and debentures or loans to individuals in excess of \$5,000. Personal items such as motor vehicles used for private purposes, furniture, collections and personal effects need not be declared. If a Minister is unclear whether an item they or their close family member owns constitutes a significant asset, they are to immediately seek the advice of the Parliamentary Secretary of the Cabinet or the Premier.

Liabilities

8.10 Ministers must declare significant liabilities, including mortgages, lease arrangements, overdrafts and personal loans in excess of \$5,000. Credit card and store card liabilities need not be disclosed.

9. Personal and Business Relationships

9.1 It is important that Ministers be alert to the possibility of their decisions being perceived or portrayed as being influenced by their personal relationships and associations, even when those decisions benefit businesses or sections of the community generally. This is particularly the case in relatively small communities where Ministers may have attended school or worked with people before entering Parliament and those people now have dealings with the Government. In addition, given the breadth of State responsibilities, it is not uncommon for Ministers to have family members who are engaged in business activities that relate to the Minister's particular responsibilities.

9.2 In cases like this, Ministers need to take care to ensure that the decisions they make cannot reasonably be perceived or portrayed as being influenced by their family members or associates.

9.3 Ministers therefore need to think carefully about the range of their personal relationships so as to identify in advance any that might give rise to a perception of a conflict of interests. These should be disclosed in their

supplementary declarations of interests and at Cabinet meetings where those interests may arise.

9.4 Ministers will be provided with forms to assist them in preparing their supplementary declarations of private interests (Appendix B). In completing these forms, Ministers must realise that no form can cover all of the circumstances that might pertain to a particular individual. Ministers should therefore complete the form bearing in mind the purpose of the supplementary declaration and, if they are in doubt as to whether an interest ought to be declared, seek further guidance from the Parliamentary Secretary of the Cabinet or describe the interest in the declaration.

10. If a Conflict of Interest Arises

10.1 It is the responsibility of each Minister to remain alert to the possibility of conflicts of interests arising between their public duties and their private interests and those of close family members. They should not regard their supplementary declarations of interests as the extent of their responsibility to identify and avoid conflicts, particularly with regard to the activities of private companies, trusts, family members and personal associates where they have particular knowledge.

10.2 If a Minister becomes aware that a matter for which he or she is responsible may give rise to a conflict of interest, or the reasonable perception of such a conflict, it is the Minister's responsibility to take action at the earliest opportunity to resolve the matter in favour of the public interest and advise the Premier of the situation. Appropriate action to resolve the conflict might include referring the matter to another Minister in the portfolio or to another Minister nominated by the Premier, delegating the decision to a senior official or divestment of the interest giving rise to the conflict or apparent conflict.

10.3 Ministers may become aware of items that are to be considered by Cabinet that may give rise to a conflict of interests, or the reasonable perception of such a conflict. The Minister should advise the Premier or the Parliamentary Secretary to the Cabinet as soon as possible prior to the item being considered in the Cabinet meeting (see 10.4 below).

10.4 Ministers shall advise the Premier in Cabinet should they find themselves in a situation where their private interests, pecuniary or otherwise of those of a close family member might give rise to a conflict of interest or a perception of a conflict of interest, in respect to any item before Cabinet. In case of doubt, the final determination as to whether there is a conflict (or a potential conflict) will be made by the Premier. Where it is determined that there is a conflict of interest or potential conflict, the Minister shall withdraw from the Cabinet room while the relevant item is under discussion. The Cabinet note taker shall record in the Cabinet minutes that the Minister so declared his or her pecuniary interest, conflict of interest, or potential conflict, and withdrew from the Cabinet room.

10.5 Further, the Premier may require that a Minister be absent from all Cabinet discussions about an issue on the basis of the disclosed pecuniary and/or other interests of a Minister or close family member.

10.6 The Parliamentary Secretary of the Cabinet may independently raise in Cabinet any conflict of interest or potential conflict of a Minister or his or her spouse, de facto partner or dependent family members. This role does not derogate from the Minister's responsibility under this part.

10.7 The reasons for the Minister's absence and the details of the disclosed interests will be recorded in the Cabinet minutes.

11. Use of Confidential Information

11.1 Ministers will maintain the confidentiality of information committed to their secrecy in the Executive Council, in Cabinet or otherwise in accordance with their duties.

11.2 Ministers shall undertake not to use information obtained in the course of official duties to gain for themselves or any other person a direct or indirect financial advantage. They will not solicit or accept any benefit in respect of the exercise of their discretion, whether for themselves or any other person.

11.3 In particular, a Minister shall scrupulously avoid investments and transactions about which he or she has confidential information as a Minister which may result in an advantage which is unreasonable or improper.

11.4 On resignation, retirement or dismissal, a Minister shall maintain the confidentiality of information acquired in office.

12. Ministerial Expenses and Use of Public Resources

12.1 Ministers shall make economical use of the public resources which are made available to them as office holders and will make every endeavour to prevent misuse by other persons. Those resources must only be used in connection with official duties and not for personal benefit.

12.2 Ministers are reminded of their responsibility under section 52 of the *Financial Management Act 2006* for the financial management of the services under the control of their portfolio agencies, and for monitoring the functions of the accountable authorities of those agencies.

12.3 See Appendix C for guidelines on Ministerial expenditure and use of public resources, and Appendix D for guidelines for expenditure on official hospitality.

13. Gifts, Benefits and Hospitality

13.1 All Members of Parliament, including Ministers, are governed by the provisions of the *Members of Parliament (Financial Interests) Act 1992* relating to the disclosure of gifts. In addition, there is a Code of Conduct applying to Members of the Legislative Assembly which also contains guidelines regarding the acceptance of gifts.

13.2 Under section 10 of the *Members of Parliament (Financial Interests) Act 1992*, Ministers, as Members of Parliament are required to disclose in an annual return, the details of any person who made financial or other contributions to their travel.

Details of the correct procedures to be followed with respect to Ministerial travel are contained in Appendix E.

13.3 Under section 9 of the *Members of Parliament (Financial Interests) Act 1992*, Ministers, as Members of Parliament, are required to disclose in an annual return the details of declarable gifts received by the Minister. However, the potential for conflict of interest issues to arise in the process of gift-giving necessitates further guidance than simple adherence to the reporting requirements of that Act.

13.4 Ministers, their spouses, de facto partners and dependent families shall avoid circumstances in which the acceptance of an offer by way of a gift or any other consideration could result in a conflict of interest with public duty, or in circumstances in which an offer is made with the objective of securing, or in return for, favour or preferment.

13.5 When there is any doubt about conflict arising, Ministers should refer the matter to the Parliamentary Secretary of the Cabinet who may refer it to the Premier. As a rule, Ministers should not accept money or gifts in kind by way of free accommodation or free air travel. Where accommodation or travel is offered on a 'guest of government' basis, or by private organisations, prior endorsement by the Premier will be required.

13.6 Additional guidelines in relation to gifts and hospitality are contained in Appendix F.

14. Relations with the Public Service

14.1 Ministers' obligations in relation to the establishment of proper relations between Ministerial officers and departments and agencies are set out in section 74 of the *Public Sector Management Act 1994*.

15. Recordkeeping Responsibilities

15.1 The *State Records Act 2000* came into effect in March 2001. The Act governs how government records are created, maintained, destroyed or permanently preserved as State archives. A Minister of the Crown is defined as a government organisation under the Act and therefore Ministers are required to keep records that properly and adequately record the performance of the Ministers' functions, in compliance with the provisions of the Act.

15.2 Additional information relating to Ministers' recordkeeping responsibilities is provided in Appendix G.

16. Conduct During the Caretaker Period

16.1 By convention, the Government assumes a 'caretaker' role in the period immediately before a State General Election. This role commences from the date of the issue of the writs for the election and continues until the election result is clear, or in the event of a change of government, until the new government is formally sworn-in. In this period, efforts are made to ensure that decisions are not taken which would bind an incoming government and limit its freedom of action.

16.2 The arrangements adopted apply generally in terms of the operations of government and public sector agencies and are intended, wherever possible to ensure that:

- significant appointments are not made;
- major policy decisions are not taken which would be likely to commit an incoming government (including the implementation of new policies or approval of major projects within government programs);
- no commitments are made to major contracts or undertakings;
- Members of Parliament do not undertake air travel at public expense for electioneering purposes;
- electioneering is not undertaken through government advertising, publications or electronic communications;
- public sector officers do not use public resources or their positions to support party political activities.

16.3 Ministers shall adhere to guidelines issued by the Premier during the caretaker period.

17. Staff Responsibilities

17.1 A Minister will also be responsible for ensuring that members of his or her Ministerial staff are made aware of their ethical responsibilities and will require of staff such disclosure, divestment of personal interests or other action as seems appropriate to the Minister and the Premier.

