



Australian Government
**Independent Parliamentary
Expenses Authority**

Assessment Report
Printing use by Dr Anne Aly MP

NOTED / PLEASE DISCUSS

Section 22

CEO IPEA: Leonie McGregor

Date: 26.04.17

Assessment Summary

IPEA has assessed an allegation Dr Anne Aly MP misused her printing work expense. Dr Aly has, to date, made no work expenses claim for the printing that was alleged and therefore this allegation is not sustained.

No further action required

Section 22

A/g Assurance Director:

Date:

21.4.17

AGREED / NOT AGREED

Issue

The Department of Finance received correspondence from a member of the public, via Prime Minister and Cabinet, expressing concern that Dr Anne Aly MP's use of printing work expenses was not in accordance with the guidelines.

Assessment of this claim was transferred from the Department of Finance to the Independent Parliamentary Expenses Authority (IPEA) 12 April 2017.

Assessment

Claim

Correspondence dated 23 February 2017 was received by IPEA 12 April 2017 (Attachment A). It is stated as being from ^{Section 47F} [REDACTED]

The correspondent claims they received a letter from Dr Anne Aly featuring her '*federal gov (sic) letterhead and postage paid Australia*'. They claim '*the letter was supporting the Labor candidate for Wanneroo Sabine Winton*'. No specific details were provided regarding the contents of the letter from the member or the date it was received by the correspondent.

Dr Aly's Access of Printing Work Expenses

According to records held by M&PS, there was only one application with content related to the claims by the correspondent submitted for pre-printing approval by Dr Aly's office in the relevant time period.

To date, no invoice has been received by M&PS for these items submitted for preprinting approval. As such, there are no grounds for an allegation of misuse as the work expense has not been accessed by the member.

The member may have utilized other office facilities provided at Commonwealth expense to produce the letter. M&PS has no requirement for the purpose of office facility usage to be reported and holds no information about what members print in their offices.

Background

Transfer from M&PS to IPEA

The acting Assistant Secretary of M&PS Advice and Support Branch, Lauren Barons, emailed this matter to acting Director of Assurance at IPEA, ^{Section 22} [REDACTED], 12 April 2017 (Attachment E).

Printing and Communications Entitlement

As the Federal member for Cowan (WA), Dr Aly has access to printing and communications at Commonwealth Government expense. Access to this work expense is authorised by paragraph 5(1)(b) of the *Parliamentary Entitlements Act (1990)* and set out in Part 2 Division 1 of the

Parliamentary Entitlements Regulations 1997. The Senators and Members Handbook¹, provided by Ministerial and Parliamentary Services (M&PS) serves as a practical guide on how to access work expenses and adhere to these regulations (Attachment B).

The Handbook explains that '*office budget expenditure on printing and communications must only be used for parliamentary or electorate purposes, and must not be used for party business or commercial purposes, or for the production of how-to-vote material.*'

Senators and Members may submit material they are proposing to print or produce for pre-print assessment. M&PS will assess the material against the parameters of the entitlement and provide a written response advising if the proposed material is within entitlement. Senators and Members are not obliged to obtain advice prior to printing material.

Letter Submitted for Pre-printing Assessment

On 17 November 2016, M&PS received an application from ^{Section 47F} adviser to Dr Aly, for pre-printing approval for two advertisements and a letter (Attachment C).

The letter submitted for approval included a reference to the Labor candidate for Wanneroo, Sabine Winton.

'The WA Labor candidate for Wanneroo, Sabine Winton, has sent me a letter outlining her priorities, background and experiences. I have enclosed this letter for your information.'

This language is not 'supporting' Sabine Winton as Dr Aly describes her purpose of attaching Ms Winton's letter as being for the recipients 'information'. There are no other references to Ms Winton in Dr Aly's letter.

Emails between M&PS and ^{Section 47F} continued due to minor amendments to the advertisements and concluded 24 February 2017. The final email (Attachment D) from M&PS included a pre-printing assessment of the letter and advertisement and provided the following advice to Ms Aly's office,

The above items comply with the requirement that they may only be used for parliamentary or electorate purposes and must not be used for party business or commercial purposes.

If M&PS receives an invoice for this printing, IPEA's assessment is in accordance with M&PS' advice that the printing is not outside of entitlement.

