

**SENATORS AND MEMBERS****CERTIFICATION AND REQUEST FOR PAYMENT –  
PRINTING, COMMUNICATIONS and SOFTWARE**

Information about Printing and Communications is available at  
[www.mps.finance.gov.au/Guidance/Annual Budget for Office Expenses/Printing and Communications](http://www.mps.finance.gov.au/Guidance/Annual Budget for Office Expenses/Printing and Communications)

(Note: A separate certification is required for each invoice submitted.)

**Options for returning your completed form**

Scan and Email to: [MPSServiceCentre@finance.gov.au](mailto:MPSServiceCentre@finance.gov.au)

**Enquiries: Ministerial and Parliamentary Services**

Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

Phone: (02) 6215 3542

**► Senator/Member**

Name

Steve Irons

Electorate/State

Swan WA

Phone

08 93550099

**► Printing, e-material and audio posters** (including translation, photography and design/artwork)

- ☐ I have previously submitted a print ready copy of the item for vetting by Finance and certify that all printed material, excluding audio posters, was on paper or card weighing not more than 700 grams per square metre, or on flat magnetised material and there have been **no changes** to the document.

Reference  ; or

- ☐ A sample of the printed item, e-material, audio poster content and English transcript, photography, translation or commercially designed Facebook item is attached. (URLs should be provided for e-items such as videos). All printed material, excluding audio posters, was on paper or card weighing not more than 700 grams per square metre or on flat, magnetised material.
- ☐ The design work specified in the attached invoice is to be incorporated in commercially printed or produced material, or posted online. Please specify (e.g. August Newsletter, 2013 calendar, etc; URL, if relevant)
- 

**► Business cards**

- ☐ For personal and/or electorate MOP(S) Act employees.

**Note:** Ministers, Parliamentary Secretaries and their personal staff should continue to direct requests for business cards to their respective portfolio department.

**► Communications** (including mail/leaflet distribution, emails, mobile phone or web applications, Facebook advertising and SMS services)

- ☒ The communication and/or distribution was for parliamentary or electorate purposes and not for party business or commercial purposes.

**► Websites** (including domain name registration, hosting, maintenance, development, design)

- ☐ The URL for the website is:

**Note:** Copies of, or links to, photographic or video services are to be provided.

**► Senators and Members may claim reimbursement from their annual budget for office expenses for:**

- ☐ **Software reimbursement** (including specific software, servicing, backup and training)
- ☐ **Interactive Voice Response (IVR)** phone surveys
- ☐ **Short Messaging Service (SMS)** broadcasting and survey services

► I certify that the details in the attached invoice/receipt from (supplier) **Liberal Party of Aust (WA Division)**

for the amount of **\$ 6131.36** (GST inclusive) dated **15/04/2019** goods received\* on

\* 'Received' means the date on which the printed goods, e-material or audio posters were delivered to the Senator or Member or to a location nominated by the Senator or Member or the date of publication of an advertisement.

are correct and the:

☒ payment to the supplier; or

☐ reimbursement to (name)

is a claimable work expense under the *Parliamentary Business Resources Act 2017*.

- I certify that my claim for the expense, allowance or public resource complies with sections 25, 26, 27 and 28 of the *Parliamentary Business Resources Act 2017*.
- I acknowledge that I am personally responsible and accountable for my use of public resources and that if section 26, 27 or 28 of the *Parliamentary Business Resources Act 2017* is contravened any amount not repaid within 28 days attracts a 25% penalty and is a debt due to the Commonwealth.
- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of  
Senator or  
Member

s22

Date

17/4/19

**Privacy Collection Notice** — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at [www.mafs.finance.gov.au/privacy.html](http://www.mafs.finance.gov.au/privacy.html)

*Parliamentary Business Resources Act 2017*

s25 Obligations in relation to the use of public resources for conducting parliamentary business

s26 Dominant purpose test

s27 Obligation to ensure value for money in incurring expenses or claiming allowances or other public resources

s28 Obligation not to make claims or incur expenses in breach of conditions



# Liberal Party of Aust (WA Division) Inc

A.B.N 36 496 603 459

**Suite 2, 12 Parliament Place, West Perth WA 6005**

PO Box 49, West Perth WA 6872

## Tax Invoice

Hon Steve Irons MP PO Box 1060 EAST VICTORIA PARK WA 6981	Invoice #: 00022029 Date: 15/04/2019 Terms: Net 14
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Details	Total (GST Inc.)
s47	

Total (GST Inc.):	\$6,131.36
GST:	\$557.40
Paid to Date:	\$0.00
<b>Balance Due:</b>	<b>\$6,131.36</b>

## How to pay

## Credit Card

To pay via MasterCard or VISA.