18. Post Separation Employment

18.1 Ministers leaving government should exercise care in taking up employment or business activities in the period immediately after leaving government. In particular, they should take care in accepting offers of employment from bodies:

- which are in a contractual relationship with the State Government;
- which are in receipt of subsidies or benefits from the Government not received by a section of the community or the community at large;
- in which the Government is a shareholder;
- which are in receipt of government loans, guarantees or other forms of capital assistance; or
- with which the departments or branches of government are, as a matter of course, in a special relationship.

18.2 In all areas, confidential information gained during office must not be used and care should be taken to ensure that preferential treatment for the new employer or the business is not obtained by the use of contacts and personal influence by the former Minister.

19. Misconduct by Public Officials

19.1 Changes to the *Corruption, Crime and Misconduct Act 2003* mean that the Corruption and Crime Commission and the Public Sector Commission both have roles in dealing with serious and minor misconduct in the public sector. Under the *Corruption, Crime and Misconduct Act 2003* a “public officer” has the meaning given by section 1 of *The Criminal Code*, which includes “a Minister of the Crown”.

19.2 Detailed guidelines on identifying and dealing with misconduct in the Public Sector can be accessed via the Corruption and Crime Commission of Western Australia website (www.ccc.wa.gov.au) or the Public Sector Commission website (www.psc.wa.gov.au).

20. Contact with Lobbyists

20.1 The *Integrity (Lobbyists) Act 2016* (the Lobbyists Act) came into operation in December 2016. The purpose of the Lobbyists Act and the Code of Conduct for Registrants and Lobbyists (see below) is to promote and enhance public confidence in the transparency, integrity and honesty of dealings between any person who is in the business of lobbying Western Australian government representatives for third-party clients. Broadly speaking, a lobbyist is someone who seeks to influence government decisions on the behalf of a client.

20.2 Details of the obligations of Ministers and Parliamentary Secretaries are provided in the Code of Conduct for Registrants and Lobbyists under the *Integrity (Lobbyists) Act 2016*. A copy of the Code is provided in Appendix H.

20.3 The Register of Lobbyists is available on the Public Sector Commission website (www.lobbyists.wa.gov.au). The Public Sector Commissioner's Instruction No. 16 – Government representatives contact with registrants and lobbyists also provides guidance -

(<https://publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/commissioners-instructions>)

APPENDIX A: INDIRECT PECUNIARY INTERESTS (REMOTE AND DERIVATIVE)

Remote Interests

Ministers may have pecuniary interests that are sufficiently remote from their influence and control that they do not pose a realistic risk of conflict. Examples would include:

- membership of a large superannuation scheme with numerous members and widely diversified investments; or
- an interest in a managed fund, where a Minister has no control over investment decisions, and where the investment profile of the fund is broadly spread.

Where a Minister has a remote interest of this type, it may be declared in summary form. That is, the Minister should declare membership or investment in the relevant superannuation fund, managed fund or other entity. Details of the investments of that entity are not required.

Once a remote interest has been declared in summary form no further declaration or disclosure is required unless a Minister becomes aware of special circumstances that might give rise to a real or perceived conflict of interest.

For the purpose of determining whether an interest should be treated as a remote interest, the following factors are relevant:

- the extent to which the Minister can influence investment decisions of the entity;
- the extent to which the Minister is involved in the management of the entity;
- the extent to which a Minister reasonably may be expected to have a detailed knowledge of the investments of the entity; and
- the extent to which an entity's investments are sufficiently diversified that the value of a Minister's interest would be unlikely to be significantly affected by decisions of Cabinet.

Ministers should seek advice before disclosing an interest as a remote interest. In case of doubt, interests should be disclosed in the usual fashion, rather than making the disclosure in summary form. Categorisation of an interest as a remote interest is the sole responsibility of the Minister concerned.

The remote interest classification and the less onerous reporting requirements apply to the interests of the spouse, de facto partner and dependent family members of a Minister as well.

Derivative Interests

Ministers may have pecuniary interests several steps removed from themselves that are sufficiently indirect so as not to pose a realistic risk of conflict.

The most common instance of a derivative interest is where a Minister holds shares in a company which is not itself affected by a Cabinet or other government decision, but where that company in turn holds shares in another company that will be affected by such a decision. These situations may arise at multiple removes so that the company affected by the relevant decision may be several steps distant from the company in which the Minister has an interest.

While a derivative interest may give rise to a conflict of interest in some circumstances, the derivative interests of the Minister will often be so distant and insignificant so as to pose no realistic perception of a conflict of interest. In many cases such interests will be unknown to a Minister, especially when the interest resides with a Minister's spouse or de facto partner. Whether it is reasonable for a Minister to have been unaware of a derivative interest when involved in a related Cabinet decision will depend on all the circumstances, including the size and value of the interest concerned, its degree of remoteness from the Minister and the nature of the decision being made.

APPENDIX B: DISCLOSURE STATEMENT

SUPPLEMENTARY STATEMENTS OF PRIVATE INTERESTS BY MINISTERS

Before completing and signing their supplementary declarations and returning them to the Premier, Ministers should carefully read the Ministerial Code of Conduct, in particular sections 5 to 10.

Ministers who are not sure whether to include a particular private interest in their supplementary declaration should seek further guidance from the Parliamentary Secretary of the Cabinet.

Ministers should have resigned all directorships in public and private companies, other than family businesses, as per paragraphs 7.6 and 7.7 of the Ministerial Code of Conduct.

If there is insufficient space on the form, please include the required information on the relevant page or as an attachment.

If assets are owned jointly, for example, shares or a private residence with a spouse, notate the form to that effect. There is no need to list the assets separately against both the Minister and spouse.

Ministers should remember to update their declarations under the Members of Parliament (Financial Interests) Act 1992 if their private interests have changed following appointment to the Ministry.

It is necessary to enter information in full each time a declaration is made and not rely on statements such as “same as before”.

Declaration

I confirm that the attached information is a comprehensive and accurate statement of my private interests and those of my spouse and close family members, to the extent that I am aware of their interests.

Name: _____

Office: _____

Signature: _____

Date : _____

1. Real Estate

(See paragraphs 8.1 and 8.2)

	Street Address	Purpose for which owned (e.g. residential, investment, holiday home)
Minister		
Spouse		
Close Family Members		

2. Shareholdings – Public Companies

(See paragraphs 7.1, 7.2, 7.3, 7.4, 7.5, 8.1 and 8.3)

	Name of company	No. of shares
Minister		
Spouse		
Close Family Members		

3. Interests in Private Companies and Partnerships

(See paragraphs 6.5, 7.3, 7.4, 7.5, 7.6, 7.7, 8.1 and 8.3)

	Name of Company	Nature of business	Per cent owned	Other investors
Minister				
Spouse				
Close Family Members				

4. Trusts

(See paragraphs 8.1 and 8.4)

	Name of Trust	Assets held	Assets provided by	Beneficiaries	Names of trustees
Minister					
Spouse					
Close Family Members					

5. Superannuation – Public Funds
(See paragraphs 8.1 and 8.5)

	Name of Fund	How funds invested
Minister		
Spouse		
Close Family Members		

6. Self-managed Superannuation Funds
(See paragraphs 6.5, 8.1, 8.6 and 8.7)

	Name of Fund	Assets held
Minister		
Spouse		
Close Family Members		

7. Other Sources of Income

(See paragraph 8.8)

	Source of Income	Name of employer, if applicable
Minister		
Spouse		
Close Family Members		

8. Other Significant Assets

(See paragraph 8.9)

	Description of assets
Minister	
Spouse	
Close Family Members	

9. Liabilities

(See paragraph 8.10)

	Description of liability	Name of Creditor	Approximate Value
Minister			
Spouse			
Close Family Members			

10. Directorships

(See paragraphs 7.6, 7.7 and 7.8)

	Name of Company	Activities of company	Hours per month required
Minister			
Spouse			
Close Family Members			

11. Memberships of Professional, Community and Business Associations and Trade Unions

(See paragraph 7.6)

	Name of Association etc.
Minister	
Spouse	
Close Family Members	

12. Personal and Business Relationships

(See paragraphs 9.1, 9.2 and 9.3)

	Nature of Interest
Minister	
Spouse	
Close Family Members	

APPENDIX C: GUIDELINES FOR MINISTERIAL EXPENSES AND USE OF PUBLIC RESOURCES

Purchasing Cards

- All purchasing card bank statements are to be certified by the cardholder as follows: “This expenditure was incurred on official government business and has not been subject to a claim on funds from any other source.”
- The bank statement must also be signed and dated by the cardholder.
- All purchasing card bank statements must be supported with purchasing card sales vouchers and receipts at the time of processing for payment.
- Monthly bank statements for purchasing card charges must be referred to the ministerial office for certification and attachment of support documents before payment is made by the agency.
- Cardholders must not certify payments as “Incurring Officer”, for expenditure on purchasing cards issued to themselves, unless approved for payment by the Minister.
- Ministerial offices, in incurring expenditure in the area of hospitality, should abide by the guidelines for expenditure on official hospitality and should certify such expenditure accordingly.
- All expenditure in relation to purchasing cards must be noted and appropriate records must be retained by the Incurring Officer of each ministerial office.
- Ministerial office staff should be reminded that if they are travelling, or purchasing, on government business at government expense, they should not claim gifts, free travel or other benefits for personal use.
- No personal expenditure is to be incurred on purchasing cards.
- Tips are not to be permitted by purchasing cardholders in ministerial offices unless it is customary to do so when travelling overseas.
- Purchasing cards must not be used for cash advances unless approved by the Director, Corporate Services, DPC.
- Cardholders making purchases over the Internet should ensure that the supplier web site displays the ‘locked padlock’ icon in their web browser. Cardholders should consider the following when making purchases over the Internet:
 - how well do you know the supplier?
 - how much information is provided by the supplier on the security of the transaction, for example, is information provided on the encryption?
 - are other options for procurement available? If so, do the benefits of using the Internet outweigh any potential risks?

