



T&F25/0409
A7231307

24 February 2026

State Administration Centre
Karna Country
200 Victoria Square
Adelaide SA 5000
GPO Box 1045
Adelaide SA 5001
DX56205
Tel 08 8226 9500
<http://www.treasury.sa.gov.au>
ABN 19 040 349 865

Freedom of Information – Global Allowance Expenditure for the Member for MacKillop

I refer to your application under the *Freedom of Information Act 1991* (FOI Act), received by the Department of Treasury and Finance (DTF) on 17 March 2025.

Your application specifically requested:

'All documents, including but not limited to invoices, receipts, reimbursements, transaction reports, email correspondences and global allowance transfers relating to the global allowance expenditure for the Member for MacKillop and the MacKillop Electorate Office for the date range 06/09/2024 – 14/03/2025.'

On 1 April 2025, your office agreed to amend the scope to:

'All documents, including but not limited to invoices, receipts, reimbursements, transaction reports, email correspondences and global allowance transfers relating to the global allowance expenditure for the Member for MacKillop and the MacKillop Electorate Office for the date range 01/11/2024 – 31/01/2025. All third-party business affairs information will be redacted pursuant to clause 7 of the FOI Act.'

The purpose of this letter is to advise you of my determination.

A total of 72 documents were identified as answering the terms of your application and I have determined as follows:

- I grant you access in part to 20 documents, copies of which are enclosed, and
- I refuse you access to 52 documents.

Please refer to the attached schedule that describes each document and sets out my determination and reasons in summary form. The application of exemption clauses is explained below.

Clause 6—Documents affecting personal affairs

(1) A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

- Contact details, such as emails and work phone numbers, and work arrangements of public sector staff.

This information falls within the definition of personal affairs under the FOI Act and is therefore exempt from release pursuant to clause 6(1) of Schedule 1.

Clause 7—Documents affecting business affairs

(1) A document is an exempt document—

...

(c) if it contains matter—

- (i) consisting of information (other than trade secrets or information referred to in paragraph (b)) concerning the business, professional, commercial or financial affairs of any agency or any other person; and
- (ii) the disclosure of which—
 - (A) could reasonably be expected to have an adverse effect on those affairs or to prejudice the future supply of such information to the Government or to an agency; and
 - (B) would, on balance, be contrary to the public interest.

- Journal and coding information form part of the business and financial affairs of the Government of South Australia. These account numbers are still active.
- All third-party business affairs information.

This information falls within the definition of business affairs under the FOI Act. I acknowledge public interest favours transparency regarding government business processes and transactions, however, on balance, the State Government needs to ensure information is not released that could compromise its processes and systems.

Therefore, this information is exempt from release pursuant to clause 7(1)(c) of Schedule 1 of the FOI Act.

Appeal rights

If you are aggrieved with this determination, you have a right to apply for internal review under subsection 29(1) of the FOI Act. Pursuant to subsection 29(2), your application must:

- be in writing
- be accompanied by the application fee of \$43.30 (unless fee waiver applicable) – payment options available on request.
- be addressed to the Principal Officer:
 - Tammie Pribanic
Principal Freedom of Information Officer
Department of Treasury and Finance
- be mailed to GPO Box 1045, Adelaide SA 5001, or emailed to DTFOfficeoftheUnderTreasurer@sa.gov.au, within 30 days after the day on which you receive this letter or within such further time as the Principal Officer may allow.

If you require any further information, please contact DTF Freedom of Information Unit via email at freedomofInformation2@sa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to be 'SMB' or similar, written in a cursive style.

Shikasta Bhatia

ACCREDITED FREEDOM OF INFORMATION OFFICER

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Schedule of Documents

T&F25/0409 - 'All documents, including but not limited to invoices, receipts, reimbursements, transaction reports, email correspondences and global allowance transfers relating to the global allowance expenditure for the Member for MacKillop and the MacKillop Electorate Office for the date range 01/11/2024 – 31/01/2025. All third-party business affairs information will be redacted pursuant to clause 7 of the FOI Act.'

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
001	6/11/2024	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
002	6/11/2024	Attachment to 001	3	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
003	7/11/2024	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
004	7/11/2024	Attached to 003	3	Released in part	6(1) - Unreasonable disclosure of personal affairs
					7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
005	19/11/2024	Email	2	Released in part	6(1) - Unreasonable disclosure of personal affairs
006	19/11/2024	Attached to 005	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
007	19/11/2024	Attached to 005	1	Released in part	6(1) - Unreasonable disclosure of personal affairs

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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
008	19/11/2024	Attached to 005	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
009	26/11/2024	Email	2	Released in part	6(1) - Unreasonable disclosure of personal affairs
010	26/11/2024	Attached to 009	6	Released in part	6(1) - Unreasonable disclosure of personal affairs
					7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
011	26/11/2024	Email	4	Released in part	6(1) - Unreasonable disclosure of personal affairs
012	3/12/2024	Email	2	Released in part	6(1) - Unreasonable disclosure of personal affairs
					7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
013	3/12/2024	Attached to 012	2	Released in part	6(1) - Unreasonable disclosure of personal affairs
					7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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014	18/12/2024	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
015	18/12/2024	Attached to 014	3	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
016	7/01/2025	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
017	7/01/2025	Attached to 016	9	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
018	24/01/2025	Email	2	Released in part	6(1) - Unreasonable disclosure of personal affairs
					7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
019	24/01/2025	Attached to 018	3	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
020	Undated	Spreadsheet	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
021	6/12/2024	Invoice	3	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
022	6/11/2024	Invoice	4	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
023	1/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
024	17/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
025	17/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
026	18/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
027	17/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
028	6/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
029	24/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
030	20/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
031	18/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
032	1/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
033	10/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
034	6/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
035	6/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
036	20/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
037	8/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
038	17/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
039	10/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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040	17/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
041	3/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
042	25/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
043	1/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
044	1/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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045	6/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
046	23/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
047	17/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
048	10/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
049	14/11/2025	Request For Payment	6	Released in part	6(1) - Unreasonable disclosure of personal affairs
					7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
050	15/11/2024	Request For Payment	4	Released in part	6(1) - Unreasonable disclosure of personal affairs

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					7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
051	6/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
052	8/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
053	18/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
054	18/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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055	18/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
056	25/11/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
057	3/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
058	6/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
059	6/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
060	20/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
061	17/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
062	20/12/2024	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
063	10/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
064	10/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
065	10/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
066	10/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
067	17/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
068	17/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
069	17/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

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070	24/01/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
071	3/02/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
072	10/02/2025	Invoice	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

From: [Smith, Tony \(DTF\)](#)
To: **6(1) Personal affairs**
Cc: mackillop@parliament.sa.gov.au
Date: Wednesday, 6 November 2024 12:30:00 PM
Attachments: [MacKillop October 2024 GA statement.pdf](#)
[image001.png](#)

Regards,

Tony Smith
Policy & Entitlements Manager, Electorate Services | People & Performance

State Administration Centre, ^{6(1) Personal affa} **200 Victoria Square ADELAIDE SA 5000**
6(1) Personal affairs w treasury.sa.gov.au

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Global Allowance Statement

For Month Ending October 2024

Member for MacKillop

Expenses

	YTD Actual	Month Actual
Advertising - General	4,705.86	1,245.45
Consultants - General	1,200.00	0.00
Couriers (Including Freight)	25.00	0.00
Hire of Facilities	77.31	40.91
IT Equipment - Rental	999.47	0.00
Other Travel Expenses	340.60	169.52
Postage	665.58	386.83
Private Motor Vehicle Expense Reimbursement	2,791.86	1,896.96
Publications and Subscriptions	743.65	176.90
Software Licence Fees	4,530.26	75.00
Staff Amenities	114.00	28.00
Stationery	38.00	0.00
Wreaths/Flowers/Plants	63.64	63.64
Total Expenses	16,295.23	4,083.21

Global Allowance

Global Allowance - Current Year	81,314.34
Total Funds	81,314.34
Balance of available funds	65,019.11

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	249.77	117.31	132.46
Capped Telecom-Mobile Calls	624.43	0.00	624.43
Capped Telecom-Landline	249.77	70.76	179.01



