

From: § 22
To: anne.webster.mp@aph.gov.au
Subject: Dr Anne Webster (Mallee) - Privately leased satellite offices [SEC=OFFICIAL]
Date: Thursday, 19 September 2024 2:39:26 PM

OFFICIAL

Good afternoon Dr Webster

Further to your enquiry today regarding a privately leased satellite office please see information below. Please note further information can also be found on the MaPS website - [Office types and office resources | Ministerial and Parliamentary Services \(finance.gov.au\)](#).

You may claim reimbursement for costs incurred to lease, operate, maintain, establish or vacate a **privately leased** satellite office, as follows:

An electorate with an area of:	Maximum amount claimable (2024–25)
at least 3,500 km ² and less than 5,000 km ²	\$62,130.09 (including GST)*
at least 5,000 km ² and less than 25,000 km ²	\$62,130.09 (including GST)
25,000 km ² or more	\$24,852.04 (including GST)

*requires the Minister’s express approval.

Reimbursement only applies if the commercial property lease is:

- for a term of at least 3 months
- entered into in your personal capacity (it cannot be leased by you on behalf of the Commonwealth, and it cannot be leased by another person, including a company or other organisation, for your use)
- for an office that is, or is part of, a permanent building within your electorate*
- for an office that is used for the dominant purpose of conducting your parliamentary business (it must not be used for commercial purposes).

*The *Parliamentary Business Regulations 2017* define electorate, when used in a geographical sense, to mean “the area that constituted the member’s electorate at the end of the most recent election period”.

Examples of costs that are reimbursable:

- rent
- electricity, gas, water and sewerage
- repairs and maintenance that are not the landlord’s responsibility
- insurance premiums and excess
- lease or hire costs for office furniture and equipment (except where the arrangement could result in the items being owned by you)
- fixed telephone and internet services, including installation, maintenance, rental, transfer and call and data costs
- costs to establish and vacate the office, such as removal expenses
- any relevant Commonwealth, state and local duties, charges and taxes including GST.

Costs not reimbursable include:

- any cost that would give you any ownership or residual value in fitout, furniture or equipment during or after the term of the lease. This includes lease/rent to buy schemes and consumables such as stationery, paper and toner cartridges
- repairs and maintenance that are the landlord’s responsibility.

Please feel free to reach out if I can be of any further assistance.

Kind regards

§ 22
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