

## **HOUSE OF ASSEMBLY GLOBAL ALLOWANCE GUIDANCE NOTES**

The Global Allowance is provided to Members of the House of Assembly for funding expenditure based on the following principle:

*An expense is properly incurred if it is used in the reasonable discharge of a Member of the House of Assembly's duties and / or roles as a Member of Parliament or the holder of a Parliamentary office. The duties of a Member as a Shadow Minister are included as part of the Member's role as a Member of Parliament.*

Members should apply their own judgement in the application of this principle, noting that when utilising public monies an appropriate degree of caution should be applied.

An important test that a Member should apply is to ask whether any expenditure is in support of their role as a Member of Parliament (allowed) or is in support of a political purpose. It is accepted that many expenditures could be deemed to fall into both categories to some extent, hence while the Member is entitled to use their discretion the expenditure must be able to be justified.

Quarterly statements of Global Allowance expenditures by each Member will be published publicly on-line 10 days after the Member has received a copy of their summary statement for review. The intention is to publish the information on-line and grouped by expenditure categories. However, the overriding consideration will be to provide enough information to enable a fair judgement of the appropriateness of the expenditures made by a Member. In accessing the Global Allowance entitlement, Members must be willing to defend their decisions against both public and Parliamentary scrutiny.

### **Expenditure specifically excluded from funding against the Global Allowance**

The following is a listing of expenditure specifically excluded for allocation against the Global Allowance entitlement. The following dot points should be interpreted broadly as including "like items".

- Bank fees
- Child care (excluding the reimbursement of reasonable child care costs to a Member's Assistants covered in the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2007*).
- Clothing;
- Club membership fees;
- Community group membership fees;
- Conferences, seminars and training (other than that for Electorate Office staff);
- Donations, such as trophies, books and sporting equipment (includes monetary);
- Drivers license;
- Entertainment expenses;
- Expenses incurred in the transitional period before a Member takes their seat;
- Election expenses, other than Postal Vote Applications;

- Fundraising functions and activities (including expenses directly incurred in seeking campaign donations);
- Fines;
- Gifts and ad hoc emergency monetary assistance to constituents;
- Glasses, contact lenses;
- Grooming;
- Guard dogs;
- Laundry and maintenance;
- Legal expenses;
- Maintaining a private residence;
- Meals;
- Motor vehicle and other transport expenses, other than for Electorate Office staff reimbursement;
- Party membership fees, levies and contributions;
- Patron expenses;
- Professional library;
- Raffle ticket expenses;
- Relocation expenses;
- Security costs at a Member's residence;
- Self education expenses;
- Sponsorship of individuals / organisations, such as guides, scouts, church organisations and sporting clubs;
- Trade, business or professional association fees;
- Travel expenses not covered by a travel allowance, other than for Electorate Office staff reimbursement;
- Travel expenses covered by an annual entitlement;
- Travel between home and the normal place of work;
- Travel expenses of accompanying relatives;
- Unlisted telephone numbers;
- Wages, other than in accordance with the guidance notes;
- Watches.

## **Casual Clerical Assistants**

Casual Clerical Assistants may be employed in your office and paid from your Global Allowance.

The pay rates for Casual Clerical Assistants remunerated from the Global Allowance are described in the *Personal Assistants to the Members of the Parliament of South Australia 1989 Award* and are varied by the Industrial Relations Commission of South Australia to reflect General Application to Review Award Wages Decisions.

The Global Allowance will be used to cover the direct cost of wages, but the Department of Treasury and Finance will meet any additional costs (payroll tax, compulsory superannuation contributions, etc).

The Member will determine their rate of pay depending on the level of experience of the Casual Clerical Assistant and the complexity of duties performed.

See Appendix 2 for the rates of pay for Casual Clerical Assistants.

When engaging a Casual Clerical Assistant, please forward the following to Electorate Services:

- Timesheet approved by the Member.
- Tax Declaration Form.
- Employee Salary Disbursement Form.
- Covering letter from the Member approving payment from the Global Allowance allocation, stating the period engaged and the rate of pay.