Global Allowance Transactions

For Month Ending October 2024

Member for MacKillop

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Telephones-Service & Rental-Non Govt					
7(1)(c) Business affairs	16/10/2024	AP Detail	31.77	7(1)(c) Business affairs	
			31.77		
Telephones-Metered Calls-Non Govt					
7(1)(c) Business affairs	16/10/2024	AP Detail	38.99	7(1)(c) Business affairs	
			38.99		
Publications and Subscriptions					
7(1)(c) Business affairs	29/10/2024	SUBSCRIPTION	35.36	012100RE00057045	7(1)(c) Business affairs CREDIT CARD CLEARING ACCT
	21/10/2024	7(1)(c) Business NEWSPAPERS AND MAGAZINES	38.09	012100RE00056940	CREDIT CARD CLEARING ACCT
	21/10/2024	NEWSPAPERS AND MAGAZINES	38.09	012100RE00056941	CREDIT CARD CLEARING ACCT
	21/10/2024	NEWSPAPERS AND MAGAZINES	38.09	012100RE00056943	CREDIT CARD CLEARING ACCT
	29/10/2024	7(1)(c) Business affairs	27.27	012100RE00057046	CREDIT CARD CLEARING ACCT
			176.90		
Staff Amenities					
7(1)(c) Business affairs	03/10/2024	AP Detail	18.00	SEI-1501	7(1)(c) Business affairs
	03/10/2024	AP Detail	10.00	SEI-1566	
			28.00		
Hire of Facilities					
7(1)(c) Business affairs	17/10/2024	AP Detail	40.91	IV821	7(1)(c) Business affairs
			40.91		
Private Motor Vehicle Expense Reimbursement					
7(1)(c) Business affairs	21/10/2024	AP Detail	300.96	OPR2024267074	DANIELLE MOORE
	23/10/2024	AP Detail	798.00	OPR2024267547	ROSEMARY TIERNEY
	04/10/2024	AP Detail	798.00	OPR2024264479	ROSEMARY TIERNEY
			1,896.96		
Photocopier Charges					
7(1)(c) Business affairs	22/10/2024	AP Detail	117.31	8124491941	7(1)(c) Business affairs
			117.31		
Postage					
7(1)(c) Business affairs	16/10/2024	AP Detail	386.83	1013531424	7(1)(c) Business affairs
			386.83		



Global Allowance Transactions

For Month Ending October 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Advertising - General					
7(1)(c) Business affairs	16/10/2024	AP Detail	609.09	BW35031024	7(1)(c) Business affairs
	17/10/2024	AP Detail	318.18	INV-5003	
	23/10/2024	AP Detail	318.18	INV-5256	
			1,245.45		
Other Travel Expenses					
7(1)(c) Business affairs	04/10/2024	AP Detail	90.13	OPR2024264479	ROSEMARY TIERNEY
	23/10/2024	AP Detail	61.21	OPR2024267547	ROSEMARY TIERNEY
	23/10/2024	AP Detail	18.18	OPR2024267547	ROSEMARY TIERNEY
			169.52		
Wreaths/Flowers/Plants					
7(1)(c) Business affairs	21/10/2024	WREATH	63.64	012100RE00056942	7(1)(c) B CREDIT CARD CLEARING ACCT
			63.64		
Software Licence Fees					
7(1)(c) Business affairs	23/10/2024	AP Detail	75.00	INV-01319	7(1)(c) Business affairs
			75.00		
Total Expenses			4,271.28		
Net result for month			4,271.28		

From: [Darby, Adrian \(DTF\)](#)
To: [Ormsby, Jenny \(DTF\)](#)
Subject: F2 for Dannielle Moore which has been processed in Basware
Date: Thursday, 7 November 2024 2:16:45 PM
Attachments: [F2 - Dannielle Moore - 291024 - \\$862.78.pdf](#)
[image001.png](#)

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Adrian Darby

Business Support Officer

Electorate Services | People & Performance

State Administration Centre, ^{6(1) Personal affa}, 200 Victoria Square ADELAIDE SA 5000

Kaura Country

GPO Box 1045 ADELAIDE SA 5001

6(1) Personal affairs

| w treasury.sa.gov.au

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F2

When payment is required but no invoice is available, apply for reimbursement via the Purchase Management module of e-Procurement — exceptions apply, ① see below.



Government of South Australia

Department of Treasury and Finance

Request for payment when no invoice is available

Do you have to make payment for goods or service, but don't have an invoice?

Apply via e-Procurement, UNLESS exception applies, then follow these steps ▶

- ① This form is only to be used for: foreign currency requests, Fleet SA petty cash, Electorate Services non-invoice payments (MPs), personal petty cash reimbursements.

All other requests are to be made via the Purchase Management module of e-Procurement.

- ① Complete vendor details, description and GST inclusive amount for each payment request
 ② Ensure payment is authorised by appropriate financial delegate and original documents are attached
 ③ Enter account number and tax code details

Any questions completing your request? Call:

Purchase and Facilities
Telephone 08 – 8226 2699

Send the completed form to:
Shared Services SA
DTF Accounts Payable

Payment details

Vendor (name and address)

7(1)(c) Business affairs Danielle Moore C/- MacKillop Electorate Office

Date of purchase/s

29 / 10 / 2024

Description of goods or services

Total incl. GST

Reimbursement for Motor Vehicle use - 700 km @ \$1.14/km

\$ 798.00

vehicle parking 30/10/24 & 31/10/24

\$ 28.68

food -dinner 29/10/24; breakfast 31/10/24

\$ 36.10

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 862.78

Authorisation details

IMPORTANT: All original documentation must be attached. ☐ Attached

Certified by (print name)

Adrian Darby

Approved by (print name and title)

Tony Smith - manager

Signature

6(1) Personal affairs

Signature

6(1) Personal affairs

Date

05 / 10 / 2024

Account details

Account number

Tax code

GST excl. amount

GST

Total incl. GST

7(1)(c) Business affairs

\$ 798.00

\$ 0.00

\$ 798.00

7(1)(c) Business affairs

\$ 26.08

\$ 2.60

\$ 28.68

7(1)(c) Business affairs

\$ 32.82

\$ 3.28

\$ 36.10

Motor Vehicle Allowance Claim Form

NOTE: The payment of the allowance for the use of a private motor vehicle for purposes related to employment will only occur where approval has been given by the employer prior to the actual use of the private motor vehicle by the employee

Certificate by Claimant

I certify that -

- (i) the distance for which payment is claimed was actually and necessarily travelled in the performance of my official duties, and
- (ii) I travelled the distance 700 kms
- in a motor car
 - by motor cycle/scooter
 - Between the dates of 29/10/2024 and 31/10/2024
- (iii) I towed an Administrative Unit trailer for all/part of the distance"
(delete whichever is not applicable)

*parliament
sitting
week*

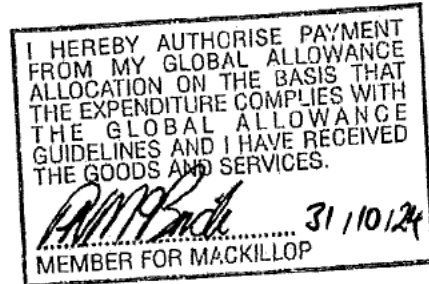
6(1) Personal affairs

Danielle Moore

Claimant

Date 31/10/2024

Endorsed



Signature of Chief Executive/Authorised Officer

$$700 \times \$1.14 = \$798.00$$

7(1)(c) Business affairs

From: [Ormsby, Jenny \(DTF\)](#)
To: [Darby, Adrian \(DTF\)](#)
Cc: [Weggery, Natasha \(DTF\)](#)
Subject: FW: Rosemary Tierney Parliament - For processing
Date: Tuesday, 19 November 2024 1:44:00 PM
Attachments: [image001.jpg](#)
[Rosemary Tierney Parliament .pdf](#)
[Rosemary Tierney Millicent show.pdf](#)
[Rosemary Tierney parliament travel.pdf](#)
[image002.png](#)
Importance: High

Hi Adrian,

Please process private reimbursement for Rosemary Tierney.

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | People and Performance

Please note I work 6(1) Personal affairs

State Administration Centre, 200 Victoria Square ADELAIDE SA 5000

GPO Box 1045 ADELAIDE SA 5001 DX56205

6(1) Personal affairs | [w treasury.sa.gov.au](http://www.treasury.sa.gov.au)



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From: Tierney, Rosemary

Sent: Monday, 18 November 2024 10:03 AM

To: Ormsby, Jenny (DTF)

Subject: Rosemary Tierney Parliament

Good morning Jenny

Please see attached:

Kind regards

Rosemary Tierney

Office Manager

6(1) Personal affairs

Nick McBride M.P.

Member for MacKillop

a: 146 Smith Street NARACORTE SA 5271

t: 8762 1211 **m:** **6(1) Personal affairs**

e: **6(1) Personal affairs**

| MacKillop@parliament.sa.gov.au

w: www.nickmcbride.com.au | **f:** Nick McBride MP – Member for MacKillop



recipient, access to it is unauthorised and any disclosure, copying, distribution or action taken or omitted to be taken in reliance on it is prohibited and may be unlawful.

