



T&F25/0417
A6413167

25 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 Torrens

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 Torrens and the Torrens 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 Torrens and the Torrens 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.'

Your application has been determined under Part 3, section 19(2a) 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 17 documents, copies of which are enclosed, and
- I refuse you access to 55 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, 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 or jeopardise the commercial and financial arrangements of its suppliers.

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

Please note, in compliance with Premier and Cabinet Circular PC045 - *Disclosure Logs for Non-Personal Information Released through Freedom of Information* (PC045), DTF is required to publish a log of all non-personal information released under the *Freedom of Information Act 1991*.

In accordance with this Circular, any non-personal information determined for release as part of this application, may be published on the DTF website. A copy of PC045 can be found at the following address: <https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars>. Please visit the website for further information.

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:

- o 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 (freedomofInformation2@sa.gov.au).

Yours sincerely



Shikasta Bhatia
ACCREDITED FREEDOM OF INFORMATION OFFICER

OFFICIAL
Schedule of Documents

T&F25/0417 - - '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 Torrens and the Torrens 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		Attachment to 001	2	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	8/11/2024	Email	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
004		Attachment to 003	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
005	9/12/2025	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
006		Attachment to 005	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
007	18/12/2024	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
008		Attachment to 007	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
009	7/01/2025	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
010		Attachment to 009	8	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
011	7/01/2025	Email	1	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
012	7/01/2025	Form	2	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
013	20/01/2025	Form	1	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

OFFICIAL
Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
014	20/01/2025	Form	1	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
015	20/01/2025	Form	1	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
016	20/06/2025	Form	1	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
017	23/06/2025	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
018	15/01/2025	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
019	19/12/2024	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
020	20/11/2024	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
021	3/12/2024	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	3/11/2024	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
023	7/01/2025	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
024	10/12/2024	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
025	9/01/2025	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

OFFICIAL
Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
026	17/12/2025	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
27	11/12/2024	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
028	11/12/2025	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
029	11/12/2024	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
030	15/10/2025	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
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	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
033	13/11/2024	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
034	7/01/2025	Form	2	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
035	11/12/2024	Receipt	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	28/11/2024	Receipt	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	13/11/2024	Receipt	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	10/12/2024	Receipt	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

OFFICIAL
Schedule of Documents

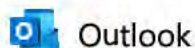
Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
039	13/11/2024	Receipt	1	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
040	2/12/2024	Receipt	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	26/11/2024	Receipt	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	10/12/2024	Receipt	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	26/11/2024	Receipt	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	26/11/2024	Receipt	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
045	12/12/2024	Receipt	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	12/12/2024	Receipt	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	13/12/2024	Receipt	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	20/01/2025	Receipt	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	11/11/2024	Receipt	6	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
050	10/12/2024	Receipt	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
051	12/12/2025	Receipt	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

OFFICIAL
Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
052	23/12/2024	Receipt	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	23/12/2024	Receipt	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	13/02/2025	Receipt	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
055	23/12/2024	Receipt	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	4/02/2025	Receipt	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	6/01/2025	Receipt	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	10/01/2025	Receipt	5	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	6/01/2025	Receipt	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
060	28/01/2025	Receipt	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	28/01/2025	Receipt	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	4/02/2025	Receipt	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
63	13/02/2025	Receipt	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	17/01/2025	Receipt	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

OFFICIAL
Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
065	17/03/2025	Receipt	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	28/01/2025	Receipt	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	19/05/2025	Receipt	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	17/06/2025	Receipt	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	28/01/2024	Receipt	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
070	13/02/2025	Receipt	5	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	17/06/2025	Receipt	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	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



October 2024 Global Allowance statement.

From Smith, Tony (DTF) **6(1) Personal affairs**
Date Wed 2024-11-06 1:07 PM
To Dana Wortley **6(1) Personal affairs**
Cc torrens@parliament.sa.gov.au <Torrens@parliament.sa.gov.au>

📎 1 attachment (579 KB)
Torrens October 2024 GA statement.pdf;

Regards,

Tony Smith

Policy & Entitlements Manager, Electorate Services | People & Performance

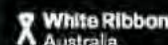
State Administration Centre, **6(1)** 200 Victoria Square ADELAIDE SA 5000
6(1) Personal affairs W
6(1) Personal affairs treasury.sa.gov.au



Government of South Australia
Department of Treasury
and Finance



Proudly accredited
by White Ribbon



Committed to workplace flexibility

Information contained in this e-mail message may be confidential and may also be the subject of legal professional privilege or public interest immunity. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised.