Please Note:

- Government has endorsed a policy that Members not engage members of their family<sup>1</sup> for any paid Electorate Office work, including casuals, contractors and consultants.
- Casual Clerical Assistants should be supervised by an Assistant and not left to staff the office on their own.

## **Professional Contractors / Consultants**

Professional contractors / consultants may be engaged to provide services, charged at an hourly rate to the Member, as and when required.

If a Member elects to engage the use of contractors / consultants at their discretion, the Member must be able to justify their use if called upon to do so.

As part of whole of Government reporting requirements, Members who utilise contractors and consultants are required to report to the Department of Treasury and Finance quarterly details of their use of consultants / contractors. The types of information Members will be required to provide for each contractor / consultant include: description of each consultant / contractor; purpose of the contractor / consultant; amount budgeted for and the YTD spend per consultant / contractor; and the engagement method used for each consultant / contractor.

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<sup>1</sup> Family is deemed to be both Immediate and Extended family, and includes but is not limited to: spouse (de-facto), parents of either spouse, grandparents/grandchildren, children/step-children (or equivalent) or same sex domestic partner.

## **Monthly Capped Expenditure**

### **Photocopying**

At the end of each month either Ricoh or Toshiba will contact your office requesting the meter reading on your photocopier. This reading will be used to calculate your monthly usage.

A capped monthly limit of \$210.13 for photocopying will be provided for each Member of the House of Assembly. This cap will be funded by the Administered Items of the Department of Treasury and Finance.

Expenditure in excess of the monthly limit will be charged against the Global Allowance allocation.

### **Telecommunications – Mobile Telephones**

A capped monthly limit of \$525.31 for telecommunications charges for mobile telephones will be provided. Expenditure in excess of the monthly limit will be charged against the Global Allowance allocation. This cap will be funded by the Administered Items of the Department of Treasury and Finance. The outright purchase of devices will be charged to the Global Allowance allocation, however purchase plans, data packages and service costs, along with call costs can be charged against the cap.

Reimbursement of Electorate Office employee work related call charges made from their private phones is funded against the Global Allowance entitlement, not the Member's capped monthly limit.

### **Telecommunications – Landline**

A capped monthly limit of \$210.13 for telecommunications charges for telephone, fax call costs, pagers and additional voice, fax and data lines above the current standard per office, will be provided. Expenditure in excess of the monthly limit will be charged against the Global Allowance allocation. This cap will be funded by the Administered Items of the Department of Treasury and Finance.

### **Indexation**

Each of the monthly caps will be increased by 2.5% at the commencement of the new financial year.

## **Equipment / Asset Purchases**

Equipment in excess of the standard items provided by the Department of Treasury and Finance may be purchased from the Global Allowance entitlement.

Please Note:

- As these items of equipment are being purchased with Government funds, all items of equipment purchased through the Global Allowance allocation will remain the property of the Government.
- Assets purchased through the Global Allowance allocation will be salvaged in line with Departmental policy, if no longer required by the Member. Assets returned to the Department of Treasury and Finance will be removed from the Member's Asset Register.
- All equipment / asset purchases from the Global Allowance are limited to a maximum value of \$9,999 (GST exclusive). This total includes all expenditure associated with the purchase including delivery and installation costs etc.

Examples of equipment previously approved for funding and purchased against the Global Allowance include:

- Board Room Table;
- Digital Camera;
- Electric Stapler;
- Folding Machine;
- Guillotine;
- Projector;
- Mobile Phone.

All ongoing costs associated with the purchase of the above equipment which include but are not limited to repairs, licenses, maintenance and maintenance agreements and consumables are to be funded from the Global Allowance.

## **Technology / Network Connecting Equipment and Assets**

Additional computer equipment (desktop, laptop etc), over and above the standard equipment provided to the Electorate Office, may only be funded from the Global Allowance if purchased via the Parliamentary Network Support Group Network (PNSG) on behalf of the Member.

The Global Allowance cannot fund the purchase if the PNSG do not supply, network and support the computer equipment. It is not feasible to purchase computer equipment above the standard entitlement that is not compatible with the Parliamentary Network, is unable to be supported by PNSG or where the management of information security is not controlled within an approved framework.