Section 22

20 April 2017

¹ [http://maps.finance.gov.au/entitlements_handbooks/senators-and-members/Part Three Accommodation Office Facilities - 3.12 Printing and Communications.asp](http://maps.finance.gov.au/entitlements_handbooks/senators-and-members/Part%20Three%20Accommodation%20Office%20Facilities%20-%203.12%20Printing%20and%20Communications.asp) accessed 20 April 2017



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No further action required

Section 22

A/g Assurance Director:

Date:

21.4.17

AGREED / NOT AGREED

23/02/2017 01:11:48 PM

Section 47F



Inappropriate use of Allowances

I received a letter from Dr Anne Aly with her federal gov letterhead and postage paid Australia. The letter was supporting the Labor candidate for Wanneroo Sabine Winton. My comment is that according to the guidelines for the use of allowances this is not allowed. Even if Dr Aly printed the contents privately the use of her Federal Members envelopes and postage paid constitutes a violation. It is my tax dollars that fund her position and although I personally believe there should be a Chinese wall between federal and state politics, I feel that at least a censure and instruction on what she can and cannot do is important.

Thank you for providing the facility to communicate with you.

Section 47F





Australian Government
Department of Finance

PART THREE: ACCOMMODATION AND OFFICE FACILITIES

[View in Summary](#)

3.12 Printing and Communications

3.12.1 The Provision

The office budget may be used to purchase commercial services for printing, communication and distribution of information in hard copy, electronic (including the establishment and maintenance of websites) and audio poster format.¹

Office budget expenditure on printing and communications must only be used for parliamentary or electorate purposes, and **must not** be used for party business or commercial purposes, or for the production of how-to-vote material.² Further, the office budget **must not** be used for the cost of commercial services for the placement or the production of television or radio content.³

Note: telephones, smartphones, mobile telephones, facsimile machines, and other equipment provided to a Senator or Member to enable him or her to operate an electorate office are not provided from the office budget. This equipment is provided under sub-item 7(1), Part 1, Schedule 1 to the *Parliamentary Entitlements Act 1990*.⁴

For the purpose of printing and communications, *party business*:

- means the production, communication or distribution of material that:
 - is, or contains, how-to-vote material, or
 - solicits subscriptions or other financial support for a member, political party or candidate; and
- does not include the production, communication or distribution of a postal vote application.⁵

Commercial purposes is not defined for the purposes of printing and communications. For printing and communications, *commercial purposes* will be interpreted to mean a purpose relating to the derivation of financial gain or reward, whether as a board member, an office-holder, an employee, a self-employed person or otherwise.

More information about printing and communications, including the range of materials that can be produced (e.g. printing, websites, social media, e-material, audio posters, personalised letterhead stationery), and guidelines about content that may be included, is available.

- [View Printing and Communications](#)

3.12.2 Expenditure

There is no limit on the amount of the office budget that may be expended on printing and communications, other than the limit of the office budget itself.

Items ordered in a certain financial year that are received in the following financial year will be charged to the latter year's office budget. Advertisements will be charged to the office budget at the date of publication.

A stamp allocation of \$1,800 is automatically deducted from each Senator and Member's office budget per financial year and provided to the relevant Chamber Department for the provision of stamps and stamped envelopes at Parliament House (see 3.9.6 below). However, a Member or Senator may elect to opt-out of the stamp allocation, in full or in part, by notifying the relevant Chamber Department, and the corresponding value will be re-credited to his or her office budget account.

Members are advised of their expenditure on printing and communications from the office budget through their monthly management report and by requesting budget reports online.

- [Request Budget Report](#)

3.12.3 Administration

Printing and communications is administered by Ministerial and Parliamentary Services and payments are made to suppliers from the Senator or Member's office budget on the basis of accounts certified by the Senator or Member.

The key elements of administration are:

- post print and optional pre-print checking of printing and communications material to be paid from the office budget
- payment of certified invoices on behalf of Senators and Members
- reporting through the monthly management report of payments made in the last month and remaining office budget balance
- conducting the end of financial year (and pre-polling day) audit of Senators and Members' postage meters.