Global Allowance Statement

For Month Ending October 2024

Member for Torrens

Expenses

	YTD Actual	Month Actual
Advertising	385.00	0.00
Advertising - General	827.28	827.28
Hire of Facilities	25.00	0.00
Office Equipment (Non-I.T.)- R&M	425.00	0.00
Photocopier Charges	604.95	0.00
Postage	276.33	276.33
Publications and Subscriptions	369.08	0.00
Publicity and Promotions - NSAG	334.84	0.00
Software Licence Fees	1,229.00	0.00
Staff Amenities	101.17	0.00
Total Expenses	4,577.65	1,103.61

Global Allowance

Global Allowance - Current Year	77,497.50
Total Funds	77,497.50
Balance of available funds	72,919.85

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	76.91	172.86



Global Allowance Transactions

For Month Ending October 2024

Member for Torrens

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Telephones-Service & Rental-Non Govt					
7(1)(c) Business	16/10/2024	AP Detail	31.77	7(1)(c)	7(1)(c) Business affairs
ff i			31.77		
Telephones-Metered Calls-Non Govt					
7(1)(c) Business	16/10/2024	AP Detail	45.14	7(1)(c)	7(1)(c) Business affairs
			45.14		
Postage					
7(1)(c) Business	04/10/2024	AP Detail	276.33	1013538705	7(1)(c) Business
ff i			276.33		
Advertising - General					
7(1)(c) Business	22/10/2024	AP Detail	413.64	4828	7(1)(c) Business affairs
affairs	23/10/2024	AP Detail	413.64	4868	
			827.28		
Total Expenses			1,180.52		
Net result for month			1,180.52		

From: [Torrens EO](#)
To: [Darby, Adrian \(DTF\)](#)
Cc: [Weggery, Natasha \(DTF\)](#); [Ormsby, Jenny \(DTF\)](#)
Subject: RE: re 7(1) invoice needing approval
Date: Friday, 8 November 2024 11:49:42 AM
Attachments: [image001.png](#)
[image002.png](#)
[7\(1\)\(c\)](#) [_Invoice_3Nov24_241108.pdf](#)

OFFICIAL

Hi Adrian

Please find attached signed 7(1)(c) invoice 3/11/24.

Business

Kind regards

Carol

Dana Wortley MP | Member for Torrens

8/511 North East Road, Gilles Plains SA 5086

T (08) 8369 2323

E torrens@parliament.sa.gov.au

www.facebook.com/DanaWortleyMP



From: Darby, Adrian (DTF)

Sent: Thursday, November 7, 2024 9:04 AM

To: Putland, Carol

Cc: Weggery, Natasha (DTF) ; Ormsby, Jenny (DTF)

Subject: re 7(1)(c) invoice needing approval
B i

OFFICIAL

Hi Carol,

Please obtain approval and global stamp on the attached invoice appearing in Basware. Return email it to me as it already appears in Basware.

regards

Adrian Darby

Business Support Officer

Electorate Services | People & Performance

State Administration Centre, 6(1) 200 Victoria Square ADELAIDE SA 5000

Kaura Country

GPO Box 1045 ADELAIDE SA 5001

6(1) Personal affairs

| w treasury.sa.gov.au

Email-footer-logos_flexibility



Information contained in this e-mail message may be confidential and may also be the subject of legal professional privilege or public interest immunity. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised.

The information in this e-mail may be confidential and/or legally privileged. If you are not the intended 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.

From: [Torrens EO](#)
To: [Darby, Adrian \(DTF\)](#)
Subject: RE: for global stamp and member approval
Date: Monday, 9 December 2024 3:42:37 PM
Attachments: [image002.png](#)
[image003.png](#)
[7\(1\)\(c\) Invoice_November 24_241209.pdf](#)

OFFICIAL

Hi Adrian

Please find attached, signed **7(1)(c) Business** invoice for Dana Wortley.

Kind regards

Carol

Dana Wortley MP | Member for Torrens

8/511 North East Road, Gilles Plains SA 5086

T (08) 8369 2323

E torrens@parliament.sa.gov.au

www.facebook.com/DanaWortleyMP



From: Darby, Adrian (DTF) **6(1) Personal affairs**
Sent: Thursday, 5 December 2024 2:55 PM
To: Torrens EO <Torrens@parliament.sa.gov.au>
Cc: Ormsby, Jenny (DTF) **6(1) Personal affairs**
Subject: for global stamp and member approval

OFFICIAL

Hi,

Please have the authorising member sign a global stamp on this invoice attached, and return email to me. Please do not resend it into Shared Service as it already appears in Basware.

regards

Adrian Darby
 Business Support Officer
 Electorate Services | People & Performance

State Administration Centre, **6(1)**, 200 Victoria Square ADELAIDE SA 5000
 Kaura Country **P**
 GPO Box 1045 ADELAIDE SA 5001

6(1) Personal affairs

| w treasury.sa.gov.au

Email-footer-logos_flexibility

Information contained in this e-mail message may be confidential and may also be the subject of legal professional privilege or public interest immunity. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised.

The information in this e-mail may be confidential and/or legally privileged. If you are not the intended 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.

From: [Smith, Tony \(DTF\)](#)
To: **6(1) Personal affairs**
Cc: torrens@parliament.sa.gov.au
Subject: November 2024 Global Allowance statement.
Date: Wednesday, 18 December 2024 3:45:00 PM
Attachments: [Torrens November 2024 GA statement.pdf](#)
[image001.png](#)

Regards,

Tony Smith

Policy & Entitlements Manager, Electorate Services | People & Performance

State Administration Centre, **6(1)** , 200 Victoria Square ADELAIDE SA 5000
6(1) Personal affairs P | w treasury.sa.gov.au

Email-footer-logos_flexibility



Information contained in this e-mail message may be confidential and may also be the subject of legal professional privilege or public interest immunity. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised.