Motor Vehicle Allowance Claim Form

NOTE: The payment of the allowance for the use of a private motor vehicle for purposes related to employment will only occur where approval has been given by the employer prior to the actual use of the private motor vehicle by the employee.

Certificate by Claimant

I certify that:-

- (i) the distance for which payment is claimed was actually and necessarily travelled in the performance of my official duties, and
- (ii) I travelled the distance 200 kms:
- ☒ in a motor car*
 - by motor cycle/scooter*
 - Between the dates of 17/11/2024 and 15/11/2024
- (iii) I towed an Administrative Unit trailer for all/part of the distance*.
(*delete whichever is not applicable)

parliament sitting week.

6(1) Personal affairs

Date 8/11/2024

Endorsed



Signature of Chief Executive/Authorised Officer

7(1)(c) Business affairs

From: [Ormsby, Jenny \(DTF\)](#)
To: [Smith, Tony \(DTF\)](#)
Subject: FW: Rosemary Tierney Parliament Private Reimbursement
Date: Tuesday, 26 November 2024 11:30:00 AM
Attachments: [image001.jpg](#)
[20241126 - Tierney, Rosemary - Req for Pay - Private Motor Vehicle Usage Difference for 171124 - \\$570.pdf](#)
[image002.png](#)

Hi Tony,

Please find attached private reimbursement for Rosemary Tierney for approval. (Noting previous private reimbursement one of the km's was incorrectly paid for 200km instead of \$700. This is the difference for 500km).

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | People and Performance

Please note I work 6(1) Personal affairs

State Administration Centre, ^{6(1) Personal affairs:} 200 Victoria Square ADELAIDE SA 5000

GPO Box 1045 ADELAIDE SA 5001 DX56205

6(1) Personal affairs | [w treasury.sa.gov.au](http://www.treasury.sa.gov.au)



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From: Tierney, Rosemary

Sent: Monday, 25 November 2024 10:02 AM

To: Ormsby, Jenny (DTF)

Subject: FW: Rosemary Tierney Parliament

Good morning Jenny,

I hope you had a lovely weekend?

Last week I received \$548.00 from Dtf – which doesn't seem to equate to any of the above reimbursements which I sent in?? (\$69.20, travel 220 km and travel 700 km).

Is this a mistake or another payment that I'm not aware of??

Thank you

Kind regards

Rosemary Tierney

Office Manager

6(1) Personal affairs

Nick McBride M.P.

Member for MacKillop

a: 146 Smith Street NARACOORTE SA 5271

t: 8762 1211 m: 6(1) Personal affairs

e: 6(1) Personal affairs

| MacKillop@parliament.sa.gov.au

w: www.nickmcbride.com.au | f: Nick McBride MP – Member for MacKillop

From: Tierney, Rosemary
Sent: Monday, 18 November 2024 10:03 AM
To: Ormsby, Jenny (DTF) **6(1) Personal affairs**
Subject: Rosemary Tierney Parliament

Good morning Jenny

Please see attached:

Kind regards

Rosemary Tierney

Office Manager

6(1) Personal affairs

Nick McBride M.P.

Member for MacKillop

a: 146 Smith Street NARACOORTE SA 5271

t: 8762 1211 m: 6(1) Personal affairs

e: **6(1) Personal affairs**

| MacKillop@parliament.sa.gov.au

w: www.nickmcbride.com.au | f: Nick McBride MP – Member for MacKillop



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Request for payment when no invoice is available

Do you have to make payment for goods or service, but don't have an invoice?

Apply via e-Procurement, **UNLESS** exception applies, then follow these steps ►

❶ This form is only to be used for: foreign currency requests, Fleet SA petty cash, Electorate Services non-invoice payments (MPs), personal petty cash reimbursements.

All other requests are to be made via the Purchase Management module of e-Procurement.

❶ Complete vendor details, description and GST inclusive amount for each payment request

❷ Ensure payment is authorised by appropriate financial delegate and original documents are attached

❸ Enter account number and tax code details

Any questions completing your request? Call:

Purchase and Facilities

Telephone 08 – 8226 2699

Send the completed form to:

Shared Services SA

DTF Accounts Payable

Payment details

1

Vendor (name and address)

7(1)(c) Business affairs

Date of purchase/s

26 / 11 / 2024

Description of goods or services

Reimbursement for Private Motor Vehicle Usage \$500km @ \$1.14 - 17/11/2024

Total incl. GST

\$ 570.00

(Difference of 700km minus 200km = 500km previously reimbursed 09/11/2024)

\$

\$

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 570.00

Authorisation details

2

IMPORTANT: All original documentation must be attached. ☐ Attached

Certified by (print name)

Jenny Ormsby

Approved by (print name and title)

Tony Smith - Policy & Entitlements Manager

Signature

6(1) Personal affairs

Signature

Date

26 / 11 / 2024

Account details

3

Account number

7(1)(c) Business affairs

Tax code

GST excl. amount

GST

Total incl. GST

\$ 570.00

\$ 0.00

\$ 570.00

\$

\$

\$ 0.00

\$

\$

\$ 0.00

Reset Form

Save Form

Print Form

Only users with a minimum of Acrobat Reader 7 are able to SAVE this form.

Motor Vehicle Allowance Claim Form

NOTE: The payment of the allowance for the use of a private motor vehicle for purposes related to employment will only occur where approval has been given by the employer prior to the actual use of the private motor vehicle by the employee.

Certificate by Claimant

I certify that:-

- (i) the distance for which payment is claimed was actually and necessarily travelled in the performance of my official duties, and

- (ii) I travelled the distance 200 kms:

☒ in a motor car*

☐ by motor cycle/scooter*

☐ Between the dates of 17/11/2024 and 15/11/2024

- (iii) I towed an Administrative Unit trailer for all/part of the distance*.
(*delete whichever is not applicable)

*parliament
sitting week.*

6(1) Personal affairs

Date 17/11/2024

Endorsed



Signature of Chief Executive/Authorised Officer

Request for payment when no invoice is available

Do you have to make payment for goods or service, but don't have an invoice?

Apply via e-Procurement, **UNLESS** exception applies, then follow these steps ▶

- ❶ This form is only to be used for: foreign currency requests, Fleet SA petty cash, Electorate Services non-invoice payments (MPs), personal petty cash reimbursements.

All other requests are to be made via the Purchase Management module of e-Procurement.

- ❶ Complete vendor details, description and GST inclusive amount for each payment request
- ❷ Ensure payment is authorised by appropriate financial delegate and original documents are attached
- ❸ Enter account number and tax code details

Any questions completing your request? Call:

Purchase and Facilities
Telephone 08 – 8226 2699

Send the completed form to:

Shared Services SA
DTF Accounts Payable

Payment details

Vendor (name and address)

7(1)(c) Business affairs Rosemary Tierney C/- MacKillop Electorate Office

Date of purchase/s

09 / 11 / 2024

Description of goods or services

Total Incl. GST

reimbursement - parliament week - meals - 11/11/24 to 15/11/24

\$ 69.20

reimbursement - use of private vehicle - 220 km @ \$1.14; 9/11/24 - Millicent Show

\$ 250.80

reimbursement - use of private vehicle - 200 km @ \$1.14; 17/11/24 to 15/11/24

\$ 228.00

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 548.00

Authorisation details

IMPORTANT: All original documentation must be attached. ☒ Attached

Certified by (print name)

Adrian Darby

Approved by (print name and title)

Tony Smith - Manager

Signature

6(1) Personal affairs

Signature

6(1) Personal affairs

Date

19 / 11 / 2024

Account details

Account number

7(1)(c) Business affairs

Tax code

GST excl. amount

GST

Total Incl. GST

\$ 62.91

\$ 6.29

\$ 69.20

7(1)(c) Business affairs

\$ 250.80

\$ 0.00

\$ 250.80

7(1)(c) Business affairs

\$ 228.00

\$ 0.00

\$ 228.00

7(1)(c) Business affairs

Motor Vehicle Allowance Claim Form

NOTE: The payment of the allowance for the use of a private motor vehicle for purposes related to employment will only occur where approval has been given by the employer prior to the actual use of the private motor vehicle by the employee.