Taxis

Purchasing cards are the preferred method of payment of taxi fares.

Use of taxis should be kept to a minimum and in the following circumstances:

- where it is impractical to use either public transport or a pool vehicle while on official business;
- in the case of an officer being required to work late or required to be in the office or at a business appointment before normal start time and where no pool vehicle is available;
- an emergency circumstance (e.g. an officer is sick and requires transport to home or a doctor);
- where a voucher is issued to a non-departmental employee for travel related to official business;
- other circumstances approved by the Director General.

Guidelines for use of official vehicles

Ministers and certain Parliamentary Office Holders are provided with a government vehicle to assist in carrying out the functions of their offices.

The following guidelines should be observed in the use of these vehicles:

- the primary reason for the provision of the vehicle is for the use of the person to whom it has been allocated. The car should always be available for official purposes.
- at other times, the vehicle may be used in the same manner as those vehicles allocated to Senior Officers covered by the Salaries and Allowances Determination. This provides for private usage by the Minister/Office Holder and others authorised by him or her.
- it is the responsibility of the Minister/Office Holder to ensure that any private usage of the vehicle is appropriate.
- the Minister/Office Holder to whom the vehicle is allocated is responsible for ensuring that any person, who is not a public sector employee, permitted to drive the vehicle holds a valid driver's licence.
- the Minister/Office Holder is responsible for the proper care of the vehicle.
- it is expected that the vehicles will not be taken outside the State, other than in exceptional circumstances, and only with the prior approval of the Premier.

APPENDIX D: GUIDELINES FOR EXPENDITURE ON OFFICIAL HOSPITALITY

As a general guide, expenditure on official hospitality can be incurred in the following circumstances:

- to facilitate the conduct of government business through persons who can contribute either by advice or service or because of their vocational or business interests.
- to reciprocate hospitality, provided it serves the same general purposes.
- to extend hospitality to overseas visitors when the Minister has an interest in, or obligation towards, facilitating the visit.
- to extend hospitality to the diplomatic and consular corps.
- to extend hospitality to representatives of the media on those occasions when media attendance is considered appropriate.
- to meet the cost of “working meals” where:
 - a full day’s meeting has been scheduled and there are cost advantages in continuing the meeting through the meal break; or
 - the meal is attended by a person or persons from an organisation other than the host department or agency and is for the purpose of transacting business with that person or persons.

Working meals should not be a regular occurrence. They should be held at the work/meeting location and be of a simple standard involving low charges per head e.g. sandwiches, fruit and tea/coffee; salad and tea/coffee; light luncheon. Working meals would not normally involve alcohol.

- to purchase minor gifts of a protocol or public relations nature where presentation of such gifts is in conformity with a Minister’s functions.

General Principles

- The over-riding principle is that the level of entertainment or hospitality provided should be appropriate to the role of the Minister and to the purpose of the occasion. Any concerns or queries in this regard should be referred to DPC.
- Except in special circumstances, expenditure must not be incurred on hospitality associated with functions of an interdepartmental or intra-organisational nature.
- Ministers should not operate accounts at restaurants, hotels or other such premises, other than the Parliament House dining room, for the purpose of entertaining or providing hospitality.

- Officers should not claim reimbursement from their employer or allowances under the Public Service Award and other agreements in respect of meals charged against official hospitality.
- Where officers are travelling as a team or delegation, the leader of the team should be responsible for any expenditure charged to hospitality funds.
- Hospitality accounts submitted for payment must:
 - State the purpose of the hospitality provided and the names of those who were entertained or on whose behalf the expenditure was incurred (for FBT purposes).

However, on occasions where it is not considered appropriate to identify individuals due to the sensitive or confidential nature of the discussions, the types and numbers of people should be provided.
 - Be incurred by a senior officer other than the officer responsible for providing the hospitality.
 - Be certified by the officer responsible for providing the hospitality to the effect that: "This expenditure was incurred for official hospitality purposes in accordance with the approved guidelines".
- Tips or gratuities should only be paid where it is customary to do so when travelling overseas or where deemed appropriate by the Minister.
- The purchase of excessive quantities of alcohol is not considered an acceptable use of hospitality funds.
- Hospitality funds should not be used as a general rule for functions to farewell officers on the occasion of their retirement or transfer or to celebrate other personal events such as promotions, weddings, births etc.

APPENDIX E: GUIDELINES FOR MINISTERIAL TRAVEL

Ministers and Public Sector officers are obliged to comply with the provisions of Premier's Circular 2014/02 – Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers.

Class of Travel

Ministers are entitled to “Business” class travel.

One staff member of a Minister’s office who is accompanying the Minister on official business may also travel “Business” class. Other personnel accompanying the Minister are to travel according to the class of travel appropriate to their category.

Approval Procedures

All overseas travel by Ministers requires the Premier’s prior approval.

Requests for approval should be submitted a minimum of two weeks, but preferably a month, prior to the proposed travel using the travel proposal form.

Ministers may undertake domestic air travel under their own authority. “Domestic air travel” includes travel within the state (intrastate) and travel between states (interstate).

“Best Fare of the Day” means the lowest fare that exists in the marketplace at the time of booking and for which a seat is available, that meets the business requirements of the traveller. (Refer to Travel Reservations and Associated Services Common Use Arrangement Buyers Guide at www.contractswa.finance.wa.gov.au).

Approval Guidelines

Travel is not to be undertaken unless it is demonstrated that it is the most cost effective and efficient method of performing the function or obtaining the required information and all other methods have been considered.

No overseas travel is to be undertaken unless it is demonstrated that such a function could not be undertaken by existing Western Australian Government overseas offices.

If officers or other persons are accompanying a Minister whilst travelling on official business, the number of such people is to be kept to a minimum.

Ministers will only be given approval to be accompanied on overseas travel by their spouse or partner with the written approval of the Premier.

Acting Arrangements

The need to seek the appointment of an acting Minister during absences overseas or while on leave is at the discretion of Ministers. However, it is recommended that such appointments should be considered on every occasion to ensure that should an emergency arise there is no disruption to the executive government process. In any event, where an absence of three days or more is planned, the Director General, DPC must be provided with the name of a Minister who has agreed to act in the relevant portfolios during that time.

To ensure that the formal processes can be properly undertaken, the details of the acting arrangement must be forwarded to Executive Government Services DPC, no later than one week prior to the Minister's departure.

If travel plans are cancelled or amended after approval of the acting arrangements is received, Executive Government Services, DPC must be notified in writing immediately.

Overseas Travel Reporting to Parliament

To ensure that Parliament is informed of the results of overseas travel on a timely basis, Ministers should report directly to Parliament on such travel by way of a brief ministerial statement or ministerial statement. This requirement also applies to trips to attend Ministerial Council meetings outside of Australia.

The requirement to report to Parliament by way of a ministerial statement is in addition to the quarterly reports on overseas travel undertaken by Ministers and Government officers that is prepared and published by DPC.

The ministerial statement should be delivered within two months of the completion of each trip or, if Parliament is not sitting within two months of the completion of the trip, at the next possible opportunity following the resumption of Parliament.

The statement to Parliament is to include destinations and dates of travel, purpose and benefits derived from the trip. The itinerary should be tabled and any other relevant material as deemed appropriate.

Frequent Flyer Points

Ministers and Public Sector officers are obliged to comply with the provisions of Premier's Circular 2014/02 which, among other things, provides that frequent flyer points or benefits under any other incentive or loyalty schemes, accumulated in the course of official travel, must not be used for private purposes. They may be used only for further official purposes. Selection of an airline for official travel is not to be made on the basis of Frequent Flyer points or other incentive or loyalty schemes and must be based strictly on the best fare of the day principle.

APPENDIX F: GIFTS AND HOSPITALITY

Ministers and members of their immediate families should not under any circumstances accept gifts or hospitality which:

- could give the appearance of a conflict of interest with a Minister's duties (past, present or future);
- are given with the object of securing, or returning, favour or preferment;
- involve the transfer of moneys, regardless of value, e.g. cash, loans, gift cards or pre-paid debit cards; or
- involve free accommodation or free air travel (unless the following circumstances apply).