3.12.4 Printing

The office budget may be used to cover the cost of commercial services for the printing of items and the production of electronic material (e-material) and the production and maintenance of audio posters for parliamentary or electorate purposes, but not for party business (which includes the printing of how-to-vote material) or commercial purposes.⁶

The office budget can be used to cover the cost of translation services, as well as professional design, artwork, photography services and audio recording services for audio posters, which are an inherent part of the production of material covered under printing and communications.⁷ However, there is no provision for general translation, design, artwork, photographic service or audio recording service costs to be met at Commonwealth expense.

In order to claim printing and communications expenditure from the office budget the following requirements must be met.

Material that may be printed on (excluding audio posters)

Items covered under printing and communications may only be printed on paper or card that does not weigh more than 700 grams per square metre (gsm), or flat magnetised material.⁸

Personalised letterhead stationery

For printing and communications, personalised letterhead stationery means:

- letterhead paper
- envelopes
- compliments slips
- business cards for the Senator or Member.⁹

Printing on personalised letterhead stationery may **only** include the following:

- the Senator or Member's name and title
- the address, postal address and contact details of the Senator or Member's electorate office, Parliament House office and capital city office (if applicable)
- a post office box
- other contact details of the Senator or Member, including his or her electronic contact addresses
- electoral division (for Members)
- State or Territory (for Senators)
- an electorate, State or Territory map
- a description of the electorate, State or Territory, which may be in the form of, or include, a pictorial representation relating to the electorate, State or Territory
- photographs of the Senator or Member
- the Commonwealth Coat of Arms
- the Australian flag
- a political party logo
- one personal slogan or motto of the Senator or Member
- incidental material. Examples of incidental material include:
 - a statement that the material is printed on 100 percent recycled paper
 - a symbol such as a tick to indicate that an organisation or body has approved an environmentally friendly method of production of the paper.¹⁰

If personalised letterhead stationery includes the Commonwealth Coat of Arms, the stationery must not include the Australian flag or a political party logo. If the Commonwealth Coat of Arms is used, established practice is to place the Commonwealth Coat of Arms at the head of any printed item with no wording or illustration above. For more information on the use of the Commonwealth Coat of Arms, refer to the website of the Department of the Prime Minister and Cabinet.¹¹

- [Open Commonwealth Coat of Arms - Information and Guidelines](#) 

Postal Vote Applications

The number of postal vote applications that may be printed for a federal election is equal to the number of enrolled voters in a Member's electorate, or 50 per cent of the number of enrolled voters in a Senator's State or Territory, as at the last working day of March before the election.¹² A single page that includes up to two PVA forms is still considered to be a single PVA.

The *Commonwealth Electoral Act 1918* requires that a postal vote application be in the approved form. An approved form is one that is approved by the Australian Electoral Commission (AEC) by notice published on the AEC's website.

Section 184AA of the *Commonwealth Electoral Act 1918* provides that a postal vote application may be physically attached to, or form part of, other written material issued by any person or organisation.

Procedures before printing or producing an item

A Senator or Member should ensure that the selection of the supplier (or printer) to produce material under the printing and communications provision is based on value for money, open and effective competition, ethics and fair dealing, accountability and transparency.

Senators and Members intending to produce material under printing and communications have the option to submit a print-ready copy, a sample of or a link to the proposed material, to Ministerial and Parliamentary Services for checking prior to printing or production.

Please email or post the following information when submitting material to Ministerial and Parliamentary Services:

- a brief description of the material being produced (e.g. newsletter, poster, audio poster, website etc.)
- advice as to whether the material submitted is being produced and/or distributed under printing and communications
- a print-ready copy, sample of or link to the proposed item
- if the item is an audio poster, an English transcription of audio;
- if the item is not in English, an English translation
- who to contact in case of any queries relating to the submitted material.

The submitted material will be assessed against the parameters of the printing and communications provision. Ministerial and Parliamentary Services will advise the Senator or Member in writing as to whether or not the item submitted may be claimed at Commonwealth expense. Should the item be assessed as outside the parameters of a claimable work expense, any cost associated with the production of the item (including artwork) will be the personal responsibility of the Senator or Member.

Procedures after printing or producing an item

On receipt of an invoice for items covered under printing and communications, the Senator or Member must complete a *Printing and Communications Entitlement – Certification* form (Form 141) and submit this form, together with the invoice, to Ministerial and Parliamentary Services. A separate certification is required for each invoice submitted.