All equipment purchased from the Global Allowance allocation will remain the property of the Government and must be purchased using State Procurement Board contracts and guidelines, which require each transaction to display the following qualities: obtaining value for money, ethical and fair treatment of parties, and probity, transparency and accountability.

## **ARRANGEMENTS FOR THE HOUSE OF ASSEMBLY GLOBAL ALLOWANCE**

Members can only access the Global Allowance allocation upon entering into the *Parliamentary Remuneration Act 1990, Deed for Payment of Global Allowance*.

The Global Allowance is provided on a financial year basis and is funded through the Department of Treasury and Finance, and administered by Electorate Services on behalf of the Minister for Finance.

In instances where the financial year is also a South Australian State election year, the Global Allowance allocation will be issued on a pro-rata basis. Electorate Services will advise Members of their entitlements prior to the commencement of the financial year incorporating the election period.

Each Member is individually accountable for his or her use of entitlements. Each month a statement showing expenditure to date will be provided to each Electorate Office from the Department of Treasury and Finance. It is the responsibility of the Electorate Office to check the accuracy of each monthly statement as it is received and advise Electorate Services immediately of any entries requiring amendment to ensure the use of entitlement is properly accountable.

Up to 25% of the unspent Global Allowance allocation will be carried over from one financial year to the following financial year. Unspent funds cannot be carried over for more than one year.

In cases where the Global Allowance has been exceeded, the Department of Treasury and Finance will take action to recover the expenditure as a debt due to the State.

Members may be invoiced at the end of the financial year for any expenditure exceeding their available allocation, should alternative measures to settle the debt not be implemented.

Global Allowance debts may be settled by:

1. Direct payment to the Department of Treasury and Finance, by cheque, money order etc.
2. With the Minister for Finance's approval, the transfer of funds from another Member may be initiated to cover over expenditure (transfers to an individual Member may only occur twice in relation to any particular financial year).

Transfers from sitting Members may also be applied to former Members, if at the time they cease to be a Member their Global Allowance calculated on a pro-rata basis is in debit.

3. In extenuating circumstances the Minister for Finance may allow Members to access up to 25% credit from the following year's Global Allowance to cover over expenditure.
4. The Minister for Finance may debit a sitting Member's Global Allowance to recover any over expenditure incurred in previous financial years, that has not been settled within 45 days of receipt of the end of financial year statement.

It is the Members' responsibility to negotiate contracts and purchase agreements with all suppliers that provide the most practical value for money, when utilising public monies from their Global Allowance entitlement.

Independent audits on the use of Members' Global Allowance entitlements are conducted by the Auditor-General's Department.

## **FINANCIAL AUTHORITY OF MEMBERS**

Tax invoices for payment from the Global Allowance allocation must be self-assessed by the Member to ensure they are consistent with the Global Allowance guidance notes. The Member, or nominated delegate, must then certify the original tax invoice authorising payment from their Global Allowance allocation on the basis that the expenditure complies with the Global Allowance guidance notes and they have received the goods and services.

All tax invoices outside of the financial authority of the nominated delegate (e.g. tax invoices greater than \$2,500) must be authorised by the Member.

Tax invoices for accounts in excess of the Global Allowance will be the Member's responsibility. If a Member's expenditure from the Global Allowance is persistently inappropriate, the Minister for Finance may issue special instructions to that Member, details of which will be published online.

Compliant original certified tax invoices should be forwarded to Shared Services SA for payment.

### **Please Note:**

- Invoices that have not been certified will be returned to the Member.
- Invoices must be sent to Shared Services SA as soon as possible to ensure payment before the due date.
- Vendor late payment penalties will be deducted from the Global Allowance.

Members will need to keep a copy of all invoices forwarded to Shared Services SA for their own records.

## **DELEGATION OF AUTHORITY TO APPROVE EXPENDITURE**

A Member can nominate an Assistant authority to sign tax invoices on their behalf. Only one Assistant may be nominated from an office.