Travel and Accommodation

Whilst free air travel or accommodation are not normally acceptable, Ministers may be required to visit remote areas of the State where the only practical means of transport and/or accommodation is with a private organisation. In these cases, and with the Premier's permission, Ministers may accept the air travel and/or accommodation. Accommodation or travel offered on a 'guest of government' basis (e.g. Sister States with Western Australia) may also be accepted with the Premier's prior approval.

Ministerial Gift and Hospitality Registers

All Ministers shall maintain a register of gifts and hospitality in their ministerial office.

Gifts and hospitality which are required to be included (see below) must be recorded within 10 days of receipt. In some cases, it may take longer than 10 days to record gifts or hospitality if they are received whilst overseas. In this case, the gift or hospitality is to be recorded as soon as possible on return to the State.

The register should include:

- details of the gift or hospitality;
- details of the party giving the gift or hospitality;
- an indication whether the gift or hospitality was retained or used personally by the Minister, surrendered to DPC or was subject to some other method of disposal (see below).

Gift and Hospitality Recording

Ministers are to record gifts offered to them and their immediate family members during the course of ministerial duties, including overseas visits, even where

the gift is not accepted or retained. The exceptions to this requirement are listed below.

Ministers are to record offers of hospitality where it has been accepted by them or their immediate family members.

Hospitality may include a ticket or right of entry to the relevant event, as well as food, beverage, entertainment and other consumables provided at the event. The exceptions to the requirement to record hospitality accepted are listed below.

Gifts and hospitality not required to be recorded include -

- Gifts in the nature of a souvenir, memento, or a symbolic item of negligible value. These would include such things as DVDs, USBs, hats or caps, coffee mugs, plaques, calendars, books and promotional material;
- Gifts and hospitality given to Ministers or their immediate families by family members or personal friends in a genuinely personal capacity;
- Gifts and hospitality received by Ministers through their electorate office(s), in their capacity as the local member. These are to be disclosed in accordance with the provisions of the *Members of Parliament (Financial Interests) Act 1992* or the *Electoral Act 1907*;
- Invitations to sporting and community events, if they are not accepted by the Minister; and
- Hospitality incidental to the performance of a ministerial function (e.g. the acceptance of refreshments at an event where the Minister is speaking).

All gifts and hospitality, other than those described above, should be recorded.

Gift Retention

A gift may be retained by a Minister if its individual value does not exceed \$300.

A gift, with an individual value that exceeds \$300, may be retained by a Minister if they elect to pay DPC the difference between \$300 and the value of the gift, including GST. This does not apply to hospitality, tickets to sporting, concerts or other cultural events that have no retained value.

The nature of the gift and the identity of the gift provider should be recorded.

Gift Surrender

A gift accepted by a Minister and surrendered to DPC should be recorded (including details of the person or organisation who offered the gift).

Members of Parliament (Financial Interests) Act 1992

The obligations to record gifts and hospitality in a Ministerial Gift and Hospitality Register, do not override the reporting obligations contained in the *Members of Parliament (Financial Interests) Act 1992*. As a result, gifts may need to be recorded in both Ministerial Gift and Hospitality Registers and reported in the annual parliamentary return (e.g. where a gift or gifts from the same person or entity exceeds \$500).

Declaration of Gifts Received Overseas to Australian Customs

Gifts received in the course of official duties whilst the Minister is overseas are to be declared to Australian Customs, at the point of re-entry into Australia, if the gift falls outside the normal duty free passenger concession, or if the gift is subject to quarantine inspection.

Giving of Gifts

Advice in respect of the nature and type of gifts to be given by Ministers and/or their staff is available from Executive Government Services, DPC and can be sought prior to presentations being made, to avoid any duplication of gifts by Ministers.

Breaches of the Policy

Where an officer becomes aware of any breach of this policy by a Minister, the officer shall report the breach to the Director General.

APPENDIX G: RECORDKEEPING RESPONSIBILITIES UNDER THE STATE RECORDS ACT 2000

DPC is the agency designated with recordkeeping responsibility for Ministers and Parliamentary Secretaries. Ministers, their Parliamentary Secretaries and employees and contractors providing services to or on behalf of Ministers, are required to comply with the Department's recordkeeping plan.

The Department's plan establishes recordkeeping policy and programs for ministerial records and provides a framework for systematic and consistent recordkeeping. The ministerial recordkeeping program, prepared in accordance with the recordkeeping plan, establishes the minimum recordkeeping requirements for the government records of Ministers and Parliamentary Secretaries.

Ministers, their Parliamentary Secretaries and staff should:

- understand their recordkeeping responsibilities.
- have knowledge of records management procedures.
- be familiar with and follow the Ministerial recordkeeping principles and practices.
- be aware of and follow the electronic recordkeeping advice.
- understand that records may only be disposed of in accordance with approved disposal authorities, and may not be removed from records systems or altered without authority.

The authority to destroy government records is subject to State Records Commission authorisation and the Director General, DPC is required to certify the destruction of records under the approved authority.

Under section 78 of the Act it is an offence:

- not to keep a record in accordance with the recordkeeping plan;
- to transfer government records to unauthorised persons;
- to destroy government records unless authorised by the recordkeeping plan; and
- to have unauthorised possession of government records.

Electorate Office and Party Political Business

Recordkeeping practices must clearly distinguish Minister's constituency, party political and personal documents as these are not subject to the *State Records Act 2000* or the *Freedom of Information Act 1992*.

For the purposes of the Act, party political records are limited to records relating to the Minister's political party business only. Any records of a political nature created or received as part of the Minister's functions are government records. Records received or created by the Minister's electorate office relating to the Minister's constituency business are not government records.

Electorate and party political records held in a Minister's Office must be retained separately from government records or the records could be considered government records.

Records of parliamentary business are covered under the Legislative Assembly and Legislative Council (Parliamentary) Recordkeeping Plans. Parliamentary records are considered "state records" and are subject to the *State Records Act 2000*. Refer to Parliamentary Recordkeeping Plans when dealing with these records.

Information regarding the Department's recordkeeping plan, as well as general recordkeeping advice and assistance, is available from the Corporate Services Branch, DPC.

For further information, please contact:

Manager, Corporate Services
Tel: (08) 6552 5252

APPENDIX H: CONTACT WITH LOBBYISTS CODE

1. Preamble

Free and open access to the institutions of government is a vital element of our democracy.

Lobbyists can enhance the strength of our democracy by assisting individuals and organisations with advice on public policy processes and facilitating contact with relevant Government Representatives.

In performing this role, there is a public expectation that Lobbyists will be individuals of strong moral calibre who operate according to the highest standards of professional conduct.

The Government has established the Contact with Lobbyists Code to ensure that contact between Lobbyists and Government Representatives is conducted in accordance with public expectations of transparency, integrity and honesty.

2. Application

2.1 The Contact with Lobbyists Code has application through the Codes of Conduct of public sector bodies.

2.2 The Contact with Lobbyists Code creates no obligation for a Government Representative to have contact with a particular Lobbyist or Lobbyists in general.

2.3 The Contact with Lobbyists Code does not serve to restrict contact in situations where the law requires a Government Representative to take account of the views advanced by a person who may be a Lobbyist.

3. Definitions

"Lobbyist" means a person, body corporate, unincorporated association, partnership or firm whose business includes being contracted or engaged to represent the interests of a third party to a Government Representative. "Lobbyist" does not include:

- (a) an association or organisation constituted to represent the interests of its members;
- (b) a religious or charitable organisation; or
- (c) an entity or person whose business is a recognised technical or professional occupation which, as part of the services provided to third parties in the course of that occupation, represents the views of the third

party who has engaged it to provide their technical or professional services.

“Lobbyist’s Details” means the information described under clause 5.1.

“Government Representative” means a Minister, Parliamentary Secretary, Ministerial Staff Member or person employed, contracted or engaged by a public sector agency.

“Ministerial Staff Member” means a person employed under section 68 of the *Public Sector Management Act 1994*; a person seconded to a Ministerial office under section 66 of the *Public Sector Management Act 1994*; or a person otherwise placed, contracted or engaged in a Ministerial office.

4. Contact between Lobbyists and Government Representatives

4.1 A Government Representative shall not at any time permit lobbying by:

- (a) a Lobbyist who is not on the Register of Lobbyists;
- (b) any employee, contractor or person engaged by a Lobbyist to carry out lobbying activities whose name does not appear in the Lobbyist’s Details noted on the Register of Lobbyists in connection with the Lobbyist;
- (c) any Lobbyist or employee, contractor or person engaged by a Lobbyist to carry out lobbying activities who, in the opinion of the Government Representative, has failed to observe any of the requirements of clause 4.3.

4.2 Contact with a Government Representative for the purposes of lobbying activities by a Lobbyist includes:

- (a) telephone contact;
- (b) electronic mail contact;
- (c) written mail contact; and
- (d) face to face meetings.