Certificate by Claimant

I certify that:-

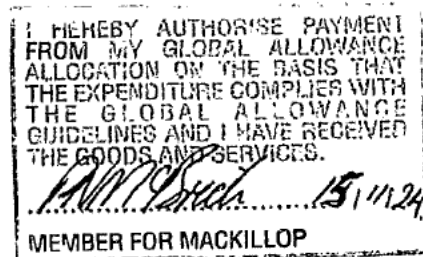
- (i) the distance for which payment is claimed was actually and necessarily travelled in the performance of my official duties, and
- (ii) I travelled the distance 220 kms:
- ☒ in a motor car*
 - by motor cycle/scooter*
 - Between the dates of 9/11/2024 and 9/11/2024
- (iii) I towed an Administrative Unit trailer for all/part of the distance*.
(*delete whichever is not applicable)

M. Illicit Show

6(1) Personal affairs

Date 9/11/2024

Endorsed



Signature of Chief Executive/Authorised Officer

*220 x 1.14
= \$250.80*

Motor Vehicle Allowance Claim Form

NOTE: The payment of the allowance for the use of a private motor vehicle for purposes related to employment will only occur where approval has been given by the employer prior to the actual use of the private motor vehicle by the employee.

Certificate by Claimant

I certify that:-

- (i) the distance for which payment is claimed was actually and necessarily travelled in the performance of my official duties, and

- (ii) I travelled the distance 200 kms:
☒ in a motor car*

• by motor cycle/scooter*

• Between the dates of 17/11/2024 and 15/11/2024

- (iii) I towed an Administrative Unit trailer for all/part of the distance*,
(delete whichever is not applicable)

*parliament
sitting week.*

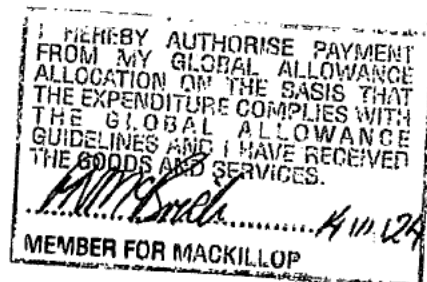
6(1) Personal affairs

Claimant/

Date 8/11/2024

Endorsed

Signature of Chief Executive/Authorised Officer



$$\begin{aligned} 200 &\times 1.14 \\ &= \$228.00 \end{aligned}$$

From: [Ormsby, Jenny \(DTF\)](#)
To: [Tierney, Rosemary](#)
Subject: RE: Rosemary Tierney Parliament
Date: Tuesday, 26 November 2024 11:38:00 AM
Attachments: [image003.png](#)
[image004.jpg](#)
[image005.png](#)

Hi Rosemary,

It's ok, we should have confirmed with you.

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | People and Performance

Please note I work 6(1) Personal affairs

State Administration Centre, ^{6(1) Personal affairs}, 200 Victoria Square ADELAIDE SA 5000

GPO Box 1045 ADELAIDE SA 5001 DX56205

6(1) Personal affairs | [w treasury.sa.gov.au](http://www.treasury.sa.gov.au)



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From: Tierney, Rosemary
Sent: Tuesday, 26 November 2024 11:35 AM
To: Ormsby, Jenny (DTF)
Subject: RE: Rosemary Tierney Parliament

OFFICIAL

Thanks Jenny

I did wonder if my writing was the issue here!

Kind regards

Rosemary Tierney

Office Manager

6(1) Personal affairs

Nick McBride M.P.

Member for MacKillop

a: 146 Smith Street NARACOORTE SA 5271

t: 8762 1211 m: 6(1) Personal affairs

e: 6(1) Personal affairs

| MacKillop@parliament.sa.gov.au

w: www.nickmcbride.com.au | f: Nick McBride MP – Member for MacKillop



From: Ormsby, Jenny (DTF) **6(1) Personal affairs**

Sent: Tuesday, 26 November 2024 11:17 AM

To: Tierney, Rosemary **6(1) Personal affairs**

Cc: Weggery, Natasha (DTF) **6(1) Personal affairs**

; Darby, Adrian (DTF)

6(1) Personal affairs

Subject: FW: Rosemary Tierney Parliament

Importance: High

OFFICIAL

Hi Rosemary,

Please find below the details for payment of \$548. It is a mistake as the 700km was mistaken for 200km. I will do a reimbursement for the 500km difference.



Regards,

Jenny Ormsby

Administration Officer, Electorate Services | People and Performance

Please note I work 6(1) Personal affairs

State Administration Centre, ^{6(1) Personal affairs}, 200 Victoria Square ADELAIDE SA 5000

GPO Box 1045 ADELAIDE SA 5001 DX56205

t 8429 0763 | e 6(1) Personal affairs | w treasury.sa.gov.au



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From: Tierney, Rosemary <6(1) Personal affairs

Sent: Monday, 25 November 2024 10:02 AM

To: Ormsby, Jenny (DTF) 6(1) Personal affairs

Subject: FW: Rosemary Tierney Parliament

Good morning Jenny,

I hope you had a lovely weekend?

Last week I received \$548.00 from Dtf – which doesn't seem to equate to any of the above reimbursements which I sent in?? (\$69.20, travel 220 km and travel 700 km).

Is this a mistake or another payment that I'm not aware of??

Thank you

Kind regards

Rosemary Tierney

Office Manager

6(1) Personal affairs

Nick McBride M.P.

Member for MacKillop

a: 146 Smith Street NARACOORTE SA 5271

t: 8762 1211 **m:** 6(1) Personal affairs

e: 6(1) Personal affairs

| MacKillop@parliament.sa.gov.au

w: www.nickmcbride.com.au | **f:** Nick McBride MP – Member for MacKillop



From: Tierney, Rosemary

Sent: Monday, 18 November 2024 10:03 AM

To: Ormsby, Jenny (DTF) 6(1) Personal affairs

Subject: Rosemary Tierney Parliament

Good morning Jenny

Please see attached:

Kind regards

Rosemary Tierney

Office Manager

6(1) Personal affairs

Nick McBride M.P.

Member for MacKillop

a: 146 Smith Street NARACOORTE SA 5271

t: 8762 1211 **m:** 6(1) Personal affairs

e: ^{6(1) Personal affairs}

| MacKillop@parliament.sa.gov.au

w: www.nickmcbride.com.au | f: Nick McBride MP – Member for MacKillop



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From: [Samarzia, Lisa \(DTF\)](#)
To: [Ormsby, Jenny \(DTF\)](#)
Subject: RE: Rose Tierney - Private Reimbursement - For approval
Date: Tuesday, 3 December 2024 1:48:40 PM
Attachments: [20241203 - Tierney Rosemary - Req for Pay - Staff Other Travel Meals 121124 to 141124 - \\$34.34.pdf](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)

OFFICIAL

Signed

Lisa Samarzia

A/Manager

Electorate Services | People & Performance

6(1) Personal affairs

State Administration Centre, ^{6(1) Personal affa}, 200 Victoria Square ADELAIDE SA 5000
 GPO Box 1045 ADELAIDE SA 5001

6(1) Personal affairs

| w treasury.sa.gov.au

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From: Ormsby, Jenny (DTF)

Sent: Tuesday, 3 December 2024 10:21 AM

To: Samarzia, Lisa (DTF)

Subject: FW: Rose Tierney - Private Reimbursement - For approval

OFFICIAL

Hi Lisa,

Please find attached private reimbursement for Rosemary Tierney for approval.

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | People and Performance

Please note I work 6(1) Personal affairs

State Administration Centre, ^{6(1) Personal affa}, 200 Victoria Square ADELAIDE SA 5000
 GPO Box 1045 ADELAIDE SA 5001 DX56205

6(1) Personal affairs

| w treasury.sa.gov.au



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From: Mackillop EO <mackillop@parliament.sa.gov.au>

Sent: Monday, 2 December 2024 2:25 PM

To: Ormsby, Jenny (DTF) 6(1) Personal affairs

Cc: Tierney, Rosemary 6(1) Personal affairs

Subject: Rose Tierney - Re-imburement

Good afternoon Jenny,

Please find attached receipt for re-imburement for Rose.

Also, there has been one receipt uploaded to the ^{7(1)(c) Bus} expense manager today.

Kind Regards

Michelle Bull

Electorate Officer

6(1) Personal affairs

a: 146 Smith Street, NARACORTE SA 5271

t: 8762 1211

6(1) Personal affairs | MacKillop@parliament.sa.gov.au

w: www.nickmcbride.com.au | **f:** Nick McBride – Member for MacKillop



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Request for payment when no invoice is available

Do you have to make payment for goods or service, but don't have an invoice?

Apply via e-Procurement, **UNLESS** exception applies, then follow these steps ►

❶ This form is only to be used for: foreign currency requests, Fleet SA petty cash, Electorate Services non-invoice payments (MPs), personal petty cash reimbursements.

All other requests are to be made via the Purchase Management module of e-Procurement.