- [Form 141: Printing and Communications Entitlement – Certification](#)  - 41 KB

The invoice and certification form should be sent to the Canberra office of Ministerial and Parliamentary Services at the email address or fax number provided on Form 141. Ministerial and Parliamentary Services will make payment, subject to the limits of the office budget.

3.12.5 Communications

Commercial services may be used for the communication and distribution of information both in hard copy and electronic format. The provision must only be used for parliamentary or electorate purposes, and must not be used for party business or commercial purposes. The cost of printing, communicating or distributing information that relates to a Senator or Member's party business or is for commercial purposes cannot be met at Commonwealth expense.¹³

Commercial distribution services that may be accessed under this provision include:

- postal services from Australia Post (including credits to postage meters)
- other mail distribution services (including letter box drops in the electorate)
- courier services, and/or

- other commercial services for distributing information in hard copy or electronically (including the establishment and maintenance of websites).

However, the cost of stamps or stamped envelopes available from Australia Post are not covered under printing and communications. See section 3.9.8 for further information on Australia Post services.

Establishment and Maintenance of Websites

When the office budget is used for the establishment and maintenance of websites, it must only be used in relation to parliamentary or electorate purposes and must not be used for party business or commercial purposes.

The office budget cannot be used to solicit subscriptions or other financial support for a Senator or Member, political party or candidate, as these activities are considered to be party business and contrary to the parameters of the printing and communications provision. Websites established and/or maintained using the office budget should not contain links for these purposes. However, it is acceptable for a website established and/or maintained using the office budget to contain a link to a party website.

Examples of costs for commercial services associated with the establishment and maintenance of websites may include:

- design services
- website construction
- hosting
- domain renewals
- upgrades
- website maintenance.

3.12.6 Postage at Parliament House

Stamps or stamped envelopes, to the value of \$1,800 per financial year for each Senator and Member, are made available from Parliament House with the value deducted from each Senator and Member's office budget. These stamps and stamped envelopes must only be used for parliamentary or electorate purposes, and not for party business or commercial purposes. It is the prerogative of each Senator and Member whether he or she accesses the postage allocation or elects to have the \$1,800 component available for other uses allowed within the office budget. The relevant chamber department must be advised if a Senator or Member chooses not to receive the stamp allocation.

3.12.7 Postage Meters

Ministerial and Parliamentary Services provides each Senator or Member with a postage meter in his or her electorate office. A postage meter impression may be used to pay for bulk postage at a Post Office. Where a large number of impressions are required it may be more practicable for Australia Post to adjust the credit on the meter by the required amount. The Post Office Manager can provide advice on the most cost-effective way to deal with mail.

The postage meter, which has an inbuilt modem, may be reset by telephone connection to Australia Post. The amount involved is automatically billed to the nominated Australia Post account for the Senator or Member.

Mail processed through the postage meter or Australia Post charge account is to show the Senator or Member's office address for return of undelivered mail.

3.12.8 Other Australia Post Services

Senators and Members may use their Australia Post charge account, subject to the annual office budget limit, for the following services:

- ordinary mail
- parcels
- priority paid mail
- certified mail
- express courier mail
- bulk direct mail service
- bulk pre-sorted mail
- householder delivery service
- faxpost.

The Australia Post charge account must not be used to purchase stamps or stamped envelopes.

Upon application by a Senator or Member following their election, Australia Post may make available a standard Australia Post Charge Account which has a standard credit ceiling of \$10,000 at any one time. The Australia Post account is a private arrangement between a Senator or Member and Australia Post, and a Senator or Member is personally responsible for ensuring that the account is paid in accordance with Australia Post's requirements. Australia Post invoices should be promptly submitted to Ministerial and Parliamentary Services, and invoices will be paid to the extent that funds are available in the office budget. Invoices should be submitted with Form 141.

- [Form 141: Printing and Communications Entitlement – Certification](#)  - 41 KB

Footnotes

¹ Section 5(1)(b) of the *Parliamentary Entitlements Act 1990* and Division 1 of Part 2 of the *Parliamentary Entitlements Regulations 1997*.

² Regulation 3AA(3) of the *Parliamentary Entitlements Regulations 1997*.

³ Regulations 3AA(2A)(a) and 3AA(2A)(b) of the *Parliamentary Entitlements Regulations 1997*.

⁴ Section 4 of, and item 7 of Part 1 of Schedule 1 to, the *Parliamentary Entitlements Act 1990*.