4.3 When making an initial contact with a Government Representative about a particular issue on behalf of a third party for whom the Lobbyist has provided paid or unpaid services, the Lobbyist must inform the Government Representative:

- (a) that they are a Lobbyist or employee, contractor or person otherwise engaged by the Lobbyist who is currently listed on the Register of Lobbyists;

- (b) that they are making the contact on behalf of a third party;
- (c) the name of the third party; and
- (d) the nature of that third party's issue.

5. Register of Lobbyists

5.1 There shall be a Register of Lobbyists which shall contain the following information:

- (a) the business registration details of the Lobbyist, including names of owners, partners or major shareholders as applicable;
- (b) the names and positions of persons employed, contracted or otherwise engaged by the Lobbyist to carry out lobbying activities;
- (c) the names of third parties for whom the Lobbyist is currently retained to provide paid or unpaid services as a Lobbyist; and
- (d) the names of persons for whom the Lobbyist has provided paid or unpaid services as a Lobbyist during the previous three months.

5.2 A Lobbyist wishing to have contact with a Government Representative for the purposes of lobbying activities may apply to the Public Sector Commissioner to have their Lobbyist's Details recorded in the Register of Lobbyists.

5.3 The Lobbyist shall submit updated Lobbyist's Details to the Public Sector Commissioner in the event of any change to the Lobbyist's Details.

5.4 The Lobbyist shall provide to the Public Sector Commissioner within 10 business days of each of 30 March, 30 June, 30 September and 30 December each year a confirmation that their Lobbyists Details are up to date.

5.5 The registration of a Lobbyist shall lapse if a confirmation is not provided to the Public Sector Commissioner by the dates referred to under clause 5.4.

6. Access to the Register of Lobbyists

6.1 The Register of Lobbyists shall be a public document.

6.2 The Public Sector Commissioner shall ensure that the Register of Lobbyists is readily accessible to members of the public.

7. Principles of Engagement with Government Representatives

7.1 Lobbyists shall observe the following principles when engaging with Government Representatives:

- (a) Lobbyists shall not engage in any conduct that is corrupt, dishonest, or illegal, or cause or threaten any detriment;
- (b) Lobbyists shall use all reasonable endeavours to satisfy themselves of the truth and accuracy of all statements and information provided to parties whom they represent, the wider public, governments and agencies;
- (c) Lobbyists shall not make misleading, exaggerated or extravagant claims about, or otherwise misrepresent, the nature or extent of their access to institutions of government or to political parties or to persons in those institutions; and
- (d) Lobbyists shall keep strictly separate from their duties and activities as Lobbyists any personal activity or involvement on behalf of a political party.

8. Registration

The Public Sector Commissioner may at his or her discretion:

1) refuse to accept an application to be placed on the Register of Lobbyists; and

2) remove from the Register of Lobbyists the details of a Lobbyist

if, in the opinion of the Public Sector Commissioner,

- (a) any prior or current conduct of the Lobbyist or his employee, contractor or person otherwise engaged to provide lobbying services for the Lobbyist has contravened any of the terms of this Code; or
- (b) any prior or current conduct of the Lobbyist or association of the Lobbyist with another person or organisation is considered to be inconsistent with general standards of ethical conduct; or
- (c) the registration details of the Lobbyist are inaccurate; or
- (d) not confirmed in accordance with the requirements of clause 5.4; or
- (e) there are other reasonable grounds for doing so.

Premier's Circular

Number:	2021/02
Issue Date:	16/01/2024
Review Date:	30/06/2025

TITLE

Guidelines for official air travel by Ministers, Parliamentary Secretaries and Government officers

POLICY

The Government requires Departments and other public sector agencies to exercise the strictest economy and accountability in relation to publicly funded domestic or international air travel, and to ensure that such expenditure realises tangible benefits for the State. Ministers, Parliamentary Secretaries, Directors General and Chief Executive Officers must:

- Ensure that travel and travel expenditure is properly controlled and accounted for, including appropriate justifications for the travel and adequate public disclosure of the full cost of travel undertaken by Government officers.
- Ensure the most economical travel arrangements possible and apply the principle of "Best Fare of the Day"; provided that it also meets the business requirements of the traveller.
- Ensure a coordinated and efficient approach to the promotion of Western Australia offshore and use of the Government of Western Australia's Overseas Offices by notifying the Department of Jobs, Tourism Science and Innovation of details of all intended and approved international travel via overseas.travel@jtsi.wa.gov.au.
- Ensure that Western Australia's interests, particularly in relation to attracting convention business, are promoted when Government officers travel interstate or internationally.
- Consider travel advice provided through the Department of Foreign Affairs and Trade's Smart Traveller website: <http://smarttraveller.gov.au>.
- Ministers are required to provide a statement to Parliament within two months of the completion of any international travel undertaken.
- A summary of all international official air travel by each Minister, Parliamentary Secretary or Government officer is to be published and tabled in Parliament.

- Leave that is undertaken in conjunction with any official travel by Ministers, Parliamentary Secretaries and Government officers must be declared and included in the travel proposal and, in the case of international travel, in the summary report to Parliament. If the leave exceeds four working days in total, then only a one way air fare is to be funded by the Government.

Ministers, Parliamentary Secretaries and Government officers undertaking domestic or international travel must comply with the guidelines.

BACKGROUND

The Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers deal with the following matters:

- Definitions of the terms “Official Air Travel”, “Government Officer”, “Best Fare of the Day” and “Domestic Air Travel”.
- Travel approval procedures, including class of travel, acting arrangements, membership of travel facilities and schemes, frequent flyer schemes, monitoring of travel.
- International Travel Reports.
- Promoting Western Australia, especially for conference travel.
- Coordination of official international travel.
- Liaison and communication with overseas offices.
- Use of Official Passports.
- Visa requirements.
- Official travel to the Indian Ocean Territories.

The Guidelines are attached.

Mark McGowan MLA
PREMIER

For enquiries contact:	Jennifer Tran 6552 6029 A/Manager, Governance and Strategy Department of the Premier and Cabinet
Other relevant Circulars:	
Circular/s replaced by this Circular:	2014/02, 2012/03, 2009/04, 2007/01, 2006/10, 2004/13

GUIDELINES FOR OFFICIAL AIR TRAVEL BY MINISTERS, PARLIAMENTARY SECRETARIES AND GOVERNMENT OFFICERS

1. Interpretation

- 1.1 “Official air travel” is any air travel by Ministers, Parliamentary Secretaries or Government officers from the state of Western Australia pursuant to their duties as Ministers, Parliamentary Secretaries or officers, or where public monies are used to fund all or part of the travel. It does not include private travel or travel undertaken by a Minister or Parliamentary Secretary as a Member of Parliament utilising the Parliamentary Travel Allowance, which is subject to separate guidelines.
- 1.2 “Government officers” are:
 - 1.2.1 Employees under the *Public Sector Management Act 1994*;
 - 1.2.2 Statutory office holders;
 - 1.2.3 Members of Government Tribunals, Boards and Committees;
 - 1.2.4 Members of the Police Force within the meaning of the *Police Act 1892*; and
 - 1.2.5 Other persons remunerated by, and performing duties for or on behalf of, a public body under the direction of a Minister or the Parliament of Western Australia.
- 1.3 “Judicial Officers and Commissioners” means Judges, Royal Commissioners, Corruption and Crime Commissioner, Parliamentary Inspector of the Corruption and Crime Commission, Commissioners of the Supreme Court or District Court, Masters of the Supreme Court, Coroners or Magistrates.
- 1.4 “Best Fare of the Day” means the lowest fare that exists in the marketplace at the time of booking and for which a seat is available, that meets the business requirements of the traveller (Refer to Travel Management Services Common Use Arrangement Buyers Guide at www.contractswa.finance.wa.gov.au)
- 1.5 “Domestic air travel” includes travel within the state (intrastate) and travel between states (interstate).
- 1.6 In the context of official travel undertaken by Government officers stationed in locations other than Western Australia, “close proximity” means within the region of the overseas office. The specified countries are as outlined:

Market	Office Location	Countries in 'close proximity'
China	Shanghai	Greater China (China, Hong Kong and Taiwan)* <i>(*The Australian Government does not permit the use of official passports for travel to or from Taiwan, travel should be undertaken on an ordinary passport)</i>
United Kingdom & Europe	London Frankfurt	The United Kingdom, Continental Europe, (including the European Union: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden), Israel
India-Gulf	Mumbai, Dubai Chennai	South Asia which consists of India, Pakistan, Sri Lanka, Bangladesh, Bhutan and Nepal Gulf Cooperation Council Member States which consists of Saudi Arabia, Kuwait, the United Arab Emirates, Qatar, Bahrain, and Oman
North East Asia	Seoul, Tokyo, Kobe	Japan, South Korea.
ASEAN	Singapore, Jakarta Kuala Lumpur Hanoi Ho Chi Minh City Manila	➤ The Association of South East Asian Nations (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam).
The Americas	Austin	The United States of America, Canada and Latin America (Antigua and Barbuda, Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, French Guiana, Guadeloupe, Guatemala, Haiti, Honduras, Martinique, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Saint Barthélemy, Saint Lucia, Saint Martin, Uruguay, Venezuela)

- 1.7 Although the approval procedures outlined in Sections 3 to 6 of these guidelines do not apply to government enterprises included in Schedule 1 of the *Public Sector Management Act 1994*, such entities are encouraged to follow all other provisions of the guidelines and are requested to provide travel details for publication in accordance with Section 9 of these guidelines.
- 1.8 Government agencies that purchase air travel for non-Government travellers (e.g. patients, students etc.) should follow similar guidelines to those presented here to ensure that the most economical travel arrangements are made.
- 1.9 “Leave” includes all categories of recreational leave and days taken consecutively and/or non-consecutively.