❶ Complete vendor details, description and GST inclusive amount for each payment request

❷ Ensure payment is authorised by appropriate financial delegate and original documents are attached

❸ Enter account number and tax code details

Any questions completing your request? Call:

Purchase and Facilities
Telephone 08 – 8226 2699

Send the completed form to:

Shared Services SA
DTF Accounts Payable

Payment details

1 Vendor (name and address)

7(1)(c) Business affairs

Date of purchase/s

26 / 11 / 2024

Description of goods or services

Total incl. GST

Reimbursement for Private Motor Vehicle Usage \$500km @ \$1.14 - 17/11/2024

\$ 570.00

(Difference of 700km minus 200km = 500km previously reimbursed 09/11/2024)

\$

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 570.00

Authorisation details

2 **IMPORTANT: All original documentation must be attached.** ☐ Attached

Certified by (print name)

Jenny Ormsby

Approved by (print name and title)

Tony Smith - Policy & Entitlements Manager

Signature

6(1) Personal affairs

Signature

6(1) Personal affairs

Date

26 / 11 / 2024

Account details

3 Account number

7(1)(c) Business affairs

Tax code

GST excl. amount

GST

Total incl. GST

\$ 570.00

\$ 0.00

\$ 570.00

\$

\$

\$ 0.00

\$

\$

\$ 0.00

Reset Form

Save Form

Print Form

Only users with a minimum of Acrobat Reader 7 are able to SAVE this form.

7(1)(c) Business affairs

From: [Smith, Tony \(DTF\)](#)
To: **6(1) Personal affairs**
Cc: mackillop@parliament.sa.gov.au
Subject: November 2024 Global Allowance statement.
Date: Wednesday, 18 December 2024 2:59:00 PM
Attachments: [Mackillop November 2024 GA statement.pdf](#)
[image001.png](#)

Regards,

Tony Smith

Policy & Entitlements Manager, Electorate Services | People & Performance

State Administration Centre, ^{6(1) Personal affa} 200 Victoria Square ADELAIDE SA 5000
6(1) Personal affairs | w treasury.sa.gov.au

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Global Allowance Statement

For Month Ending November 2024

15

YTD
Actual

Month
Actual

Member for MacKillop

Expenses

Advertising - General	6,318.57	1,612.71
Consultants - General	1,200.00	0.00
Couriers (Including Freight)	25.00	0.00
Hire of Facilities	77.31	0.00
IT Equipment - Rental	999.47	0.00
Other Transport costs-NSAG	26.08	26.08
Other Travel Expenses	436.33	95.73
Postage	847.14	181.56
Private Motor Vehicle Expense Reimbursement	4,638.66	1,846.80
Publications and Subscriptions	1,193.65	450.00
Publicity and Promotions - NSAG	109.09	109.09
Software Licence Fees	4,530.26	0.00
Staff Amenities	160.00	46.00
Stationery	38.00	0.00
Wreaths/Flowers/Plants	63.64	0.00
Total Expenses	20,663.20	4,367.97

Global Allowance

Global Allowance - Current Year	81,314.34
Total Funds	81,314.34
Balance of available funds	60,651.14

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	249.77	55.01	194.76
Capped Telecom-Mobile Calls	624.43	0.00	624.43
Capped Telecom-Landline	249.77	99.02	150.75



Global Allowance Transactions

For Month Ending November 2024

Member for MacKillop

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Telephones-Service & Rental-Non Govt					
7(1)(c) Business affairs	20/11/2024	AP Detail	31.77	7(1)(c) Business affairs	
			31.77		
Telephones-Metered Calls-Non Govt					
7(1)(c) Business affairs	20/11/2024	AP Detail	67.25	7(1)(c) Business affairs	
			67.25		
Publications and Subscriptions					
7(1)(c) Business affairs	20/11/2024	AP Detail	75.00	INV-01359	7(1)(c) Business affairs
	13/11/2024	MONTHLY SUBSCRIPTIONS	38.09	012100RE00057202	7(1)(c) Business affairs CREDIT CARD CLEARING ACCT
	13/11/2024	SUBSCRIPTION	38.09	012100RE00057466	CREDIT CARD CLEARING ACCT
	18/11/2024	SUBSCRIPTION	38.09	012100RE00057549	CREDIT CARD CLEARING ACCT
	25/11/2024	SUBSCRIPTION	38.09	012100RE00057791	CREDIT CARD CLEARING ACCT
	25/11/2024	7(1)(c) Business affairs DIGITAL MEMBERS	31.82	012100RE00057792	CREDIT CARD CLEARING ACCT
	27/11/2024	SUBSCRIPTION	152.73	012100RE00057851	CREDIT CARD CLEARING ACCT
	27/11/2024	SUBSCRIPTIONS	38.09	012100RE00057852	CREDIT CARD CLEARING ACCT
			450.00		
Staff Amenities					
7(1)(c) Business affairs	08/11/2024	AP Detail	10.00	SEI-1850	7(1)(c) Business affairs
	06/11/2024	AP Detail	24.00	SEI-1810	
	27/11/2024	AP Detail	12.00	SEI-2006	
			46.00		
Private Motor Vehicle Expense Reimbursement					
7(1)(c) Business affairs	06/11/2024	DANIELLE MOORE 291024	798.00	OPR2024270308	DANIELLE MOORE
	20/11/2024	ROSEMARY TIERNEY PRIVATE VEHI	478.80	OPR2024273330	ROSEMARY TIERNEY
	26/11/2024	REIMBURSEMENT FOR ROSEMARY TIE	570.00	OPR2024274650	ROSEMARY TIERNEY
			1,846.80		
Other Transport costs-NSAG					
7(1)(c) Business affairs	06/11/2024	DANIELLE MOORE 291024	26.08	OPR2024270308	DANIELLE MOORE
			26.08		



Global Allowance Transactions

For Month Ending November 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Photocopier Charges					
7(1)(c) Business affairs	27/11/2024	AP Detail	55.01	8124545001	7(1)(c) Business affairs
			55.01		
Postage					
7(1)(c) Business affairs	08/11/2024	AP Detail	181.56	1013591310	7(1)(c) Business affairs
			181.56		
Advertising - General					
7(1)(c) Business affairs	08/11/2024	AP Detail	603.63	BW35051124	7(1)(c) Business affairs
	21/11/2024	AP Detail	345.45	INV-7370	
	06/11/2024	AP Detail	345.45	INV-7318	
	20/11/2024	AP Detail	318.18	INV-5350	
			1,612.71		
Publicity and Promotions - NSAG					
7(1)(c) Business affairs	06/11/2024	AP Detail	109.09	INV-00011603	7(1)(c) Business affairs
			109.09		
Other Travel Expenses					
7(1)(c) Business affairs	06/11/2024	DANIELLE MOORE 291024	32.82	OPR2024270308	DANIELLE MOORE
	20/11/2024	ROSEMARY TIERNEY PRIVATE VEHI	62.91	OPR2024273330	ROSEMARY TIERNEY
			95.73		
Total Expenses			4,522.00		
Net result for month			4,522.00		

From: [Smith, Tony \(DTF\)](#)
To: **6(1) Personal affairs**
Cc: mackillop@parliament.sa.gov.au
Subject: December 2024 monthly & quarterly Global Allowance statements.
Date: Tuesday, 7 January 2025 1:54:00 PM
Attachments: [Mackillop Dec 2024 GA statement.pdf](#)
[image001.png](#)

Please find attached your December 2024 Global Allowance Statement and transaction report. Also attached is the December 2024 quarterly Global Allowance Statement (for publication on the Department of Treasury and Finance external website) and the quarterly transaction report.