Global Allowance Statement

For Month Ending November 2024

	YTD Actual	Month Actual
Member for Torrens		
Expenses		
Advertising	385.00	0.00
Advertising - General	827.28	0.00
Catering	98.33	98.33
Hire of Facilities	228.64	203.64
Mobile Phones	124.14	124.14
Office Equipment (Non-I.T.)- R&M	425.00	0.00
Photocopier Charges	604.95	0.00
Postage	2,180.82	1,904.49
Publications and Subscriptions	423.62	54.54
Publicity and Promotions - NSAG	7,113.64	6,778.80
Software Licence Fees	1,229.00	0.00
Staff Amenities	139.60	38.43
Wreaths/Flowers/Plants	127.27	127.27
Total Expenses	13,907.29	9,329.64

Global Allowance

Global Allowance - Current Year	77,497.50
Total Funds	77,497.50
Balance of available funds	63,590.21

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	249.77	0.00	249.77
Capped Telecom-Mobile Calls	624.43	624.43	0.00
Capped Telecom-Landline	249.77	89.78	159.99



Global Allowance Transactions

For Month Ending November 2024

Member for Torrens

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Telephones-Service & Rental-Non Govt					
7(1)(c) Business	20/11/2024	AP Detail	31.77	7(1)(c)	7(1)(c)
			31.77		
Telephones-Metered Calls-Non Govt					
7(1)(c) Business	20/11/2024	AP Detail	58.01	7(1)(c)	7(1)(c)
			58.01		
Mobile Phones					
7(1)(c) Business affairs	14/11/2024	MOBILE	121.82	012100RE00057554	7(1)(c) CREDIT CARD CLEARING ACCT
	25/11/2024	MOBILE	124.14	012100RE00057556	Busine CREDIT CARD CLEARING ACCT
	25/11/2024	MOBILE	119.71	012100RE00057556	ss CREDIT CARD CLEARING ACCT
	25/11/2024	MOBILE	170.49	012100RE00057556	affairs CREDIT CARD CLEARING ACCT
	14/11/2024	MOBILE	212.41	012100RE00057554	CREDIT CARD CLEARING ACCT
			748.57		
Publications and Subscriptions					
7(1)(c) Business affairs	14/11/2024	7(1)(c) Business affairs	29.09	012100RE00057555	7(1)(c) CREDIT CARD CLEARING ACCT
	14/11/2024		25.45	012100RE00057070	Busine CREDIT CARD CLEARING ACCT
			54.54		
Catering					
7(1)(c) Business affairs	28/11/2024	CATERING	5.23	012100RE00057915	7(1)(c) CREDIT CARD CLEARING ACCT
	28/11/2024	CATERING	93.10	012100RE00057915	Busine CREDIT CARD CLEARING ACCT
			98.33		
Staff Amenities					
7(1)(c) Business affairs	25/11/2024	STAFF AMENITIES	0.23	012100RE00055987	7(1)(c) CREDIT CARD CLEARING ACCT
	25/11/2024	STAFF AMENITIES	3.10	012100RE00055987	Busin CREDIT CARD CLEARING ACCT
	25/11/2024	AP Detail	35.10	00080154	7(1)(c) Business affairs
			38.43		
Hire of Facilities					
7(1)(c) Business	18/11/2024	AP Detail	203.64	RPH-2024-131	7(1)(c)
			203.64		



Global Allowance Transactions

For Month Ending November 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Postage					
7(1)(c) Business	08/11/2024	AP Detail	1,904.49	1013602625	7(1)(c)
			1,904.49		
Publicity and Promotions - NSAG					
7(1)(c) Business	25/11/2024	PUBLICITY & PROMOTIONS	148.80	012100RE00057706	7(1) CREDIT CARD CLEARING ACCT
affairs	25/11/2024	AP Detail	3,740.00	00026015	7(1)(c) Business affairs
	25/11/2024	AP Detail	2,890.00	00026014	
			6,778.80		
Wreaths/Flowers/Plants					
7(1)(c) Business	20/11/2024	WREATH	127.27	012100RE00057582	7(1) CREDIT CARD CLEARING ACCT
			127.27		
Total Expenses			10,043.85		
Net result for month			10,043.85		

From: [Smith, Tony \(DTF\)](#)
To: **6(1) Personal affairs**
Cc: torrens@parliament.sa.gov.au
Subject: December 2024 monthly & quarterly Global Allowance statements.
Date: Tuesday, 7 January 2025 2:50:00 PM
Attachments: [Torrens 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)** , 200 Victoria Square ADELAIDE SA 5000
6(1) Personal affairs **P** | w treasury.sa.gov.au

Email-footer-logos_flexibility



Information contained in this e-mail message may be confidential and may also be the subject of legal professional privilege or public interest immunity. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised.