2. General Provisions

- 2.1 All departments and agencies are required to make every effort to minimise the cost of travel and the number of officers travelling interstate or internationally on official business. As part of this, consideration should be given to whether or not attendance at meetings and conferences outside of the State is necessary.
- 2.2 If Government officers or others are accompanying a Minister on official domestic or international air travel to assist in the performance of the Minister's duties, the number of such officers or others is to be kept to a minimum.
- 2.3 The number of Government officers travelling and the frequency of travel is to be minimised.
- 2.4 No international air travel is to be undertaken by Government officers unless it is demonstrated that such a function could not be undertaken by existing Western Australian Government overseas offices.
- 2.5 Any leave that is taken immediately before, during or after any official travel by Ministers, Parliamentary Secretaries and government officers must be declared and included in the travel proposal and in the case of international travel in the summary report to Parliament. If the leave exceeds four working days in total, then only a one way air fare is to be funded by the Government.
- 2.6 Attendance at interstate and international conferences and courses is not to be approved unless it is essential to the efficient performance of an officer's functions and required to meet the agency's outcomes. A business case setting out these details should accompany the travel proposal. Teleconferencing, videoconferencing and other advances in communications must be considered as an alternative to interstate or international air travel.
- 2.7 State Government common use arrangements are to be used for travel bookings and travel arrangements should be made in accordance with buyer's guides associated with these arrangements.

PART I: APPROVAL AND REPORTING PROCESSES FOR OFFICIAL AIR TRAVEL

3. Air Travel

- 3.1 The Department of Finance has established and manages a common use arrangement for the management of official air travel to domestic and international destinations:

Domestic Travel – mandatory arrangement - In regional areas agencies have the discretion to apply the Buy Local Policy to procure travel management services.

International Travel – non-mandatory arrangement

- 3.2 The Department of Finance has established agreements with airlines for the provision of special-to-government discounted airfares. These discounted airfares are delivered to customers only through the travel management services common use arrangement and are available in addition to normal public discount fares for official air travel.
- 3.3 To achieve Government cost efficiencies, agencies shall adopt the “Best Fare of the Day” principle when choosing fares for official air travel, provided that it also meets the business requirements of the traveller.
- 3.4 The Government relies on effective application by agencies of its “Best Fare of the Day” principle to achieve equitable distribution of official air travel across domestic airlines thereby supporting the sustainability of Western Australian air services.
- 3.5 Ministers’, Parliamentary Secretaries’ and Government officers’ choice of airline for official air travel must be based on the “Best Fare of the Day” principle, not traveller preference. This will enable all domestic airlines to have equal opportunity to access Western Australian Government official air travel business.
- 3.6 Economy Class is to be used for all official domestic and international air travel, with the exceptions set out in 3.7.
- 3.7 Business Class travel may be used for official air travel by:
- 3.7.1 Ministers and Parliamentary Secretaries;
 - 3.7.2 Chief Executive Officers;
 - 3.7.3 Chairpersons of statutory bodies and Government boards and committees as approved by the responsible Minister;
 - 3.7.4 One additional Government officer accompanying a person listed in 3.7.1 to 3.7.3 where this will facilitate the performance of that person’s duties at the destination;
 - 3.7.5 Government officers who have an entitlement to travel business class explicitly guaranteed by contractual obligation; and
 - 3.7.6 Judicial Officers and Commissioners.

- 3.8 Any variation to the class of travel by a Government officer other than by way of 3.7 must be approved in writing by the Premier.
- 3.9 Ministers, Parliamentary Secretaries or those officers entitled to Business class travel may choose a less expensive equivalent to Business class, such as Premium Economy, if available. Officers who are not entitled to Business class travel are not permitted to choose these alternatives.

4. International Travel Approval

- 4.1 All international air travel undertaken for the primary purpose of conducting official government business by Ministers and Parliamentary Secretaries (on the recommendation of the designated Minister) will be approved by the Premier.
- 4.2 Any leave that is taken immediately before, during or after any official international travel by Ministers, Parliamentary Secretaries and government officers must be declared on the travel proposal/approval form. If the leave exceeds four working days in total, then only a one way air fare is to be funded by the Government.
- 4.3 All international air travel by Government officers, or where public monies are used to fund all or part of the travel is to be approved by the responsible Minister and should be supported by a business case detailing the connection between the officer's duties and the travel.
- 4.4 The responsible Minister may delegate in writing to a chief executive officer, approval for international travel by Government officers stationed in locations other than Australia where those officers are required to travel to specified countries:
 - 4.4.1 In accordance with the officer's contract of employment or contract for services; or
 - 4.4.2 Within close proximity of the officer's location and where the travel costs are less than A\$4,000.
- 4.5 Any delegation of approval under 4.4 will not apply to travel undertaken by a Government officer in a higher class of travel than the officer is permitted under section 3.
- 4.6 In addition to the summary report referred to in section 9.2, the Premier, in respect of Chief Executive Officers within his portfolios or Minister or CEO will indicate on the travel proposal form whether a report is required. The report is to be submitted within two months of the completion of trip and detail the benefits to the State arising from the travel. Report requirements for Ministers are detailed in section 10.

5. Domestic Air Travel Approval

- 5.1 Ministers may undertake domestic air travel under their own authority.
- 5.2 Parliamentary Secretaries may undertake domestic air travel for the primary purpose of conducting official government business under the authority of the designated Minister.
- 5.3 Chief Executive Officers may undertake domestic air travel under their own authority having regard for the general principles contained in these guidelines including minimising costs and justifying the travel in the context of their public sector responsibilities.
- 5.4 Domestic travel by Judicial Officers and Commissioners will be approved by the responsible Minister or delegate of the Minister.
- 5.5 All domestic air travel by other Government officers will be approved by the Chief Executive Officer or a delegate of the Chief Executive Officer.
- 5.6 Any leave that is taken immediately before, during or after any official domestic travel must be declared and included in the travel proposal. If the leave exceeds four working days in total, then only a one way air fare is to be funded by the Government.

6. Approval Procedures

- 6.1 Agencies shall apply timely and efficient travel approval procedures to take advantage wherever possible of advance purchase discounted fares.
- 6.2 Any private travel must be declared and included in the itinerary.
- 6.3 The purchase of full economy (Y class) fares should only be made when:
 - 6.3.1 No discounted air tickets are available under the “Best Fare of the Day” principle (which includes a consideration of business requirements such as availability of discounts at the appropriate time of day); or
 - 6.3.2 The traveller is unlikely to travel again on Government business within the ensuing 12 month period and there is some likelihood that their trip may be cancelled and no transferable discounted air tickets are available on any airline.
- 6.4 Requests seeking approval to travel are to be submitted in sufficient time to allow consideration and approval. Appropriate arrangements should be established within agencies and with their respective Ministerial Office.
- 6.5 There may be instances where the agreed notice of a request to travel is not possible and approval may still be granted at the discretion of the delegated authority depending on the circumstances of the request and the necessity of the travel.

- 6.6 The approval should indicate whether a report is required to be submitted when the officer returns.
- 6.7 The format that should be used to seek approval to travel is included as Attachment 1.

7. Membership of Travel Facilities and Schemes

- 7.1 Access to airline lounge facilities, frequent flyer schemes or similar loyalty programs has the potential to influence the choice of airline for official travel and undermine the Best Fare of the Day principle. These facilities and schemes should therefore be used with discretion. Chief Executive Officers are responsible for determining whether to meet the cost of Government officers joining or maintaining these memberships.

8. Frequent Flyer Points

- 8.1 Consistent with the principles of conduct by public sector bodies of not using public expenditure for private advantage, frequent flyer points or benefits under other incentive or loyalty schemes should not be accumulated in the course of official air travel.
- 8.2 Selection of an airline for official travel is not to be made on the basis of Frequent Flyer points or other incentive or loyalty schemes and must be based strictly on the best fare of the day principle.