Delegation will be provided for a maximum of \$2,500 per tax invoice and a maximum of \$8,000 per month. This will allow for creditor accounts which may require this level of authorisation (e.g. Australia Post Accounts).

The Electorate Office Assistant delegated this authority will be required to follow the existing approval process. They must stamp the tax invoice with the Global Allowance authority stamp and sign on behalf of the Member.

Should the Electorate Office Assistant cease to be employed by the Crown, the Member will be requested to nominate a replacement delegate. Delegation may be altered at the request of the Member at any time. This delegation will roll over from one financial year to the next.

## **ISSUE OF PURCHASE CARDS TO NOMINATED ASSISTANTS**

At the request of the Member and with the consent of the Assistant, the Department of Treasury and Finance may issue ANZ purchase cards to the Electorate Office Assistant nominated to authorise tax invoices for payment against the Member's Global Allowance allocation.

The purchase cards will be limited for use with specific suppliers and only where a risk to the disruption of Member services exists, e.g. telecommunications. This restriction to the purchase card is achieved through the use of industry specific vendor merchant codes assigned against all business accounts.

It is the Assistant's responsibility to confirm that the vendor is using the appropriate industry aligned merchant code.

The purchase cards will be limited to a maximum limit of \$2,500 per transaction, and a monthly limit of \$8,000.

Prior to the issue of a purchase card, the Assistant will need to sign and return the Purchase Card agreement and acknowledgement by cardholder form indicating compliance with all relevant conditions, policies and procedures.

Each month, the Assistant will receive a purchase card statement for review detailing the expenditure incurred in the period. All original authorised tax invoices must be attached to the statement incurred for the period and returned to Electorate Services for reconciliation. Following reconciliation of your purchase card, Electorate Services will reallocate the expenditure from a purchase card suspense account to the specific expenditure account codes reported on your Global Allowance Statement.

Electorate Services will monitor the use of the purchase card to ensure compliance against the terms and conditions associated with its use.

## **AUTHORITY TO AMEND THE GLOBAL ALLOWANCE GUIDANCE NOTES**

The Minister for Finance, as the designated responsible Minister for the administration of the Global Allowance scheme, may as required, authorise amendments to the Global Allowance Guidance Notes that reflect changes to administrative processes, statutory increases in pay rates for Casual Clerical Assistants or any other procedural changes implemented as a result of departmental efficiency measures.

Substantive increases to the base Global Allowance allocations, other than the annual 2.5% CPI increase, changes to reporting requirements or any proposed amendment to the principle upon which the funding allocation is provided, will require the approval of the Governor in Executive Council.



## PARLIAMENTARY MEMBERS ACCOUNTS PAYABLE PROCESS

The following information is provided to assist you to utilise the Shared Services SA Accounts Payable system efficiently.

Following approval from either the Member or nominated delegate, a tax invoice is to be forwarded direct to Shared Services SA for processing. Invoices are not to be forwarded to DTF, Electorate Services as they have been previously.

The preferred method of receiving an invoice by Shared Services SA is electronically via email to: [APinvoices@sharedservices.sa.gov.au](mailto:APinvoices@sharedservices.sa.gov.au)

The Member should retain the original tax invoice for their records.

When emailing scanned tax invoices to Shared Services SA, the following rules need to be applied:

### Payments direct to suppliers

- there should be one invoice per PDF image (regardless of the number of pages an invoice may contain)
  - Please check the PDF image to ensure that it is legible
- a maximum of 5 images per email
- a maximum size limit of 1MB per e-mail
- all 5 tax invoice images should be for payments direct to suppliers
- email subject line should read: *DTF/Member for xxxx* (this will enable Shared Services SA to immediately identify your invoices)

### Requests for reimbursement

- there should be one scanned image per email, including the proof of payment and if appropriate, an explanatory letter
- when scanning, the letter (if included) should be the last page of the image
- on the first scanned page, please write *pay (name of individual to be reimbursed)* at the top of the page
- email subject line should read: *DTF/Member for xxxx/Private Reimbursement*

This will streamline the accounts payable process, as Shared Services SA will be able to more effectively process and monitor individual invoices submitted by Members, from receipt through to payment.