Global Allowance Statement

For Month Ending December 2024

	YTD Actual	Month Actual
Member for Torrens		
Expenses		
Advertising	385.00	0.00
Advertising - General	827.28	0.00
Catering	1,301.87	1,203.54
Hire of Facilities	228.64	0.00
Mobile Phones	124.14	0.00
Office Equipment (Non-I.T.) Expensed	36.14	36.14
Office Equipment (Non-I.T.)- R&M	425.00	0.00
Photocopier Charges	604.95	0.00
Postage	8,598.66	6,417.84
Publications and Subscriptions	423.62	0.00
Publicity and Promotions - NSAG	8,441.27	1,327.63
Software Licence Fees	1,229.00	0.00
Staff Amenities	243.85	104.25
Stationery	81.68	81.68
Wreaths/Flowers/Plants	127.27	0.00
Total Expenses	23,078.37	9,171.08

Global Allowance

Global Allowance - Current Year	77,497.50
Global Allowance - Carry over	15,794.73
Total Funds	93,292.23
Balance of available funds	70,213.86

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	249.77	0.00	249.77
Capped Telecom-Mobile Calls	624.43	334.23	290.20
Capped Telecom-Landline	249.77	79.70	170.07



Global Allowance Transactions

For Month Ending December 2024

Member for Torrens

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Telephones-Service & Rental-Non Govt					
7(1)(c) Business	16/12/2024	AP Detail	31.77	7(1)(c)	7(1)(c) -
			31.77		
Telephones-Metered Calls-Non Govt					
7(1)(c) Business	16/12/2024	AP Detail	47.93	7(1)(c)	7(1)(c) -
			47.93		
Mobile Phones					
7(1)(c) Business	17/12/2024	MOBILE	212.41	012100RE00058187	7(1)(c) CREDIT CARD CLEARING ACCT
affairs	17/12/2024	MOBILE	121.82	012100RE00058187	Busine CREDIT CARD CLEARING ACCT
			334.23		
Stationery					
7(1)(c) Business	17/12/2024	STATIONERY	81.68	012100RE00058183	7(1) CREDIT CARD CLEARING ACCT
			81.68		
Catering					
7(1)(c) Business	17/12/2024	CATERING	103.39	012100RE00058250	7(1)(c) CREDIT CARD CLEARING ACCT
affairs	17/12/2024	CATERING	110.75	012100RE00058184	Busine CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	835.10	012100RE00057893	ss CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	8.63	012100RE00058251	affairs CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	73.93	012100RE00058251	CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	51.76	012100RE00058252	CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	19.98	012100RE00058252	CREDIT CARD CLEARING ACCT
			1,203.54		
Staff Amenities					
7(1)(c) Business	17/12/2024	STAFF AMENITIES	34.15	012100RE00058180	7(1)(c) CREDIT CARD CLEARING ACCT
affairs	17/12/2024	STAFF AMENITIES	35.00	012100RE00058182	Busine CREDIT CARD CLEARING ACCT
	23/12/2024	AP Detail	35.10	00080876	7(1)(c) Business affairs
			104.25		
Postage					
7(1)(c) Business	09/12/2024	AP Detail	6,417.84	1013660682	7(1)(c) -
			6,417.84		



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	17/12/2024	AP Detail	190.91	00095318	7(1)(c) Business affairs
	17/12/2024	AP Detail	254.55	00095476	
	18/12/2024	AP Detail	92.73	00095614	
	23/12/2024	AP Detail	205.45	00095741	
	17/12/2024	PUBLICITY & PROMOTIONS	146.23	012100RE00057970	7(1)(c) CREDIT CARD CLEARING ACCT
	17/12/2024	PUBLICITY & PROMOTIONS	153.60	012100RE00057971	Busine CREDIT CARD CLEARING ACCT
	17/12/2024	PUBLICITY & PROMOTIONS	104.50	012100RE00058181	ss CREDIT CARD CLEARING ACCT
	17/12/2024	PUBLICITY & PROMOTIONS	156.04	012100RE00058185	affairs CREDIT CARD CLEARING ACCT
	17/12/2024	PUBLICITY & PROMOTIONS	23.62	012100RE00058186	CREDIT CARD CLEARING ACCT
			1,327.63		
Office Equipment (Non-I.T.) Expensed					
7(1)(c) Business	16/12/2024	AP Detail	36.14	7(1)(c)	7(1)(c) Business
			36.14		
Total Expenses			9,585.01		
Net result for month			9,585.01		



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 Torrens

Expenses

Advertising	385.00	0.00
Advertising - General	827.28	827.28
Catering	1,301.87	1,301.87
Hire of Facilities	228.64	203.64
Mobile Phones	124.14	124.14
Office Equipment (Non-I.T.) Expensed	36.14	36.14
Office Equipment (Non-I.T.)- R&M	425.00	0.00
Photocopier Charges	604.95	0.00
Postage	8,598.66	8,598.66
Publications and Subscriptions	423.62	54.54
Publicity and Promotions - NSAG	8,441.27	8,106.43
Software Licence Fees	1,229.00	0.00
Staff Amenities	243.85	142.68
Stationery	81.68	81.68
Wreaths/Flowers/Plants	127.27	127.27
Total Expenses	23,078.37	19,604.33

Global Allowance

Global Allowance - Current Year	77,497.50
Global Allowance - Carry over	15,794.73
Total Funds	93,292.23
Balance of Available Funds	70,213.86