9. Reporting and Monitoring of Travel

- 9.1 Reporting requirements for Ministers are detailed in section 10.
- 9.2 A summary of international travel undertaken by each Minister, Parliamentary Secretary and Government officer during each quarter of the year will be published and tabled in Parliament.
- 9.3 The information required to summarise travel by Ministers and their agencies is included as Attachment 2.
- 9.4 Where an agency has not undertaken international travel during any quarter, a nil return will be submitted.
- 9.5 To ensure accuracy and accountability for the content of each agency's summary, returns will be approved by the Chief Executive Officer prior to submission to the Minister's Office.
- 9.6 Returns for each Minister and portfolio agency will be collated and scrutinised by the Minister's Office prior to forwarding to the Director General of the Department of the Premier and Cabinet. Responsibility for the accuracy and content of these returns lies with each Minister's Office.
- 9.7 To allow adequate time for compilation of the report by the Department of the Premier and Cabinet, it is imperative that deadlines are met when

forwarding returns to the Director General.

- 9.8 In addition to the summary report in section 9.2, where the Premier, in respect of Chief Executive Officers within his portfolios, or Minister or CEO has required a report to be completed, this must be submitted to the Premier, Minister or CEO respectively, within two months after completion of each trip and detail the benefits to the State arising from the travel.
- 9.8.1 Where the officer is a member of a multi-party delegation or multiple officers attend one event, only one report is required.
- 9.8.2 Officers are not required to disclose in a report, information gained in the course of travel that may have commercial or Cabinet in confidence implications.
- 9.8.3 Officers engaged on official business involving legal or privacy concerns such as extraditions or witness transport are not required to submit reports.
- 9.8.4 There is no requirement to publish or table reports in Parliament, although it should be noted that they may be published without reference to the agency/individual providing the report.
- 9.8.5 Where an agency/individual considers that a report or parts of a report contains information that should not be made public, this should be noted in the report including the reasons why the report or parts of the report should not otherwise be published.

10. Ministerial International Travel Reporting to Parliament

- 10.1 In addition to the summary report referred to in section 9.2, Ministers are required to make a Ministerial Statement to Parliament within two months of the completion of each trip. If Parliament is not sitting within those two months, then at the first possible opportunity following the next resumption of Parliament. Statements are also required for any attendance at international Ministerial Council meetings.
- 10.2 The Statement is to refer to the places visited and address the purpose of the travel and the benefits derived from it. A detailed travel itinerary is also to be tabled, plus any other material deemed relevant.
- 10.3 Ministers are not required to disclose information gained in the course of travel that may have commercial or Cabinet in confidence implications.

11. Promoting Western Australia as a Conference and Meeting Destination

- 11.1 Government officers undertaking travel internationally or interstate, which includes attending a meeting or conference as a delegate or speaker, are in a position to effectively promote Western Australia as a future destination for similar conferences or meetings.
- 11.2 If a Government officer's travel includes attending an international conference or meeting as a delegate or speaker, then Business Events

Perth must be contacted and provided with details prior to the travel being undertaken.

This will enable Business Events Perth to assess the potential to attract similar conferences or meetings to Western Australia in the future and if necessary to brief the officer on how the opportunity should be pursued.

- 11.3 For further information on these requirements contact:
Business Events Perth
Gareth Martin, Chief Executive Officer
Tel: 9218 2912
Email: gmartin@pcb.com.au

PART II: COORDINATION OF OFFICIAL TRAVEL TO INTERNATIONAL DESTINATIONS

12. Notification to the Department of Jobs, Tourism, Science and Innovation (JTSI)

- 12.1 JTSI and the Government of Western Australia's Overseas Offices it manages can provide information and assistance to Ministers and Government officers travelling internationally, including: country and market information from a Western Australian perspective; politico-economic assessments; cultural and diplomatic insights; statistical and economic analysis and industry profiles; as well as mission facilitation.
- 12.2 To ensure proper coordination of the State's interests and activities internationally, it is important that the relevant Government of Western Australia Overseas Offices be kept informed of activities being undertaken in their regions by Ministers, Parliamentary Secretaries or Government officers.
- 12.3 A designated and identified Ministerial Officer, Departmental or Agency representative must notify JTSI of details of all intended and approved international travel via overseas.travel@jtsi.wa.gov.au, prior to that travel being undertaken.
- 12.4 Where appropriate, JTSI will notify the relevant Overseas Office/s, after which the Ministerial Office or Agency may communicate directly with the Overseas Office.

13. Notification to the Department of Foreign Affairs and Trade (DFAT)

- 13.1 JTSI will forward international travel notifications to the State Office of DFAT.
- 13.2 Travellers should consider security travel advice and visa information provided through DFAT's Smart Traveller website:
<http://smartraveller.gov.au>.

14. Passports

- 14.1 It is recommended when State Government officers travelling internationally on official government business as a representative of a government agency, and where travel is officially funded by the agency, then travel should be undertaken on an official passport.
- 14.2 If an official passport is required, applications should be made directly to Passports Australia, DFAT (see contact details below).
- 14.3 Requests by officers for authorisation by Chief Executive Officers should be accompanied by a copy of the applicant's travel proposal that has been approved by the Premier or relevant Minister.

- 14.4 Departments and agencies are responsible for the control of access to official passports issued to their officers, and for ensuring that their use is restricted to official purposes.
- 14.5 Departments are required to ensure that the passports are held in secure locations when not in use but are still required for future use. Departments must maintain registers detailing passports held, in use or returned to Passports Australia for cancellation when no longer required.
- 14.6 If a bearer is no longer required to undertake official travel or has left a department or an agency, and the passport is still valid, it should be returned to the DFAT for cancellation.
- 14.7 The Protocol and State Events branch within the Department of the Premier and Cabinet is available to assist with advice on obtaining Diplomatic Passports (for Ministers) and Official Passports (for Ministerial Officers) and can be contacted on (08) 6552 6333 or ProtocolBranch@dpc.wa.gov.au.
- 14.8 Further information on the procedures for obtaining passports is available at the [Australian Passport Office](#). The Australian Passports Information Service can also be contacted on 131 232.

15. Travel to Taiwan & Tibet

- 15.1 The Australian Government does not permit the use of official passports for travel to or from Taiwan. Should there be a need to visit Taiwan, it is to be undertaken in a private capacity only and an ordinary passport used for this purpose.
- 15.2 You should not attempt to travel to Tibet without permission from the Chinese authorities. Government officers wishing to travel to Tibet on official business must apply for a Tibet Entry Permit issued by the Tibet Tourism Bureau in Lhasa.

16. Visas

- 16.1 Some countries require a visa for entry. Applications for visas are normally obtained by directly contacting the Embassy or Consulate of the country concerned or through the travel agent handling travel arrangements. For further information please refer to: [Consulates in Australia](#) or [Foreign Embassies in Australia](#).
- 16.2 Although in some instances visas may not be required when using an ordinary passport, they may nevertheless be required for travel on an official or diplomatic passport.
- 16.3 Many countries require travellers to have at least 6 months validity remaining on their passports.

17. Indian Ocean Territories – Christmas and the Cocos (Keeling) Islands

- 17.1 As travel to the Australian Territories of Christmas and the Cocos (Keeling) Islands is of an operational nature, it is treated as domestic travel and may be approved by heads of State Government agencies. Travel to the Territories is generally undertaken to fulfil Service Delivery Arrangement obligations agreed between State agencies and the Commonwealth, and must be fully funded by the Commonwealth. In the event that travel to the Territories is required where no Service Delivery Arrangement exists, advice must be sought from the Department of the Premier and Cabinet.
- 17.2 Travel to and from the Territories is treated as international travel by the travel industry and therefore bookings should be made in accordance with the Government's arrangements for international travel. Further information on booking international travel is available in the [Travel Management Services](#), Common Use Arrangement TMS2017 that is published by the Department of Finance.
- 17.3 Direct flights to Christmas and the Cocos (Keeling) Islands are available from Perth. However, depending on airlift schedules, from time to time there may be options that include linkages with South East Asian international cities. If travel is required which necessitates a journey through an international city, the Department of the Premier and Cabinet must be notified in advance in writing.
- 17.4 For further information please contact:
Indian Ocean Territories Branch
Department of the Premier and Cabinet
Tel: (08) 6552 5824
Email: iotsdpc@dpc.wa.gov.au

18. Gifts

- 18.1 The Protocol and State Events branch within the Department of the Premier and Cabinet is available to assist Ministers in observing the correct protocols with the acceptance and presentation of gifts. For further information please contact (08) 6552 6333 or ProtocolBranch@dpc.wa.gov.au.

Further information regarding the presentation and receipt of gifts by Ministers is included in the [Ministerial Code of Conduct](#).

TRAVEL PROPOSAL

Portfolio/Agency:			
Minister/Officer(s) Name:			
Dates of Travel: <i>* indicate same day travel</i>	<i>You are required to attach a complete itinerary and indicate any portion of private travel and leave taken</i>		
Destinations: <i>* indicate Cities and States/Countries</i>			
Class of Travel:	B=Business	E=Economy	O=Other (eg: charter)
Breakdown of Costs & Funding Source			
	COST		FUNDING SOURCE
Airfare	\$A		
Accommodation	\$A		
Registration Fees	\$A		
Associated Costs	\$A		
Estimated Total Cost	\$A		
Details of All Members of the Official Party:			
No.	Name	Level	Employer
1.			
2.			
3.			