Alternatively, invoices can be faxed to Shared Services SA, AP Invoices on (08) 8124 9894, or by mail to Shared Services SA at:

AP Invoices / Document Capture  
GPO Box 11027  
ADELAIDE SA 5001

**Global Allowance allocations for 2017-18**

Members' Global Allowance allocations for 2017-18 are detailed in the following table:

<b><u>Members' annual Global Allowance allocations 2017-18</u></b>		
<b>Metropolitan Members</b>	<b>Country Members</b>	<b>Whips</b>
<b>\$56,056.11</b>	<b>\$59,034.34</b>	<b>\$68,755.41</b>

**Maximum Carryover Applicable – 25% available under expenditure**

<b>Metropolitan Members</b>	<b>Country Members</b>	<b>Whips</b>
<b>\$14,014.03</b>	<b>\$14,758.59</b>	<b>\$17,188.85</b>

**Casual Clerical Assistants**

The pay rates for Casual Clerical Assistants remunerated from the Global Allowance are described in the *Personal Assistants to the Members of the Parliament of South Australia 1989 Award* and have been varied by the Industrial Relations Commission of South Australia to reflect the General Application to Review Award Wages Decision.

The rates of pay for Casual Clerical Assistants are set as follows:

1st year (GLOB01)	\$20.97 per hour plus 25% casual loading	\$26.21
2nd year (GLOB02)	\$21.34 per hour plus 25% casual loading	\$26.68
3rd year (GLOB03)	\$21.71 per hour plus 25% casual loading	\$27.14
4th year (GLOB04)	\$22.17 per hour plus 25% casual loading	\$27.71
5th year (GLOB05)	\$22.55 per hour plus 25% casual loading	\$28.19
6th year (GLOB06)	\$22.93 per hour plus 25% casual loading	\$28.66

Note - Rates applicable from 1 July 2017

**Amendments to Global Allowance Guidance notes issued 1 July 2010**

<b><i>Amendment Date</i></b>	<b><i>Description of Amendment</i></b>
5 January 2011	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 October 2010.
23 March 2011	Asset / Equipment purchases limited to a maximum of \$9,999 (GST Exclusive) including delivery, installation costs etc.
22 July 2011	Update to Appendix 1, Global Allowance allocations for 2011-12
30 September 2011	Amendment to expenditure exemption 'Travel expenses not covered by a travel allowance', to include 'other than for Electorate Office staff reimbursement;'
22 November 2011	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 October 2011.
6 February 2012	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 January 2012.
16 August 2012	Update to Appendix 1, Global Allowance allocations for 2012-13.
1 January 2013	Update to the payment of accounts administration via Shared Services SA.
1 January 2013	Update to the administration of the Global Allowance entitlement to incorporate a nominated Assistant to authorise expenditure up to a maximum of \$2,500 per tax invoice.
1 January 2013	Update to the administration of the Global Allowance to incorporate the introduction of purchase cards for delegated.
1 January 2013	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 14 July 2012.
11 February 2013	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 14 July 2012.
4 June 2013	Update to reflect transfer of Ministerial responsibility from the Treasurer to the Minister for Finance.
29 July 2013	Update to Appendix 1, Global Allowance allocations for 2013-14 Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2013.
5 September 2013	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2013.
31 July 2014	Update to Appendix 1, Global Allowance allocations for 2014-15 Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2014.

26 August 2015	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2015.
2 June 2016	Revised <i>Global Allowance Guidance Notes</i> approved by the Governor in Executive Council, including \$10,000 yearly increase for all Members of the House of Assembly, to recognise Australia Post prices increases effective 4 January 2016.
11 July 2016	Update to Appendix 1, Global Allowance allocations for 2016-17.
1 September 2016	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2016.
5 April 2017	Revised <i>Global Allowance Guidance Notes</i> approved by the Governor's Deputy in Executive Council, including equalisation of annual allocations, indexation of monthly capped expenditure and variation to the mobile telephone cap.
3 July 2017	Update 2017-18 allocations and indexation of monthly caps.
1 September 2017	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2017.