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Member for Torrens

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Mobile Phones					
<u>November 2024</u>					
7(1)(c) Business	25/11/2024	MOBILE	124.14	012100RE00057556	7(1) CREDIT CARD CLEARING ACCT
			124.14		
			124.14		
Stationery					
<u>December 2024</u>					
7(1)(c) Business	17/12/2024	STATIONERY	81.68	012100RE00058183	7(1) CREDIT CARD CLEARING ACCT
			81.68		
			81.68		
Publications and Subscriptions					
<u>November 2024</u>					
7(1)(c) Business	14/11/2024	Clause 7(1)(c) DIGITAL SUBSCRI	25.45	012100RE00057070	7(1)(c) CREDIT CARD CLEARING ACCT
affairs	14/11/2024	DIGITAL SUBSCRI	29.09	012100RE00057555	Busin CREDIT CARD CLEARING ACCT
			54.54		
			54.54		
Catering					
<u>November 2024</u>					
7(1)(c) Business	28/11/2024	CATERING	5.23	012100RE00057915	7(1)(c) CREDIT CARD CLEARING ACCT
affairs	28/11/2024	CATERING	93.10	012100RE00057915	Busine CREDIT CARD CLEARING ACCT
			98.33		ss
<u>December 2024</u>					
7(1)(c) Business	17/12/2024	CATERING	835.10	012100RE00057893	7(1)(c) CREDIT CARD CLEARING ACCT
affairs	17/12/2024	CATERING	110.75	012100RE00058184	Busine CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	103.39	012100RE00058250	ss CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	8.63	012100RE00058251	affairs CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	73.93	012100RE00058251	CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	51.76	012100RE00058252	CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	19.98	012100RE00058252	CREDIT CARD CLEARING ACCT
			1,203.54		
			1,301.87		



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					
<u>November 2024</u>					
7(1)(c) Business affairs	25/11/2024	STAFF AMENITIES	0.23	012100RE00055987	7(1)(c) CREDIT CARD CLEARING ACCT
	25/11/2024	STAFF AMENITIES	3.10	012100RE00055987	Busine CREDIT CARD CLEARING ACCT
	25/11/2024	AP Detail	35.10	00080154	7(1)(c) Business affairs
			<u>38.43</u>		
<u>December 2024</u>					
7(1)(c) Business affairs	17/12/2024	STAFF AMENITIES	34.15	012100RE00058180	7(1)(c) CREDIT CARD CLEARING ACCT
	17/12/2024	STAFF AMENITIES	35.00	012100RE00058182	Busine CREDIT CARD CLEARING ACCT
	23/12/2024	AP Detail	35.10	00080876	7(1)(c) Business affairs
			<u>104.25</u>		
			142.68		
Hire of Facilities					
<u>November 2024</u>					
7(1)(c) Business	18/11/2024	AP Detail	203.64	RPH-2024-131	7(1)(c)
			<u>203.64</u>		
			203.64		
Postage					
<u>October 2024</u>					
7(1)(c) Business	04/10/2024	AP Detail	276.33	1013538705	7(1)(c)
			<u>276.33</u>		
<u>November 2024</u>					
7(1)(c) Business	08/11/2024	AP Detail	1,904.49	1013602625	7(1)(c)
			<u>1,904.49</u>		
<u>December 2024</u>					
7(1)(c) Business	09/12/2024	AP Detail	6,417.84	1013660682	7(1)(c)
			<u>6,417.84</u>		
			8,598.66		



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Advertising - General					
October 2024					
7(1)(c) Business affairs	22/10/2024	AP Detail	413.64	4828	7(1)(c) Business affairs
	23/10/2024	AP Detail	413.64	4868	
			827.28		
			827.28		
Publicity and Promotions - NSAG					
November 2024					
7(1)(c) Business affairs	25/11/2024	AP Detail	3,740.00	00026015	7(1)(c) Business affairs
	25/11/2024	AP Detail	2,890.00	00026014	
	25/11/2024	PUBLICITY & PROMOTIONS	148.80	012100RE00057706	7(1) CREDIT CARD CLEARING ACCT
			6,778.80		
December 2024					
7(1)(c) Business affairs	17/12/2024	PUBLICITY & PROMOTIONS	146.23	012100RE00057970	7(1)(c) CREDIT CARD CLEARING ACCT
	17/12/2024	PUBLICITY & PROMOTIONS	153.60	012100RE00057971	Busine CREDIT CARD CLEARING ACCT
	17/12/2024	PUBLICITY & PROMOTIONS	104.50	012100RE00058181	ss CREDIT CARD CLEARING ACCT
	17/12/2024	PUBLICITY & PROMOTIONS	156.04	012100RE00058185	affairs CREDIT CARD CLEARING ACCT
	17/12/2024	PUBLICITY & PROMOTIONS	23.62	012100RE00058186	CREDIT CARD CLEARING ACCT
	17/12/2024	AP Detail	190.91	00095318	7(1)(c) Business affairs
	17/12/2024	AP Detail	254.55	00095476	7(1)(c) Business affairs
	18/12/2024	AP Detail	92.73	00095614	7(1)(c) Business affairs
	23/12/2024	AP Detail	205.45	00095741	7(1)(c) Business affairs
				1,327.63	
			8,106.43		
Office Equipment (Non-I.T.) Expensed					
December 2024					
7(1)(c) Business	16/12/2024	AP Detail	36.14	7(1)(c)	7(1)(c) Business
			36.14		
			36.14		
Wreaths/Flowers/Plants					
November 2024					
7(1)(c) Business	20/11/2024	WREATH	127.27	012100RE00057582	7(1) CREDIT CARD CLEARING ACCT
			127.27		
			127.27		



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Total Expenses

19,604.33

Net Result for the Quarter

19,604.33

From: [Ormsby, Jenny \(DTF\)](#)
To: [Smith, Tony \(DTF\)](#)
Subject: FW: Receipt - Private Reimbursement Carol Putland - For approval
Date: Tuesday, 7 January 2025 10:09:00 AM
Attachments: [image001.png](#)
[20250107 - Putland, Carol - Req for Pay - 7\(1\)\(c\)](#) [181124 - \\$40.87.pdf](#)
[image002.png](#)

Hi Tony,

Please find attached private reimbursement for Carol Putland for approval.