Statement of Purpose and Benefits to Western Australia of proposed visit:

Recommended for Approval:		Date:	/...../.....
Chief Executive Officer			
Report required (optional) *	☐ Yes ☐ No		
Minister for		Date:	/...../.....
Report required (optional) *	☐ Yes ☐ No		
Premier		Date:	/...../.....
Report required (optional) *	☐ Yes ☐ No		

Note: If the travel itinerary includes attending a meeting or conference as a delegate or speaker, then the Perth Convention Bureau must be advised. Any potential benefits of attracting future such meetings and conferences to Western Australia must be identified in the above statement.

* As per section 9.8 – in addition to the summary report tabled in Parliament as required in section 9.2, an additional report may be requested.

Attachment 2

QUARTERLY RETURN INTERNATIONAL TRAVEL

MINISTER:

PERIOD ENDING:

PORTFOLIO:

AGENCY TITLE:

MINISTER/OFFICER(S) * Please indicate if non-agency staff	DATES OF TRAVEL * Indicate same day travel Include any private travel and leave taken	PURPOSE OF TRAVEL (Brief description - eg International Conference on Primary Health Care)	DESTINATIONS (Country)	CLASS OF TRAVEL B= Business E= Economy	SOURCE OF FUNDING ¹ * Refer to funding list

¹ The attached list of acronyms is provided to assist in the preparation of returns. Acronyms used in returns that are not listed should be described in full.

² All figures are to be inclusive of any applicable Goods and Services Tax (GST).

FUNDING ID	TYPE OF FUNDING
ACROD	AUSTRALIAN COUNCIL ON DISABILITY
ADB	ASIAN DEVELOPMENT BANK FUNDS
CF	CONSOLIDATED FUND
CF/ADB	CONSOLIDATED FUND AND ASIAN DEVELOPMENT BANK FUNDS
CF/COMM	CONSOLIDATED FUND AND COMMONWEALTH FUNDS
CF/COMM/IND	CONSOLIDATED, COMMONWEALTH AND INDUSTRY FUNDS
CF/COMM/PRIV	CONSOLIDATED FUND, COMMONWEALTH FUNDS AND PRIVATE FUNDS
CF/COMM/UN	CONSOLIDATED FUNDS, COMMONWEALTH AND UN FUNDS
CF/GOVTS	CONSOLIDATED FUND AND OTHER GOVERNMENT FUNDS
CF/IND/PRIV	CONSOLIDATED FUNDS, INDUSTRY AND PRIVATE FUNDS
CF/IND/SELF	CONSOLIDATED FUNDS, INDUSTRY FUNDS AND SELF FUNDED
CF/INDUST	CONSOLIDATED FUND AND INDUSTRY FUNDS
CF/JAPAN	CONSOLIDATED FUND AND JAPANESE GOVT FUNDS
CF/LOCAL	CONSOLIDATED FUND AND LOCAL GOVT FUNDS
CF/MALAY	CONSOLIDATED FUND AND MALAYSIAN GOVT FUNDS
CF/NCF/PRIV	CONSOLIDATED FUND, NON CONSOLIDATED FUND AND PRIVATE FUNDS
CF/NONCF	CONSOLIDATED AND NON CONSOLIDATED FUND
CF/NSW	CONSOLIDATED FUND AND NSW GOVT FUNDS
CF/NT	CONSOLIDATED FUND AND NT GOVT FUNDS
CF/NZ	CONSOLIDATED FUND AND NZ GOVT FUNDS
CF/OS	CONSOLIDATED FUND AND OVERSEAS FUNDS
CF/PRIVATE	CONSOLIDATED FUND AND PRIVATE FUNDS
CF/QLD	CONSOLIDATED FUND AND QLD GOVT FUNDS
CF/SA	CONSOLIDATED FUND AND SA GOVT FUNDS
CF/SELF	CONSOLIDATED FUND AND SELF FUNDED
CF/TAS	CONSOLIDATED FUND AND TASMANIAN GOVT FUNDS
CF/TR/SELF	CONSOLIDATED FUND, TRUST FUND AND SELF FUNDED
CF/TRUST	CONSOLIDATED FUND AND TRUST FUNDS
CF/UK	CONSOLIDATED FUND AND UK GOVT FUNDS
CF/UN	CONSOLIDATED FUND AND UNITED NATIONS FUNDS
CF/USA	CONSOLIDATED FUND AND USA GOVT FUNDS
CF/VIC	CONSOLIDATED FUND AND VIC GOVT FUNDS
CF/VIC/PRIV	CONSOLIDATED FUND, VIC GOVT FUNDS AND PRIVATE FUNDS
COMM	COMMONWEALTH FUNDS
COMM/IND	COMMONWEALTH FUNDS AND INDUSTRY FUNDS
COMM/OS	COMMONWEALTH FUNDS AND OVERSEAS FUNDS
COMM/PRIV	COMMONWEALTH FUNDS AND PRIVATE FUNDS
COMM/QLD	COMMONWEALTH FUNDS AND QLD GOVT FUNDS
COMM/SELF	COMMONWEALTH FUNDS AND SELF FUNDED
COMM/VIC	COMMONWEALTH FUNDS AND VICT GOVT FUNDS
GOVTS	COMBINED STATE GOVERNMENT FUNDS (EXCLUDING WA)
HK GOVT	HONG KONG GOVERNMENT
IMPREST	IMPREST
IND/PRIV	INDUSTRY FUNDS AND PRIVATE FUNDS
IND/SELF	INDUSTRY FUNDS AND SELF FUNDED
INDON GOVT	INDONESIAN GOVT FUNDS
INDUSTRY	INDUSTRY FUNDS
JAP GOVT	JAPANESE GOVT FUNDS
LOCAL	LOCAL GOVT FUNDS

MALAY GOVT	MALAYSIAN GOVT FUNDS
NCF/COMM	NON CONSOLIDATED FUND AND COMMONWEALTH FUNDS
NCF/IND	NON CONSOLIDATED FUND AND INDUSTRY FUNDS
NCF/IND/PRIV	NON CONSOLIDATED FUND, INDUSTRY FUND AND PRIVATE FUNDS
NCF/IND/SELF	NON CONSOLIDATED FUND, INDUSTRY AND SELF FUNDED
NCF/JAPAN	NON CONSOLIDATED FUNDS AND JAPANESE GOVT FUNDS
NCF/OS	NON CONSOLIDATED FUND AND OVERSEAS FUNDS
NCF/PRIV	NON CONSOLIDATED FUND AND PRIVATE FUNDS
NCF/PRIV/SELF	NON CONSOLIDATED FUNDS, PRIVATE FUNDS AND SELF FUNDED
NCF/SA	NON CONSOLIDATED FUND AND SA GOVT FUNDS
NCF/SELF	NON CONSOLIDATED FUND AND SELF FUNDED
NCF/TR/SELF	NON CONSOLIDATED FUND, TRUST FUNDS AND SELF FUNDED
NON CF	NON CONSOLIDATED FUND
NSW GOVT	NSW GOVT FUNDS
NT GOVT	NT GOVT FUNDS
NT/SELF	NT GOVT FUNDS AND SELF FUNDED
NZ GOVT	NEW ZEALAND GOVT FUNDS
NZ/SELF	NEW ZEALAND GOVT FUNDS AND SELF FUNDED
O/S	OVERSEAS FUNDS
O/S FEES	OVERSEAS STUDENT FEES
PRIVATE	PRIVATE FUNDS
QLD GOVT	QLD GOVT FUNDS
SA GOVT	SOUTH AUST GOVT FUNDS
SELF	SELF FUNDED
TAS GOVT	TASMANIAN GOVT FUNDS
THAI GOVT	THAILAND GOVT FUNDS
TRUST	TRUST FUNDS
TRUST/COMM	TRUST FUNDS AND COMMONWEALTH FUNDS
TRUST/IND	TRUST FUNDS AND INDUSTRY FUNDS
TRUST/NONCF	TRUST FUNDS AND NON CONSOLIDATED FUNDS
TRUST/PRIV	TRUST FUNDS AND PRIVATE FUNDS
TRUST/QLD	TRUST FUNDS AND QUEENSLAND GOVT FUNDS
TRUST/SELF	TRUST FUNDS AND SELF FUNDED
TRUST/VIC	TRUST FUNDS AND VIC GOVT FUNDS
UK GOVT	UNITED KINGDOM GOVT FUNDS
UN	UNITED NATIONS FUNDS
USA GOVT	UNITED STATES OF AMERICA GOVT FUNDS
VIC GOVT	VIC GOVT FUNDS
VIC/PRIVATE	VIC GOVT FUNDS AND PRIVATE FUNDS
VIC/SELF	VIC GOVT FUNDS AND SELF FUNDED
WBF	WORLD BANK FUNDING