

**From:** s 22  
**To:** s 22 (A. Webster, MP)  
**Subject:** RE: Dr Anne Webster (Mallee) - Privately leased satellite offices [SEC=OFFICIAL]  
**Date:** Wednesday, 12 February 2025 1:49:56 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image003.png](#)  
[image004.png](#)  
[image005.jpg](#)  
[image006.jpg](#)

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**OFFICIAL**

Hi s 22

Further to the below.

For your awareness, please be advised of the following. Noting, several recent claims have been inadvertently entered and processed via PEMS, as a 'claim' not a 'reimbursement'.

- Confirming, all claimable invoices relating to the satellite office are to be paid in full by the Federal Member prior to entering in PEMS
- Confirming, claims are to be entered into PEMS as a "reimbursement"
- Confirming, the MaPS State Office (upon receipt of payment of invoice) will process as a reimbursement back to the member
- Confirming, only one claim per month will be processed
- Confirming, each claim may include several types of claimable costs e.g. rent, insurance, utilities etc

Thank you in advance!



s 22 | A/g State Manager - Victoria  
 Ministerial and Parliamentary Services  
 Parliamentary Business Resources (PBR) Framework Branch  
 Department of Finance

**E:** [maps-vic@finance.gov.au](mailto:maps-vic@finance.gov.au)

**T:** 03 9660 6600

**A:** Melbourne Commonwealth Parliament Offices, 4 Treasury Place, East Melbourne Vic 3002



**From:** s 22 <[s22@finance.gov.au](mailto:s22@finance.gov.au)>

**Sent:** Friday, 20 September 2024 1:34 PM

**To:** s 22 (A. Webster, MP) <[s22@aph.gov.au](mailto:s22@aph.gov.au)>

**Subject:** RE: Dr Anne Webster (Mallee) - Privately leased satellite offices [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22

My team has kindly sourced from costs from other offices that we have to provide an indication of what costs might look like. Please note that some landlord may offer a gross lease, or others a net lease where the outgoings would be separate.

Monthly electricity charge for the Swan Hill office (say \$280-\$300 per month, similar charge in the summer months). Very few offices have gas.

Another small regional office:

- Water Rates \$434 per quarter
- Council rates \$314 per quarter
- Body corporate statutory outgoings \$413 per month

Annual insurance charges range from \$1,000-\$1,200.

Please note the above are only estimates and based on offices located in other areas, so charges will differ for any property that Dr Webster is interested in.

Also note that Department of Parliamentary Services (DPS) are responsible for phone and internet, so we do not have access to these expenses.

I hope that helps!

Kind regards

§ 22

State Manager Victoria  
Ministerial and Parliamentary Services  
Department of Finance

**From:** § 22  
**Sent:** Friday, September 20, 2024 9:12 AM  
**To:** § 22 (A. Webster, MP) § 22 @aph.gov.au>  
**Subject:** RE: Dr Anne Webster (Mallee) - Privately leased satellite offices [SEC=OFFICIAL]

OFFICIAL

Hi § 22

The signage would be able to be claimed under the budget below. Noting that we would need to approve any signage before being put up to ensure it is still in line with the MaPS guidelines.

Kind regards

§ 22

State Manager Victoria  
Ministerial and Parliamentary Services  
Department of Finance



**From:** § 22  
**Sent:** Friday, September 20, 2024 8:44 AM  
**To:** § 22 (A. Webster, MP) § 22 @aph.gov.au>  
**Subject:** RE: Dr Anne Webster (Mallee) - Privately leased satellite offices [SEC=OFFICIAL]

OFFICIAL

Hi § 22

Dr Webster will fall into the 25,000km category. The claimable amount is lower as due to the size of the electorate the Member already would have 2 offices established.

This budget below, is the same amount in the table, just excluding GST.

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.

I’ll confirm on the signage for you.

Kind regards

§ 22

State Manager Victoria  
Ministerial and Parliamentary Services  
Department of Finance

**From:** § 22 (A. Webster, MP) § 22 @aph.gov.au>  
**Sent:** Thursday, September 19, 2024 4:45 PM  
**To:** § 22 @finance.gov.au>  
**Subject:** FW: Dr Anne Webster (Mallee) - Privately leased satellite offices [SEC=OFFICIAL]

Hi § 22

Thank you for your email, I'm a little confused or it just doesn't make sense.