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | People and Performance

6(1) Personal affairs

State Administration Centre, 6(1), 200 Victoria Square ADELAIDE SA 5000

GPO Box 1045 ADELAIDE SA 5001 DX56205

6(1) Personal affairs

www.treasury.sa.gov.au



Information contained in this e-mail message may be confidential and may also be the subject of legal professional privilege or public interest immunity. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised.

From: Torrens EO

Sent: Friday, 3 January 2025 10:22 AM

To: Ormsby, Jenny (DTF)

Subject: Receipt - Reimbursement Carol Putland

Hi Jenny

Attached is a receipt from 7(1)(c) Business affairs signed by Dana Wortley for material purchased for a community event. Please reimburse me (Carol Putland) the amount.

Thanks

Carol

Dana Wortley MP | Member for Torrens

8/511 North East Road, Gilles Plains SA 5086

T (08) 8369 2323

E torrens@parliament.sa.gov.au

www.facebook.com/DanaWortleyMP



The information in this e-mail may be confidential and/or legally privileged. If you are not the intended 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.

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)

Clause 7(1)(c)

Date of purchase/s

07 / 01 / 2024

Description of goods or services

7(1)(c) Business

Total incl. GST

\$ 40.87

Vehicle registration and odometer reading — for pool car use

Total payment

\$ 40.87

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

J. Ormsby

Signature

Date

07 / 01 / 2024

Account details

3

Account number

7(1)(c) Business affairs

Tax code

GST excl. amount

GST

Total incl. GST

\$ 37.15

\$ 3.72

\$ 40.87

\$

\$

\$ 0.00

\$

\$

\$ 0.00

I HEREBY AUTHORISE PAYMENT FROM MY GLOBAL ALLOWANCE ALLOCATION ON THE BASIS THAT THE EXPENDITURE COMPLIES WITH THE GLOBAL ALLOWANCE GUIDELINES AND I HAVE RECEIVED THE GOODS AND SERVICES.

MEMBER FOR TORRENS



Government of South Australia
Department of Treasury and Finance

PURCHASE CARD – EXPENSE MANAGER SYSTEM

EMS MISSING SUPPLIER TAX INVOICE OR RECEIPT FORM

(A separate form is required for each missing tax invoice/receipt)

This form is utilised where:

1. There is no supporting documentation (tax invoice/receipt) for a valid purchase card transaction in the Expense Manager System (EMS).
2. All efforts to obtain a valid document (tax invoice/receipt) have been exhausted.

First four (4) and last four digits of the AN7(1)(c) Business affairs

Name of supplier/merchant: _____

Date of transaction: 19/11/2024

Description of purchase: (services/goods received) Food for community catering.

Details of the purchase: (If the purchase is entertainment related, details of the number of attendees and their relevant organization(s) must be included.)

7(1)(c) Business affairs sandwiches for Seniors Forum held at WGC Community House on 19 November 2024. Community catering

Total purchase amount (Including GST): \$AUD 50.35

Foreign Currency (if applicable) _____ Applicable exchange rate: _____

General Ledger account coding:

\$AUD		
\$AUD		
\$AUD		
\$AUD		

Declaration by purchase cardholder:

1. I acknowledge receipt of the above mentioned goods and/or services
2. I certify:
 - a) The purchase was necessarily incurred on behalf of DTF for business operations
 - b) This payment has not and will not be claimed by any other means.
3. It is acknowledged that where a tax invoice/receipt is not provided to support the purchase card transaction, the relevant GST which cannot be claimed, will be charged against the applicable general ledger codes assigned to the transaction, by using the tax code PNA in EMS.
4. A tax invoice/receipt is not able to be provided because: (tick applicable)
 - ☐ the tax invoice/receipt has been lost
 - ☐ the goods/services are of a type where a tax invoice/receipt cannot reasonably be expected to be provided by the supplier
 - ☐ other reason (please specify): Receipt mislaid

Cardholder:

Manager:

Carol Putland
Carol Putland
Name

6(1) Personal affairs

Signature

Date

20/11/2025
20/11/2025

This form is to be authorised and attached to any transaction in the EMS that does not have a valid tax invoice/receipt.

I HEREBY AUTHORISE PAYMENT FROM MY GLOBAL ALLOWANCE ALLOCATION ON THE BASIS THAT THE EXPENDITURE COMPLIES WITH THE GLOBAL ALLOWANCE GUIDELINES AND I HAVE RECEIVED THE GOODS AND SERVICES.

MEMBER FOR TORRENS



Government of South Australia
Department of Treasury
and Finance

PURCHASE CARD – EXPENSE MANAGER SYSTEM

EMS MISSING SUPPLIER TAX INVOICE OR RECEIPT FORM

(A separate form is required for each missing tax invoice/receipt)

This form is utilised where:

1. There is no supporting documentation (tax invoice/receipt) for a valid purchase card transaction in the Expense Manager System (EMS).
2. All efforts to obtain a valid document (tax invoice/receipt) have been exhausted.