**by PHONE:** 08 6436 3300

Quote Ref: 00022029

### Direct Deposit

BSB: 086-006

A/C: 508187574

Liberal Party of Australia (WA Div) Inc.

Quote Ref: 00022029

## Cheque

Detach this section and mail your cheque to...

**Liberal Party of Australia (WA Division) Inc**

**PO Box 49**

WEST PERTH WA 6872

Invoice #: 00022029

**Amount Due: \$6,131.36**

**Please note:**

- It is the customer's responsibility to check that the artwork is correct, please check the delivery address details and the addressee details below the barcode. Contact Australia Post if any changes are required.
- Failure to adhere to correct addressing and formatting standards will result in higher customer charges or cancellation of service.
- Refer to the Reply Paid Service Guide or visit [www.auspost.com.au/replypaid](http://www.auspost.com.au/replypaid)
- **Please check the artwork details thoroughly. Australia Post is not responsible for any errors.**

Width: 110 mm X Length: 220 mm

**Note:** All components must be printed.  
The artwork components must not be re-scaled. Re-scaling will create processing problems.

**Delivery Address:**  
PO Box 1060  
EAST VICTORIA PARK WA 6981

**No stamp required  
if posted in Australia**



STEVE IRONS MP  
Reply Paid 1060  
EAST VICTORIA PARK WA 6981

Filename: D43195486001110220N100202.pdf

date: 02/02/2010 13:17:28

Summary: Envelope Paper Requirements:

- weight of 65 to 100gsm;
- thickness of 0.08 to 0.18 mm;
- stiffness: machine direction of 3 mN; and,
- stiffness: cross direction of 1.5mN.

No print content can appear in the bottom 15 mm on the front of the article or 20mm on the rear of the article.

**WARNING**  
Changes to this artwork not complying with Reply Paid Service Guidelines may result in cancellation of your Reply Paid service.



**IMPORTANT** voting information  
for the 2019 Federal Election.

If undeliverable return to: PO Box 3373, Bassendean WA 6942

POSTAGE  
PAID  
AUSTRALIA

## OFFICE USE

Certificate

# Postal vote application form

This application form is for one set of voting papers only – use a separate form for each person.

Alternatively, you can complete an application online at [www.aec.gov.au/pva](http://www.aec.gov.au/pva). Do not complete this application form if you are already registered as a General Postal Voter. Use black pen only and mark checkboxes with a cross X.

**1. NAME**

Ms Miss Mrs Mr Other

Family name

Given names

**2. DATE OF BIRTH**

/ /

**3. ENROLLED ADDRESS**

If you are unsure of your enrolled address please go to [www.aec.gov.au/check](http://www.aec.gov.au/check) or contact the AEC.

State/territory

Postcode

**4. POSTAL ADDRESS**

This is where your voting papers will be mailed to and can be an address in Australia or overseas.

Same as above

State/territory

Postcode

**Remote Postal Service**

I request an alternative method of delivery as this address is in a remote or rural area of Australia.

The AEC may contact you to arrange an alternative way for your voting papers to be delivered where it is reasonable and practicable for the AEC to do so.

**5. CONTACT DETAILS**

The AEC requires these details so they can contact you to resolve any urgent queries regarding your application.

Email

Mobile phone

Home phone

The AEC will also use these details to send you notifications about the progress of this application and receipt of ballot papers.

I do not want to receive notifications

**6. SECURITY QUESTION AND ANSWER**

Your security question and answer is used to help verify your postal vote. When you receive your postal vote you will be asked to write your answer on the envelope containing your ballot papers.

Select one security question and write your answer below.

A: In what town/city were you born?

B: What company did you first work for?

C: What was the last school you attended?

D: What was the make/model of your first car?

E: What is the middle name of your oldest child?

Answer

**7. DECLARATION**

The person named at part one (1) of this form must personally sign and date below. Please note that giving false or misleading information is a serious offence.

I declare that I am entitled to apply for a postal vote.

Signature

Today's date

/ /

OFFICE USE

Elector division  
Issuing division/  
overseas post

Date received

/ /

Date issued

/ /

Source code  
Division  
finder ref.

Initials

As the security of external systems cannot be assured, the AEC does not accept any liability for unauthorised interception of electronic communications associated with the use of this form.