Regards,

Tony Smith
A/Manager Electorate Services | People & Performance

State Administration Centre, ^{6(1) Personal affa} 200 Victoria Square ADELAIDE SA 5000
6(1) Personal affairs | w treasury.sa.gov.au

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Global Allowance Statement

For Month Ending December 2024

17

	YTD Actual	Month Actual
Member for MacKillop		
Expenses		
Advertising - General	7,256.29	937.72
Consultants - General	1,200.00	0.00
Couriers (Including Freight)	25.00	0.00
Hire of Facilities	77.31	0.00
Internet Expenses - NSAG	218.18	218.18
IT Equipment - Rental	999.47	0.00
Newsletter	6,665.00	6,665.00
Other Transport costs-NSAG	26.08	0.00
Other Travel Expenses	467.55	31.22
Postage	3,639.14	2,792.00
Private Motor Vehicle Expense Reimbursement	4,638.66	0.00
Publications and Subscriptions	1,307.92	114.27
Publicity and Promotions - NSAG	309.09	200.00
Software Licence Fees	4,695.26	165.00
Staff Amenities	188.00	28.00
Stationery	66.09	28.09
Wreaths/Flowers/Plants	63.64	0.00
Total Expenses	31,842.68	11,179.48

Global Allowance

Global Allowance - Current Year	81,314.34
Global Allowance - Carry over	1,433.36
Total Funds	82,747.70
Balance of available funds	50,905.02

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	249.77	0.00	249.77
Capped Telecom-Mobile Calls	624.43	0.00	624.43
Capped Telecom-Landline	249.77	74.64	175.13



Global Allowance Transactions

For Month Ending December 2024

Member for MacKillop

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Telephones-Service & Rental-Non Govt					
7(1)(c) Business affairs	16/12/2024	AP Detail	31.77	7(1)(c) Business affairs	-
			31.77		
Telephones-Metered Calls-Non Govt					
7(1)(c) Business affairs	16/12/2024	AP Detail	42.87	7(1)(c) Business affairs	-
			42.87		
Stationery					
7(1)(c) Business affairs	23/12/2024	STATIONERY	28.09	012100RE00058297	7(1)(c) B CREDIT CARD CLEARING ACCT
			28.09		
Publications and Subscriptions					
7(1)(c) Business affairs	17/12/2024	SUBSCRIPTION	38.09	012100RE00057994	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	23/12/2024	SUBSCRIPTION	38.09	012100RE00058298	CREDIT CARD CLEARING ACCT
	23/12/2024	SUBSCRIPTION	38.09	012100RE00058296	CREDIT CARD CLEARING ACCT
			114.27		
Staff Amenities					
7(1)(c) Business affairs	11/12/2024	AP Detail	10.00	SEI-2099	7(1)(c) Business affairs
	23/12/2024	AP Detail	18.00	SEI-2269	
			28.00		
Postage					
7(1)(c) Business affairs	11/12/2024	AP Detail	2,792.00	1013655061	7(1)(c) Business affairs -
			2,792.00		
Advertising - General					
7(1)(c) Business affairs	24/12/2024	AP Detail	345.45	INV-7522	7(1)(c) Business affairs
	11/12/2024	AP Detail	75.00	6498	
	16/12/2024	AP Detail	517.27	BW35041224	
			937.72		
Newsletter					
7(1)(c) Business affairs	11/12/2024	AP Detail	6,665.00	6934324	7(1)(c) Business affairs
			6,665.00		



Global Allowance Transactions

For Month Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Publicity and Promotions - NSAG					
7(1)(c) Business affairs	24/12/2024	AP Detail	200.00	INV-5576	7(1)(c) Business affairs
			200.00		
Other Travel Expenses					
7(1)(c) Business affairs	03/12/2024	REIMBURSEMENT FOR ROSEMARY TIE	31.22	OPR2024276780	ROSEMARY TIERNEY
			31.22		
Internet Expenses - NSAG					
7(1)(c) Business affairs	30/12/2024	AP Detail	218.18	526131	7(1)(c) Business affairs
			218.18		
Software Licence Fees					
7(1)(c) Business affairs	23/12/2024	AP Detail	90.00	525980	7(1)(c) Business affairs
	23/12/2024	AP Detail	75.00	INV-01397	
			165.00		
Total Expenses			11,254.12		
Net result for month			11,254.12		



Global Allowance Statement by Quarter

For Quarter Ending December 2024

Year to Date Actual (July - December 2024)	Quarter to Date Actual (October - December 2024)
--	--

Member for MacKillop

Expenses

Advertising - General	7,256.29	3,795.88
Consultants - General	1,200.00	0.00
Couriers (Including Freight)	25.00	0.00
Hire of Facilities	77.31	40.91
Internet Expenses - NSAG	218.18	218.18
IT Equipment - Rental	999.47	0.00
Newsletter	6,665.00	6,665.00
Other Transport costs-NSAG	26.08	26.08
Other Travel Expenses	467.55	296.47
Postage	3,639.14	3,360.39
Private Motor Vehicle Expense Reimbursement	4,638.66	3,743.76
Publications and Subscriptions	1,307.92	741.17
Publicity and Promotions - NSAG	309.09	309.09
Software Licence Fees	4,695.26	240.00
Staff Amenities	188.00	102.00
Stationery	66.09	28.09
Wreaths/Flowers/Plants	63.64	63.64
Total Expenses	31,842.68	19,630.66

Global Allowance

Global Allowance - Current Year	81,314.34
Global Allowance - Carry over	1,433.36
Total Funds	82,747.70
Balance of Available Funds	50,905.02



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Member for MacKillop

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Stationery					
<u>December 2024</u>					
7(1)(c) Business affairs	23/12/2024	STATIONERY	28.09	012100RE00058297	7(1)(c) B CREDIT CARD CLEARING ACCT
			28.09		
			28.09		
Publications and Subscriptions					
<u>October 2024</u>					
7(1)(c) Business affairs	21/10/2024	7(1)(c) Busine NEWSPAPERS AND MAGAZINES	38.09	012100RE00056940	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	21/10/2024	NEWSPAPERS AND MAGAZINES	38.09	012100RE00056941	CREDIT CARD CLEARING ACCT
	21/10/2024	NEWSPAPERS AND MAGAZINES	38.09	012100RE00056943	CREDIT CARD CLEARING ACCT
	29/10/2024	SUBSCRIPTION	35.36	012100RE00057045	CREDIT CARD CLEARING ACCT
	29/10/2024	7(1)(c) Business affairs DIGITAL MEMBERS	27.27	012100RE00057046	CREDIT CARD CLEARING ACCT
			176.90		
<u>November 2024</u>					
7(1)(c) Business affairs	13/11/2024	MONTHLY SUBSCRIPTIONS	38.09	012100RE00057202	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	13/11/2024	SUBSCRIPTION	38.09	012100RE00057466	CREDIT CARD CLEARING ACCT
	18/11/2024	SUBSCRIPTION	38.09	012100RE00057549	CREDIT CARD CLEARING ACCT
	20/11/2024	AP Detail	75.00	INV-01359	7(1)(c) Business affairs
	25/11/2024	SUBSCRIPTION	38.09	012100RE00057791	7(1)(c) Bu CREDIT CARD CLEARING ACCT
	25/11/2024	7(1)(c) Business affairs DIGITAL MEMBERS	31.82	012100RE00057792	CREDIT CARD CLEARING ACCT
	27/11/2024	SUBSCRIPTION	152.73	012100RE00057851	CREDIT CARD CLEARING ACCT
	27/11/2024	SUBSCRIPTIONS	38.09	012100RE00057852	CREDIT CARD CLEARING ACCT
			450.00		
<u>December 2024</u>					
7(1)(c) Business affairs	17/12/2024	SUBSCRIPTION	38.09	012100RE00057994	7(1)(c) Bu CREDIT CARD CLEARING ACCT
	23/12/2024	SUBSCRIPTION	38.09	012100RE00058296	CREDIT CARD CLEARING ACCT
	23/12/2024	SUBSCRIPTION	38.09	012100RE00058298	CREDIT CARD CLEARING ACCT
			114.27		
			741.17		



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Staff Amenities					
October 2024					
7(1)(c) Business affairs	03/10/2024	AP Detail	18.00	SEI-1501	7(1)(c) Business affairs
	03/10/2024	AP Detail	10.00	SEI-1566	
			28.00		
November 2024					
7(1)(c) Business affairs	06/11/2024	AP Detail	24.00	SEI-1810	7(1)(c) Business affairs
	08/11/2024	AP Detail	10.00	SEI-1850	
	27/11/2024	AP Detail	12.00	SEI-2006	
			46.00		
December 2024					
7(1)(c) Business affairs	11/12/2024	AP Detail	10.00	SEI-2099	7(1)(c) Business affairs
	23/12/2024	AP Detail	18.00	SEI-2269	
			28.00		
			102.00		
Hire of Facilities					
October 2024					
7(1)(c) Business affairs	17/10/2024	AP Detail	40.91	IV821	7(1)(c) Business affairs
			40.91		
			40.91		
Private Motor Vehicle Expense Reimbursement					
October 2024					
7(1)(c) Business affairs	04/10/2024	AP Detail	798.00	OPR2024264479	ROSEMARY TIERNEY
	21/10/2024	AP Detail	300.96	OPR2024267074	DANIELLE MOORE
	23/10/2024	AP Detail	798.00	OPR2024267547	ROSEMARY TIERNEY
			1,896.96		
November 2024					
7(1)(c) Business affairs	06/11/2024	DANIELLE MOORE 291024	798.00	OPR2024270308	DANIELLE MOORE
	20/11/2024	ROSEMARY TIERNEY PRIVATE VEHI	478.80	OPR2024273330	ROSEMARY TIERNEY
	26/11/2024	REIMBURSEMENT FOR ROSEMARY TIE	570.00	OPR2024274650	ROSEMARY TIERNEY
			1,846.80		
			3,743.76		