First four (4) and last four digits of the AMT purchase card 7(1)(c) Business affairs

Name of supplier/merchant: _____

Date of transaction: 5 / 12 / 2021

Description of purchase: (services/goods received) Miscellaneous

Details of the purchase: (If the purchase is entertainment related, details of the number of attendees and their relevant organization(s) must be included.)

Vietnam

Total purchase amount (Including GST): \$AUD 25.98

Foreign Currency (If applicable) _____ Applicable exchange rate: _____

General Ledger account coding:

[illegible]

\$AUD		
\$AUD		
\$AUD		
\$AUD		

Declaration by purchase cardholder:

1. I acknowledge receipt of the above mentioned goods and/or services
2. I certify;
 - a) The purchase was necessarily incurred on behalf of DTF for business operations
 - b) This payment has not and will not be claimed by any other means.
3. It is acknowledged that where a tax invoice/receipt is not provided to support the purchase card transaction, the relevant GST which cannot be claimed, will be charged against the applicable general ledger codes assigned to the transaction, by using the tax code PNA in EMS.
4. A tax invoice/receipt is not able to be provided because: (tick applicable)
: the tax invoice/receipt has been lost
the goods/services are of a type where a tax invoice/receipt cannot reasonably be expected to be provided by the supplier
other reason (please specify): Receipt mislaid

Cardholder:
Manager:

Carol Ann Putland
Carol Ann Putland

7(1)(c)
Business
affairs

Signature _____

$$\begin{array}{r} 20 \overline{) 6} \quad / 20 \quad 25 \\ 20 \overline{) 6} \quad / 20 \quad 25 \end{array}$$

Date _____

This form is to be authorised and attached to any transaction in the EMS that does not have a valid tax invoice/receipt.

From: [Torrens EO](#)
To: [Ormsby, Jenny \(DTF\)](#)
Subject: RE: Torrens ^{Clause 7(1)(c)} More information required
Date: Monday, 23 June 2025 12:02:09 PM
Attachments: [image001.png](#)
[image002.png](#)

OFFICIAL

Hi Jenny

Apologies. It would have been stationary. Will that be enough?

Thanks
Carol

Dana Wortley MP | Member for Torrens

8/511 North East Road, Gilles Plains SA 5086

T (08) 8369 2323

E torrens@parliament.sa.gov.au

www.facebook.com/DanaWortleyMP

Caring for Our Community

OFFICIAL

From: Ormsby, Jenny (DTF) **6(1) Personal affairs**
Sent: Monday, 23 June 2025 11:59 AM
To: Torrens EO <Torrens@parliament.sa.gov.au>
Subject: FW: Torrens ^{Clause 7(1)(c)} ore information required
Importance: High

OFFICIAL

Hi Carol,

We don't have a code for Miscellaneous. Do you know what may have been purchased?
Whether Stationery, Newspapers, Cards etc?

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | People and Performance

6(1) Personal affairs

State Administration Centre, **6(1)** , 200 Victoria Square ADELAIDE SA 5000
 GPO Box 1045 ADELAIDE SA 5001 DX56205
6(1) Personal affairs | w treasury.sa.gov.au



Information contained in this e-mail message may be confidential and may also be the subject of legal professional privilege or public interest immunity. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised.

From: Torrens EO <Torrens@parliament.sa.gov.au>

Sent: Friday, 20 June 2025 12:48 PM

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

Subject: Torrens **Clause 7(1)(c)**

OFFICIAL

Hi Jenny

I just verified an old amount on my previous card (Dec 24). I had to use a missing invoice form.

Thanks
Carol

Dana Wortley MP | Member for Torrens

8/511 North East Road, Gilles Plains SA 5086

T (08) 8369 2323

E torrens@parliament.sa.gov.au

www.facebook.com/DanaWortleyMP

Caring for Our Community

The information in this e-mail may be confidential and/or legally privileged. If you are not the intended 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.

OFFICIAL

The information in this e-mail may be confidential and/or legally privileged. If you are not the intended 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.

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

1

Vendor (name and address)

Clause 7(1)(c)