EPOUS 09118\_18\_1087



## Am I eligible to vote early?

You can vote early, either in person or by post, if on polling day you can't get to a polling place because you:

- are outside the electorate where you are enrolled to vote
- are more than 8km from a polling place
- are travelling
- can't leave your workplace to vote
- are seriously ill, infirm or due to give birth shortly (or if you are caring for someone who is)
- are a patient in hospital and can't vote at the hospital
- have religious beliefs that prevent you from attending a polling place
- are in prison serving a sentence of less than three years or otherwise detained
- are a silent elector
- have a reasonable fear for your safety.

**Carefully consider your options as voting early in person may be an easier option than voting by post.**

## In person

You can vote in person before polling day at an AEC divisional office or at an early voting centre in Australia or overseas (when available). The locations and opening times of early voting centres are available at [www.aec.gov.au](http://www.aec.gov.au) or by calling 13 23 26.

## By post

You can apply for a postal vote online at [www.aec.gov.au/pva](http://www.aec.gov.au/pva) or by using this form.

The AEC must receive your application by 6pm on the Wednesday before polling day for your application to be accepted.

**Return your completed application as soon as possible. Ensure you leave enough time for your vote to be completed by polling day and then returned to the AEC.**

The AEC will start sending voting papers to voters who have applied for a postal vote after candidate nominations are declared and ballot papers are printed (usually 2–3 weeks after the announcement of the election).

In a referendum, voting papers will be sent as soon as possible after the announcement of the referendum.

Please note: the AEC accepts faxed and emailed forms however as the security of external systems cannot be assured, the AEC does not accept any liability for unauthorised interception of electronic communications associated with the use of this form.

## About your postal vote application

The Australian Electoral Commission (AEC) is authorised under the *Commonwealth Electoral Act 1918* and the *Referendum (Machinery Provisions) Act 1984* (the 'Acts'), to collect and verify the information you have been asked to complete on this application form.

The information you have provided will assist the AEC with processing your application and postal vote and may be viewed by authorised staff and scrutineers. The AEC may seek further information from you or provide you with information about the progress of your application using any of the contact details you provide on your application form.

The AEC, in accordance with the Acts, is required to provide when requested, your name, date of birth and residential address to eligible candidates for the Senate or House of Representatives and eligible registered political parties after the election. In accordance with the Acts, the applications for an electoral division are available for public inspection at the relevant divisional office after the election and until the election can no longer be questioned.

The AEC will deal with the information that you provide in accordance with its privacy policy published at [www.aec.gov.au/privacy](http://www.aec.gov.au/privacy)

## Returning your form

**AEC website:** Upload your scanned signed form at [www.aec.gov.au/pva](http://www.aec.gov.au/pva)

**Post:** Australian Electoral Commission  
Reply Paid 9867  
[Your capital city]

(No stamp is needed if posted in Australia)

**Fax or in person:** Visit [www.aec.gov.au/contact](http://www.aec.gov.au/contact) to find the fax number or location of your nearest AEC office

## For more information

Australian Electoral Commission: [www.aec.gov.au](http://www.aec.gov.au) or 13 23 26. From outside Australia please call +61 2 6160 2600.

## Help in other languages

العربية	Arabic	1300 720 132	język polski	Polish	1300 720 143
廣東話	Cantonese	1300 720 135	Português	Portuguese	1300 720 145
Hrvatski	Croatian	1300 720 136	Русский язык	Russian	1300 720 146
Ελληνικά	Greek	1300 720 137	Српски	Serbian	1300 720 147
Italiano	Italian	1300 720 138	Español	Spanish	1300 720 148
ไทย	Khmer	1300 720 134	Türkçe	Turkish	1300 720 149
한국어	Korean	1300 720 468	Tiếng Việt	Vietnamese	1300 720 152
Македонски	Macedonian	1300 720 139	Other languages		1300 720 153
普通话	Mandarin	1300 720 142			

**If you are deaf, or have a hearing or speech impairment**  
Contact the AEC through the National Relay Service (NRS):

TTY: 133 677 then ask for 13 23 26

**Speak and Listen:** 1300 555 727 then ask for 13 23 26  
**Internet relay:** connect to the NRS then ask for 13 23 26.

EP048 08118 18\_1087



**If you won't be able to get to a voting centre on election day... then apply for a postal vote. It's easy and convenient. See inside for details.**



*With compliments*

**STEVE IRONS**  
Swan Electorate

**IMPORTANT POSTAL VOTE APPLICATION INFORMATION**

Authorised by Elections | Local Party, 2017 Prepared: Dec. 2017 Print: 05/18/2017. Printed by Media Plus, 05/18/2017. Printed by Media Plus, 05/18/2017.