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Other Transport costs-NSAG					
<u>November 2024</u>					
7(1)(c) Business affairs	06/11/2024	DANIELLE MOORE 291024	26.08	OPR2024270308	DANIELLE MOORE
			26.08		
			26.08		
Postage					
<u>October 2024</u>					
7(1)(c) Business affairs	16/10/2024	AP Detail	386.83	1013531424	7(1)(c) Business affairs -
			386.83		
<u>November 2024</u>					
7(1)(c) Business affairs	08/11/2024	AP Detail	181.56	1013591310	7(1)(c) Business affairs -
			181.56		
<u>December 2024</u>					
7(1)(c) Business affairs	11/12/2024	AP Detail	2,792.00	1013655061	7(1)(c) Business affairs -
			2,792.00		
			3,360.39		
Advertising - General					
<u>October 2024</u>					
7(1)(c) Business affairs	16/10/2024	AP Detail	609.09	BW35031024	7(1)(c) Business affairs
	17/10/2024	AP Detail	318.18	INV-5003	
	23/10/2024	AP Detail	318.18	INV-5256	
			1,245.45		
<u>November 2024</u>					
7(1)(c) Business affairs	06/11/2024	AP Detail	345.45	INV-7318	7(1)(c) Business affairs
	08/11/2024	AP Detail	603.63	BW35051124	
	20/11/2024	AP Detail	318.18	INV-5350	
	21/11/2024	AP Detail	345.45	INV-7370	
			1,612.71		
<u>December 2024</u>					
7(1)(c) Business affairs	11/12/2024	AP Detail	75.00	6498	7(1)(c) Business affairs
	16/12/2024	AP Detail	517.27	BW35041224	
	24/12/2024	AP Detail	345.45	INV-7522	
			937.72		
			3,795.88		



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Newsletter					
December 2024					
7(1)(c) Business affairs	11/12/2024	AP Detail	6,665.00	6934324	7(1)(c) Business affairs
			6,665.00		
			6,665.00		
Publicity and Promotions - NSAG					
November 2024					
7(1)(c) Business affairs	06/11/2024	AP Detail	109.09	INV-00011603	7(1)(c) Business affairs
			109.09		
December 2024					
7(1)(c) Business affairs	24/12/2024	AP Detail	200.00	INV-5576	7(1)(c) Business affairs
			200.00		
			309.09		
Other Travel Expenses					
October 2024					
7(1)(c) Business affairs	04/10/2024	AP Detail	90.13	OPR2024264479	ROSEMARY TIERNEY
	23/10/2024	AP Detail	61.21	OPR2024267547	ROSEMARY TIERNEY
	23/10/2024	AP Detail	18.18	OPR2024267547	ROSEMARY TIERNEY
			169.52		
November 2024					
7(1)(c) Business affairs	06/11/2024	DANIELLE MOORE 291024	32.82	OPR2024270308	DANIELLE MOORE
	20/11/2024	ROSEMARY TIERNEY PRIVATE VEHI	62.91	OPR2024273330	ROSEMARY TIERNEY
			95.73		
December 2024					
7(1)(c) Business affairs	03/12/2024	REIMBURSEMENT FOR ROSEMARY TIE	31.22	OPR2024276780	ROSEMARY TIERNEY
			31.22		
			296.47		
Wreaths/Flowers/Plants					
October 2024					
7(1)(c) Business affairs	21/10/2024	WREATH	63.64	012100RE00056942	7(1)(c) B. CREDIT CARD CLEARING ACCT
			63.64		
			63.64		



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Internet Expenses - NSAG					
<u>December 2024</u>					
7(1)(c) Business affairs	30/12/2024	AP Detail	218.18	526131	7(1)(c) Business affairs
			218.18		
			218.18		
Software Licence Fees					
<u>October 2024</u>					
7(1)(c) Business affairs	23/10/2024	AP Detail	75.00	INV-01319	7(1)(c) Business affairs
			75.00		
<u>December 2024</u>					
7(1)(c) Business affairs	23/12/2024	AP Detail	75.00	INV-01397	7(1)(c) Business affairs
	23/12/2024	AP Detail	90.00	525980	
			165.00		
			240.00		
Total Expenses			19,630.66		
Net Result for the Quarter			19,630.66		

From: [Mackillop EO](#)
To: [Ormsby, Jenny \(DTF\)](#)
Subject: FW: DTF / Member for MacKillop
Date: Friday, 24 January 2025 8:48:26 AM
Attachments: [image001.jpg](#)
[20250103 7\(1\)\(c\) Business affairs \\$708.52 GS.pdf](#)

Good morning Jenny,

We have been advised that the below invoice for [7\(1\)\(c\) Business affairs](#) is overdue.

Could you please follow up to ensure that it has been paid.

Thank you

Kind Regards

Michelle Bull

Electorate Officer

[6\(1\) Personal affairs](#)

a: 146 Smith Street, NARACORTE SA 5271

t: 8762 1211

[6\(1\) Personal affairs](#) | MacKillop@parliament.sa.gov.au

w: www.nickmcbride.com.au | **f:** Nick McBride – Member for MacKillop



From: Mackillop EO

Sent: Friday, 17 January 2025 2:05 PM

To: SharedServicesSA:APIInvoices

Subject: DTF / Member for MacKillop

Michelle Bull

Electorate Officer

[6\(1\) Personal affairs](#)

a: 146 Smith Street, NARACORTE SA 5271

t: 8762 1211

[6\(1\) Personal affairs](#) | MacKillop@parliament.sa.gov.au

w: www.nickmcbride.com.au | **f:** Nick McBride – Member for MacKillop



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7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

Reference Number	Card Type	Effective Transaction Date	Statement Date	Merchant Name	Transaction Description	Surname	First Name	Amount	Net Amount	Tax Amount	Quantity	Tax Code	Original Currency Amount	Original Currency Country	Tax Receipt	GI Type	Short Description	Commit Description	Receipt File Name	Matched (Amount & Merchant)	Other Comments
7(1)(c) Business affairs				7(1)(c) Business affairs								7(1)(c)									
	15	4/11/2024	6/11/2024			Tierney	Rosemary	41 90	38 09	3 81	1		0	AUD	Y	DTF				Yes	
	15	8/11/2024	11/11/2024			Tierney	Rosemary	41 90	38 09	3 81	1		0	AUD	Y	DTF				Yes	
	15	12/11/2024	15/11/2024			Tierney	Rosemary	35 00	31 82	3 18	1		0	AUD	Y	DTF				Yes	
	15	15/11/2024	18/11/2024			Tierney	Rosemary	168 00	152 73	15 27	1		0	AUD	Y	DTF				Yes	
	15	18/11/2024	20/11/2024			Tierney	Rosemary	41 90	38 09	3 81	1		0	AUD	Y	DTF				Yes	
	15	22/11/2024	25/11/2024			Tierney	Rosemary	41 90	38 09	3 81	1		0	AUD	Y	DTF				Yes	
	15	29/11/2024	2/12/2024			Tierney	Rosemary	41 90	38 09	3 81	1		0	AUD	Y	DTF				Yes	
	15	29/11/2024	2/12/2024			Tierney	Rosemary	30 90	28 09	2 81	1		0	AUD	Y	DTF				Yes	
	15	6/12/2024	9/12/2024			Tierney	Rosemary	41 90	38 09	3 81	1		0	AUD	Y	DTF				Yes	
	15	12/12/2024	16/12/2024			Tierney	Rosemary	35 00	31 82	3 18	1		0	AUD	Y	DTF				Yes	
	15	13/12/2024	16/12/2024			Tierney	Rosemary	41 90	38 09	3 81	1		0	AUD	Y	DTF				Yes	
	15	20/12/2024	23/12/2024			Tierney	Rosemary	41 90	38 09	3 81	1		0	AUD	Y	DTF				Yes	
	15	23/12/2024	27/12/2024			Tierney	Rosemary	15 00	13 64	1 36	1		0	AUD	Y	DTF				Yes	
	15	6/01/2025	8/01/2025			Tierney	Rosemary	33 40	30 36	3 04	1		0	AUD	Y	DTF				Yes	
	15	6/01/2025	8/01/2025			Tierney	Rosemary	36 40	33 09	3 31	1		0	AUD	Y	DTF				Yes	
	15	9/01/2025	13/01/2025			Tierney	Rosemary	23 50	21 36	2 14	1		0	AUD	Y	DTF				Yes	
	15	10/01/2025	13/01/2025			Tierney	Rosemary	36 40	33 09	3 31	1		0	AUD	Y	DTF				Yes	
	15	12/01/2025	15/01/2025			Tierney	Rosemary	35 00	31 82	3 18	1		0	AUD	Y	DTF				Yes	
	15	17/01/2025	20/01/2025			Tierney	Rosemary	36 40	33 09	3 31	1		0	AUD	Y	DTF				Yes	
	15	24/01/2025	28/01/2025			Tierney	Rosemary	36 40	33 09	3 31	1		0	AUD	Y	DTF				Yes	
	15	25/01/2025	28/01/2025			Tierney	Rosemary	120 00	109 09	10 91	1		0	AUD	Y	DTF				Yes	
	15	31/01/2025	3/02/2025			Tierney	Rosemary	39 50	35 91	3 59	1		0	AUD	Y	DTF				Yes	

7(1)(c) Business affairs

Request for payment when no invoice is available

Do you have to make payment for goods or service, but don't have an invoice?