Date of purchase/s

07 / 01 / 2024
2025

Description of goods or services

7(1)(c) Business affairs

Total incl. GST

\$ 40.87

Vehicle registration and odometer reading — for pool car use

Total payment

\$ 40.87

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

J. Ormsby

Signature

T. Smith

Date

07 / 01 / 2024

Account details

3

Account number

7(1)(c) Business affairs

Tax code

GST excl. amount

GST

Total incl. GST

\$ 37.15

\$ 3.72

\$ 40.87

3 9 3 9 6 4 7 9 9 8 9 2 7 3 1 2 3

\$

\$

\$ 0.00

3 9 3 9 6 4 7 9 9 8 9 2 7 3 1 2 3

\$

\$

\$ 0.00

Reset Form

Save Form

Print Form

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

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	Receipt	Tax	Gt Type	Short Description	Commit Description	Receipt Name Files	Matched (Amount & Merchant)	Other Comments
Clause 7(1)(c)	(c)	1/11/2024	4/11/2024	7(1)(c) Business affairs		Putland	Carol	114.95	104.5	10.45	1	7(1)(c) Business affairs		0 AUD	Y		DTF	Clause 7(1)(c)	7(1)(c) Business affairs		Y	
		3/11/2024	5/11/2024			Putland	Carol	168.96	153.6	15.36	1			0 AUD	Y		DTF				Y	
		8/11/2024	11/11/2024			Putland	Carol	140	127.27	12.73	1			0 AUD	Y		DTF				Y	
		11/11/2024	13/11/2024			Putland	Carol	35	35	0	1			0 AUD	Y		DTF				Y	
		12/11/2024	14/11/2024			Putland	Carol	89.85	81.68	8.17	1			0 AUD	Y		DTF				Y	
		18/11/2024	20/11/2024			Putland	Carol	918.61	835.1	83.51	1			0 AUD	Y		DTF				Y	
		18/11/2024	20/11/2024			Putland	Carol	98.85	98.33	0.52	1			0 AUD	Y		DTF				Y	
		18/11/2024	20/11/2024			Putland	Carol	110.75	110.75	0	1			0 AUD	Y		DTF				Y	
		18/11/2024	20/11/2024			Putland	Carol	99	91.21	7.79	1			0 AUD	Y		DTF				Y	
		18/11/2024	20/11/2024			Putland	Carol	14.6	13.27	1.33	1			0 AUD	Y		DTF				Y	
		19/11/2024	22/11/2024			Putland	Carol	75.5	75.5	0	1			0 AUD	Y		DTF				Y	Missing receipt documentation
		19/11/2024	22/11/2024			Putland	Carol	110.55	110.55	0	1			0 AUD	Y		DTF				Y	Missing receipt documentation
		19/11/2024	22/11/2024			Putland	Carol	50.35	50.35	0	1			0 AUD	Y		DTF				Y	Missing receipt documentation
		22/11/2024	25/11/2024			Putland	Carol	103.39	103.39	0	1			0 AUD	Y		DTF				Y	
		22/11/2024	25/11/2024			Putland	Carol	76.92	71.74	5.18	1			0 AUD	Y		DTF				Y	
		22/11/2024	25/11/2024			Putland	Carol	83.42	82.56	0.86	1			0 AUD	Y		DTF				Y	
		26/11/2024	29/11/2024			Putland	Carol	32	29.09	2.91	1			0 AUD	Y		DTF				Y	
		27/11/2024	2/12/2024			Putland	Carol	346.41	334.23	12.18	1			0 AUD	Y		DTF				Y	
		2/12/2024	5/12/2024			Putland	Carol	25.98	23.62	2.36	1			0 AUD	Y		DTF				Y	
		3/12/2024	5/12/2024			Putland	Carol	171.64	156.04	15.6	1			0 AUD	Y		DTF				Y	
		4/12/2024	6/12/2024			Putland	Carol	161.83	150.34	11.49	1			0 AUD	Y		DTF				Y	
		5/12/2024	9/12/2024			Putland	Carol	25.98	25.98	0	1			0 AUD	Y		DTF				Y	Missing receipt documentation Email
		11/12/2024	13/12/2024			Putland	Carol	345	313.64	31.36	1			0 AUD	Y		DTF				Y	
		11/12/2024	13/12/2024			Putland	Carol	40.34	36.67	3.67	1			0 AUD	Y		DTF				Y	
		17/12/2024	19/12/2024			Putland	Carol	25.84	23.49	2.35	1			0 AUD	Y		DTF				Y	
		23/12/2024	27/12/2024			Putland	Carol	28.4	26.17	2.23	1			0 AUD	Y		DTF				Y	
		24/12/2024	27/12/2024			Putland	Carol	32	29.09	2.91	1			0 AUD	Y		DTF				Y	
		31/12/2024	3/01/2025			Putland	Carol	346.41	334.23	12.18	1			0 AUD	Y		DTF				Y	
		3/01/2025	6/01/2025			Putland	Carol	178.92	162.65	16.27	1			0 AUD	Y		DTF				Y	
		7/01/2025	9/01/2025			Putland	Carol	6.45	6.43	0.02	1			0 AUD	Y		DTF				Y	
		8/01/2025	10/01/2025			Putland	Carol	133.78	121.62	12.16	1			0 AUD	Y		DTF				Y	
		8/01/2025	10/01/2025			Putland	Carol	-345	-313.64	-31.36	1			0 AUD	Y		DTF				Y	
		17/01/2025	20/01/2025			Putland	Carol	6.24	5.67	0.57	1			0 AUD	Y		DTF				Y	
		21/01/2025	24/01/2025			Putland	Carol	32	29.09	2.91	1			0 AUD	Y		DTF				Y	
		22/01/2025	24/01/2025			Putland	Carol	4.3	4.3	0	1			0 AUD	Y		DTF				Y	
		22/01/2025	24/01/2025			Putland	Carol	158.5	144.09	14.41	1			0 AUD	Y		DTF				Y	
		24/01/2025	28/01/2025			Putland	Carol	17.05	15.5	1.55	1			0 AUD	Y		DTF				Y	
		28/01/2025	30/01/2025			Putland	Carol	5.25	4.77	0.48	1			0 AUD	Y		DTF				Y	
		28/01/2025	31/01/2025			Putland	Carol	346.41	334.23	12.18	1			0 AUD	Y		DTF				Y	
		29/01/2025	31/01/2025			Putland	Carol	17.05	15.5	1.55	1			0 AUD	Y		DTF				Y	