Anne's Electorate is 83,412 sq km which one does Anne fall under.? And the larger the electorate the lesser the maximum amount claimable.



Is the privately leased office budget, separate to the above?



Does the budget reimburse for rent, utilise, set-up, furniture etc?

What happens with signage cost ?

Sorry, I hope this makes sense.

Kind regards,

s 22 **I Electorate Officer**

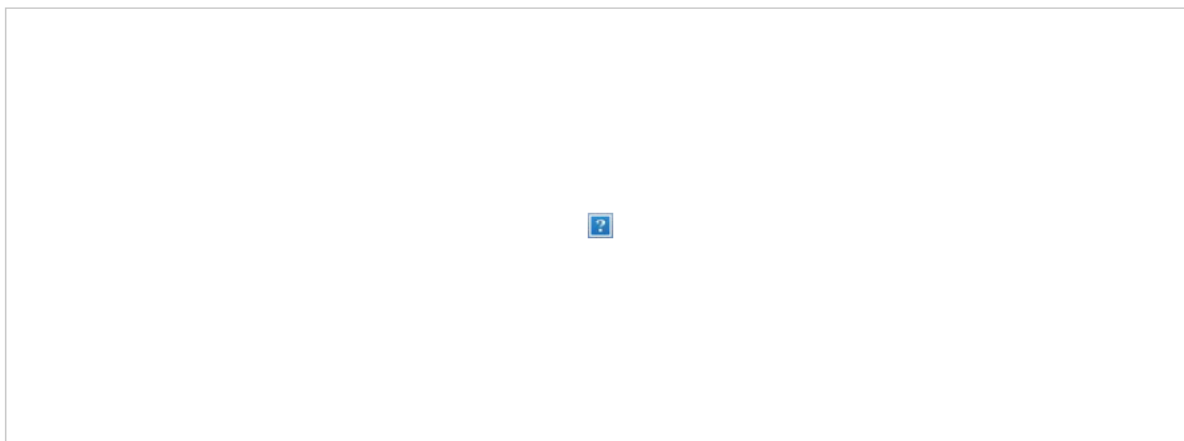
Office of Dr Anne Webster MP

Federal Member for Mallee

**Shadow Assistant Minister for Regional Health**

P: s 22

E: s 22 [@aph.gov.au](mailto:s 22@aph.gov.au)



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**From:** Webster, Anne (MP) <[Anne.Webster.MP@aph.gov.au](mailto:Anne.Webster.MP@aph.gov.au)>

**Sent:** Thursday, 19 September 2024 4:34 PM

**To:** s 22 (A. Webster, MP) s 22 [@aph.gov.au](mailto:s 22@aph.gov.au)>

**Subject:** FW: Dr Anne Webster (Mallee) - Privately leased satellite offices [SEC=OFFICIAL]

Kind regards,

s 22 **I Electorate Officer**

Office of Dr Anne Webster MP

Federal Member for Mallee

**Shadow Assistant Minister for Regional Health**

P: s 22

E: s 22 [@aph.gov.au](mailto:s 22@aph.gov.au)



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**From:** s 22 [REDACTED] <[REDACTED]@finance.gov.au>  
**Sent:** Thursday, 19 September 2024 2:39 PM  
**To:** Webster, Anne (MP) <Anne.Webster.MP@aph.gov.au>  
**Subject:** Dr Anne Webster (Mallee) - Privately leased satellite offices [SEC=OFFICIAL]

**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 <sup>2</sup> and less than 5,000 km <sup>2</sup>	\$62,130.09 (including GST)*
at least 5,000 km <sup>2</sup> and less than 25,000 km <sup>2</sup>	\$62,130.09 (including GST)
25,000 km <sup>2</sup> 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

s 22

| State Manager Victoria

Ministerial and Parliamentary Services

Department of Finance

T: 03 9660 6600 | M: s 22 E: s 22 [@finance.gov.au](mailto:s 22@finance.gov.au)

A: Melbourne Commonwealth Parliament Offices, 4 Treasury Place, East Melbourne

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