⁵ Regulation 3AA(11) of the *Parliamentary Entitlements Regulations 1997*.

⁶ Regulation 3AA(3) of the *Parliamentary Entitlements Regulations 1997*.

⁷ Regulations 3AA(2)(c) and 3AA(2)(g) of the *Parliamentary Entitlements Regulations 1997*.

⁸ Regulation 3AA(5) of the *Parliamentary Entitlements Regulations 1997*.

⁹ Regulation 3AA(11) of the *Parliamentary Entitlements Regulations 1997*.

¹⁰ Regulations 3AA(8) and (9) of the *Parliamentary Entitlements Regulations 1997*.

¹¹ General Guidelines for Use of the Commonwealth Coat of Arms within the Commonwealth. Refer also to pages 293-298 of *Style Manual for authors, editors and printers*, Sixth Edition

¹² Regulation 3AA(10) of the *Parliamentary Entitlements Regulations 1997*.

¹³ Regulations 3AA(2) and (3) of the *Parliamentary Entitlements Regulations 1997*.

Sabine Winton

Local and Active

The WA Labor candidate for Wanneroo, Sabine Winton, sent me a letter outlining her background, experience and the reasons why she is wants to be your State representative.

Sabine Winton

LABOR FOR WANNEROO

PO Box 345
Wanneroo WA 6946
☎ 0478 668 927
✉ sabine.winton@walabor.org.au
f Sabine Winton

Dr Anne Aly MP
Shop 3, Kingsway City Shopping Centre
168 Wanneroo Road
Madeley WA 6065

Dear Dr Aly

It is an honour to be selected as WA Labor's candidate for Wanneroo at the upcoming State Election.

As a local, I understand the real issues affecting Wanneroo. I grew up locally, went to school locally, with my husband Paul raised my three daughters locally, and have been a local voice as a Councillor for the City of Wanneroo since 2013.

As your local representative, I will:

- ✓ Fight for **a health system where the patient is the priority**. WA Labor will take pressure off our hospital emergency departments by opening Urgent Care Clinics.
- ✓ Stand up for **improved public transport and policies that ease congestion in Wanneroo including METRONET** and invest in transport infrastructure.
- ✓ Diversify our economy and **create local jobs in Wanneroo through WA Labor's Plan for Jobs**. This includes our plan to reinvigorate the Meridian Industrial Park in Neerabup.
- ✓ **Invest in local schools in Wanneroo and support our teachers**. As a teacher, I understand the benefits of an education system that provides more one on one attention and training for children.

I will be a strong representative that will put Wanneroo first. I look forward to discussing my vision with local residents.

You can find out more about how a McGowan Labor Government will be a Government for you at <http://www.markmcgowan.com.au>.

Yours sincerely

Sabine Winton
WA Labor candidate for Wanneroo



A Fresh Approach.

Authorised by P Gorman, 54 Cheriton St, Perth WA 6000.



From: MPSservicecentre
Sent: Friday, 24 February 2017 1:41 PM
To: Section 47F
Subject: M&PS Ref: 1060698 - FURTHER AMENDMENT - Dr Anne Aly MP - Advertisements (2 - Northern Suburbs Team) and Letter (Update for Constituents) [SEC=UNCLASSIFIED]
Attachments: Resized Northern Suburbs Advert 28 February.pdf
Importance: High

UNCLASSIFIED

Dear Section 47F

Request for further advice on claims for Printing and Communications [M&PS Ref 1060698 – Further Amended]

Ministerial and Parliamentary Services (M&PS) has reviewed your further amendments (as below) to the attached advertisement and, as currently drafted, the item may still be claimed as a printing and communications work expense.

NOTE: M&PS also advises that Federal Senators and Members may proportionately share the cost of printing and/or distributing material with State Members of Parliament, or in this case, the WA Labor Candidate for Joondalup, Emily Hamilton; the WA Labor Candidate for Wanneroo, Sabine Winton; and the WA Labor Candidate for Burns Beach, Mr Mark Folkard, where the material is for the parliamentary or electorate purposes for those appearing in the same item/s.

Please note: you will need to complete the Printing and Communications Entitlement - Certification (Form 141) when submitting invoices for payment. Also, please ensure that you quote, where indicated, the above **M&PS reference number**.