Apply via e-Procurement, UNLESS exception applies, then follow these steps ►

❶ This form is only to be used for: foreign currency requests, Fleet SA petty cash, Electorate Services non-invoice payments (MPs), personal petty cash reimbursements.

All other requests are to be made via the Purchase Management module of e-Procurement.

❶ Complete vendor details, description and GST inclusive amount for each payment request

❷ Ensure payment is authorised by appropriate financial delegate and original documents are attached

❸ Enter account number and tax code details

Any questions completing your request? Call:

Purchase and Facilities

Telephone 08 – 8226 2699

Send the completed form to:

Shared Services SA

DTF Accounts Payable

Payment details

1

Vendor (name and address)

7(1)(c) Business affairs

Date of purchase/s

26 / 11 / 2024

Description of goods or services

Reimbursement for Private Motor Vehicle Usage \$500km @ \$1.14 - 17/11/2024

Total incl. GST

\$ 570.00

(Difference of 700km minus 200km = 500km previously reimbursed 09/11/2024)

\$

\$

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 570.00

Authorisation details

2

IMPORTANT: All original documentation must be attached. ☐ Attached

Certified by (print name)

Jenny Ormsby

Approved by (print name and title)

Tony Smith - Policy & Entitlements Manager

Signature

6(1) Personal affairs

Signature

6(1) Personal affairs

Date

26 / 11 / 2024

Account details

3

Account number

7(1)(c) Business affairs

Tax code

GST excl. amount

\$ 570.00

GST

\$ 0.00

Total incl. GST

\$ 570.00

7(1)(c) Business affairs

\$

\$

\$ 0.00

7(1)(c) Business affairs

\$

\$

\$ 0.00

Reset Form

Save Form

Print Form

Only users with a minimum of Acrobat Reader 7 are able to SAVE this form.

Motor Vehicle Allowance Claim Form

NOTE: The payment of the allowance for the use of a private motor vehicle for purposes related to employment will only occur where approval has been given by the employer prior to the actual use of the private motor vehicle by the employee.

Certificate by Claimant

I certify that:-

- (i) the distance for which payment is claimed was actually and necessarily travelled in the performance of my official duties, and

- (ii) I travelled the distance 200 kms:

☒ in a motor car*

• by motor cycle/scooter*

• Between the dates of 17/11/2024 and 15/11/2024

- (iii) I towed an Administrative Unit trailer for all/part of the distance*.
(*delete whichever is not applicable)

*parliament
sitting week.*

6(1) Personal affairs

Date 18/11/2024

Endorsed



Signature of Chief Executive/Authorised Officer

Request for payment when no invoice is available

Do you have to make payment for goods or service, but don't have an invoice?

Apply via e-Procurement, **UNLESS** exception applies, then follow these steps ▶

- ① This form is only to be used for: foreign currency requests, Fleet SA petty cash, Electorate Services non-invoice payments (MPs), personal petty cash reimbursements.

All other requests are to be made via the Purchase Management module of e-Procurement.

- ① Complete vendor details, description and GST inclusive amount for each payment request
- ② Ensure payment is authorised by appropriate financial delegate and original documents are attached
- ③ Enter account number and tax code details

Any questions completing your request? Call:

Purchase and Facilities
Telephone 08 – 8226 2699

Send the completed form to:

Shared Services SA
DTF Accounts Payable

Payment details

Vendor (name and address)

7(1)(c) Business affairs

Rosemary Tierney C/- MacKillop Electorate Office

Date of purchase/s

09 / 11 / 2024

Description of goods or services

Total Incl. GST

reimbursement - parliament week - meals - 11/11/24 to 15/11/24

\$ 69.20

reimbursement - use of private vehicle - 220 km @ \$1.14; 9/11/24 - Millicent Show

\$ 250.80

reimbursement - use of private vehicle - 200 km @ \$1.14; 17/11/24 to 15/11/24

\$ 228.00

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 548.00

Authorisation details

IMPORTANT: All original documentation must be attached.

Attached

Certified by (print name)

Adrian Darby

Approved by (print name and title)

Tony Smith - Manager

Signature

6(1) Personal affairs

Signature

6(1) Personal affairs

Date

19 / 11 / 2024

Account details

Account number

Tax code

GST excl. amount

GST

Total Incl. GST

7(1)(c) Business affairs

\$ 62.91

\$ 6.29

\$ 69.20

7(1)(c) Business affairs

\$ 250.80

\$ 0.00

\$ 250.80

7(1)(c) Business affairs

\$ 228.00

\$ 0.00

\$ 228.00

7(1)(c) Business affairs

Motor Vehicle Allowance Claim Form

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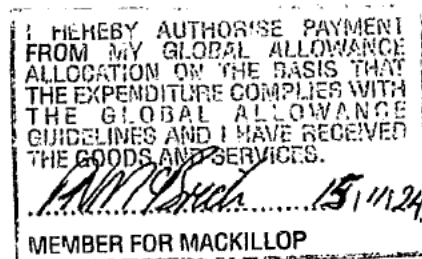
(iii) I towed an Administrative Unit trailer for all/part of the distance*.
(*delete whichever is not applicable)

M. Illicit Show

6(1) Personal affairs

Date 11/11/2024

Endorsed



Signature of Chief Executive/Authorised Officer

*220 x 1.14
= \$250.80*

Motor Vehicle Allowance Claim Form

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Certificate by Claimant

I certify that:-

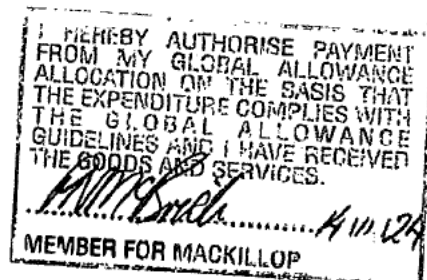
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- (iii) I towed an Administrative Unit trailer for all/part of the distance*
(*delete whichever is not applicable)

parliament sitting well.

6(1) Personal affairs

Claimant [Signature]
Date 17/11/2024

Endorsed



Signature of Chief Executive/Authorised Officer

$$\begin{aligned} 200 &\times 1.14 \\ &= \$228.00 \end{aligned}$$



Request for payment when no invoice is available

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Adrian Darby

Approved by (print name and title)

Tony Smith - Manager

Signature

6(1) Personal affairs

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Date

19 / 11 / 2024

Account details

Account number

7(1)(c) Business affairs

Tax code

GST excl. amount

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7(1)(c) Business affairs

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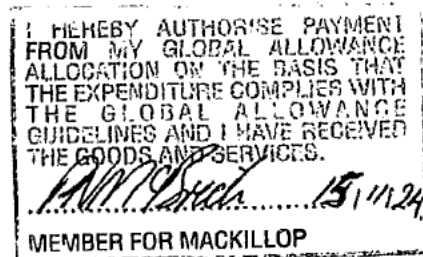
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 - by motor cycle/scooter*
 - Between the dates of 9/11/2024 and 9/11/2024
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(*delete whichever is not applicable)

M. Hicent Show

6(1) Personal affairs

Date 11/11/2024

Endorsed



Signature of Chief Executive/Authorised Officer

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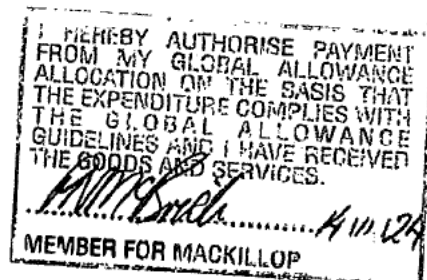
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parliament sitting week.

6(1) Personal affairs

Claimant [Signature]
Date 17/11/2024

Endorsed



Signature of Chief Executive/Authorised Officer

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