- Where there have been no changes to the current re-assessed item, samples are **NOT** required when submitting invoices.
- If there **have** been further changes made, please ensure that a sample of each item detailed on the invoice (either commercially printed item or e-material) is attached. Delays will occur in payment of the account if these samples are not provided.

More information on printing and communications is available on the Ministerial and Parliamentary Services website.

If you have any further queries, please contact the M&PS Help Desk.

Regards

Ministerial and Parliamentary Services
Department of Finance

UNCLASSIFIED

From: Section 47F
Sent: Thursday, 23 February 2017 3:21 PM
To: MPSServicecentre
Subject: M&PS Ref: 1060698 - FURTHER AMENDMENT - Dr Anne Aly MP - Advertisements (2 - Northern Suburbs Team) and Letter (Update for Constituents) [SEC=UNCLASSIFIED]

Thank you so much for your quick response. I do apologise but one further change needs to be made. We would like to revise the first line to "Upgrade Joondalup Health Campus." Is it okay to proceed on this basis?

Best regards

Section 47F

Adviser
Dr Anne Aly MP
Member for Cowan

T Perth (08) 9409 4517; E Section 47F A Kingsway City Shopping Centre, Shop 3, 168 Wanneroo Road, Madeley, 6065; FB [facebook.com/zneazzaaly](https://www.facebook.com/zneazzaaly)

From: MPSServicecentre [mailto:MPSServicecentre@finance.gov.au]
Sent: Wednesday, 22 February 2017 10:27 AM
To: Section 47F (A. Aly, MP)
Subject: M&PS Ref: 1060698 - AMENDMENT - Dr Anne Aly MP - Advertisements (2 - Northern Suburbs Team) and Letter (Update for Constituents) [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Section 47F

Request for further advice on claims for Printing and Communications [M&PS Ref 1060698 - Amended]

Ministerial and Parliamentary Services (M&PS) has reviewed your amendments to the attached advertisement for the *Northern Suburbs Team*. Thank you for advising that *...the attached advert...contains the same material but now includes Mark Folkard from Burns Beach. Is this okay to be submitted as amended?...*

As advised last year, M&PS again advises that Federal Senators and Members may proportionately share the cost of printing and/or distributing material with State Members of Parliament, or in this case, the addition of Mr Mark Folkard, the WA Labor Candidate for Burns Beach, where the material is for the parliamentary or electorate purposes for those appearing in the same items.

Therefore, as currently drafted, and amended, the item may still be claimed as a printing and communications work expense.

Please note: you will need to complete the Printing and Communications Entitlement - Certification (Form 141) when submitting invoices for payment. Also, please ensure that you quote, where indicated, the above **M&PS reference number**.

- Where there have been no changes to the current re-assessed item, samples are **NOT** required when submitting invoices.
- If there **have** been further changes made, please ensure that a sample of each item detailed on the invoice (either commercially printed item or e-material) is attached. Delays will occur in payment of the account if these samples are not provided.

More information on printing and communications is available on the Ministerial and Parliamentary Services website.

If you have any further queries, please contact the [M&PS Help Desk](#).

Regards

Ministerial and Parliamentary Services
Department of Finance

UNCLASSIFIED

From: Section 47F
Sent: Tuesday, 21 February 2017 6:16 PM
To: MPSservicecentre <MPSservicecentre@finance.gov.au>
Subject: M&PS Ref: 1060698 - AMENDMENT - Dr Anne Aly MP - Advertisements (2 - Northern Suburbs Team) and Letter (Update for Constituents) [SEC=UNCLASSIFIED]

To whom it may concern

As can be seen below, we have received approval for the **attached** advert '*Northern Suburbs Team Joint Advert (Joondalup) for DoF Approval V2*'. The second of these adverts is due to be submitted to the paper by Thursday COB and we ask for an amended approval for the **attached** advert '*WA Labor Northern Suburbs Team Advert for 28 February*', which contains the same material but now includes Mark Folkard from Burns Beach. Is this okay to be submitted as amended?

Please contact me on Section 47F if further discussion is needed.

Best regards

Section 47F

Adviser
Dr Anne Aly MP
Member for Cowan

T Perth (08) 9409 4517; E Section 47F; A Kingsway City Shopping Centre, Shop 3, 168 Wanneroo Road, Madeley, 6065; FB [facebook.com/anneazzaaly](https://www.facebook.com/anneazzaaly)

From: MPSservicecentre [<mailto:MPSservicecentre@finance.gov.au>]
Sent: Thursday, 17 November 2016 1:27 PM
To: Section 47F (A. Aly, MP)
Subject: M&PS Ref: 1060698 - Dr Anne Aly MP - Advertisements (2 - Northern Suburbs Team) and Letter (Update for Constituents) [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Section 47F

Request for advice on claims for Printing and Communications [M&PS Ref 1060698]

You have sought advice as to whether the attached two advertisements (Northern Suburbs Team) and an update letter for Constituents may be claimed as a printing and communications work expense. Your request has been considered by Ministerial and Parliamentary Services (M&PS), which advises as follows:

- The above items comply with the requirement that they may only be used for parliamentary or electorate purposes and must not be used for party business or commercial purposes.

- The above items must be commercially printed on paper or card weighing not more than 700 grams per square metre or on flat, magnetised material.
- As currently drafted, the above items may be claimed as a printing and communications work expense.
- **NOTE:** M&PS also advises that Federal Senators and Members may proportionately share the cost of printing and/or distributing material with State Members of Parliament, or in this case, the WA Labor Candidate for Joondalup, Emily Hamilton; and the WA Labor Candidate for Wanneroo, Sabine Winton, where the material is for the parliamentary or electorate purposes for those appearing in the same item/s.

Please note: you will need to complete the Printing and Communications Entitlement - Certification (Form 141) when submitting invoices for payment. Also, please ensure that you quote, where indicated, the above **M&PS reference number**.

- Where there are no changes to the assessed item, samples are **NOT** required when submitting invoices.
- If there **have** been changes made, please ensure that a sample of each item detailed on the invoice (either commercially printed item or e-material) is attached. Delays will occur in payment of the account if these samples are not provided.

More information on printing and communications is available on the Ministerial and Parliamentary Services website.

If you have any further queries, please contact the M&PS Help Desk.

Regards

Ministerial and Parliamentary Services
Department of Finance

From: Section 47F (A. Aly, MP)
Sent: Thursday, 17 November 2016 4:04:50 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: Printing and Communications
Cc: Section 47F (A. Aly, MP)
Subject: Approval for Advertisements and a letter to constituents (DMS)

Hi Printing and Comms Team

Adverts and DMS for approval

Attached are two advertisements and a DMS that we would like to get approved for printing under Cowan's printing entitlements.

I am happy to discuss on 08 9409 4517

Many thanks

Section 47F

Adviser
Dr Anne Aly MP
Member for Cowan

T Perth (08) 9409 4517; E Section 47F A Kingsway City Shopping Centre, Shop 3, 168 Wanneroo Road, Madeley, 6065; FB [facebook.com/anneazzaaly](https://www.facebook.com/anneazzaaly)

From: Section 22
To: Barons, Lauren
Cc: Section 22
Subject: Re: Assigning of MC's [SEC=UNCLASSIFIED]
Date: Wednesday, 12 April 2017 2:48:41 PM
Attachments: MC17-000968.pdf

UNCLASSIFIED

Thanks Lauren. We will assess the matter and, as per Finance-IPEA Information Sharing Protocol, we will let you know the outcome so M&PS can improve policy, systems and processes or recover any relevant debts.

Thanks

Section 22

Section 22

A/g Director, Assurance
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: 02 6215 2646
Section 22
www.ipea.gov.au

*My working hours are
Mon/Wed/Fri: Standard business hours
Tuesday: 9:30am-2:30pm
Thursday: 9:30am-3:30pm*

UNCLASSIFIED

From: Barons, Lauren
Sent: Wednesday, 12 April 2017 2:32 PM
To: Section 22
Subject: FW: Assigning of MC's [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Section 22

As discussed, attached is the constituent corro which has come in with an allegation of misuse.

Section 22 – will assign to you in PWS to deal with the item and drafting a response as per our normal procedures.

Thanks

Lauren

Lauren Barons | A/g Assistant Secretary
Advice and Support Branch
Ministerial and Parliamentary Services
Department of Finance
T: ^{Section 22} | E: lauren.barons@finance.gov.au
A: One Canberra Avenue Forrest ACT 2603

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