



File: T&F21/0883  
A2008354

State Administration Centre  
200 Victoria Square  
Adelaide SA 5000  
GPO Box 1045  
Adelaide SA 5001  
DX56205  
Tel 08 8226 9500  
Fax 08 8226 3819  
<http://www.treasury.sa.gov.au>  
ABN 19 040 349 865

23 September 2021

Ms Alison Sandy  
Channel Seven  
560 Sir Samuel Griffith Drive  
MT COOT-THA QLD 4066

Sent via email: [asandy@seven.com.au](mailto:asandy@seven.com.au)

Dear Ms Sandy

### **Freedom of Information – Under Treasurer reimbursements and credit cards**

I refer to your application under the *Freedom of Information Act 1991* (FOI Act), received by the Department of Treasury and Finance (DTF) on 12 August 2021.

Your application specifically requested:

*'Documents, specifically ministerial briefings and attachments, reports, audits, reviews relating to reimbursements and/or reconciliation claims, along with credit card statements by the Under Treasurer. Please also include credit card statements of the credit card held by the Under Treasurer's executive assistant. I'm not seeking justification for all reimbursements/reconciliations. Please exclude the routine paperwork that is lodged or provided in response to every claim. If the information exists in just one document and contains details of what the claim was, why it was questioned and its value, please limit to that one document. Please exclude duplicates, documents that have already been publicly released, media statements/reports/articles and correspondence with media. If emails are captured, please limit to the final thread of the conversation. If there are several ministerial briefing notes on the same topic, please limit to the most recent. I do not consent to information in documents being deemed irrelevant without conversation. Timeframe: Since 1 July, 2020, to the date of this application.'*

Under the Act, an agency has 30 days to respond to a freedom of information request. As DTF did not respond to your request within the time frame required, the department is deemed to have refused you access to all documents relevant to your application. However, I have determined to process the request as if the statutory time frame had been met.

A total of 7 documents were identified as answering the terms of your application and I have determined as follows:

- I grant you access in full to 2 documents, copies of which are enclosed, and
- I grant you access in part to 5 documents, copies of which are enclosed

Please refer to the attached schedule that describes each document and sets out my determination and reasons in summary form.

### **Documents released in full**

Documents 1 and 6

## Documents released in part

Document 2 contains an active account number which forms part of the business and financial affairs of the Government of South Australia. Documents 3-5 contain active account numbers which form part of the business and financial affairs of third parties. Document 7 contains other financial information of third parties. If released there is a possibility some adverse effect could flow from the disclosure. As the release of this information is not likely to enhance participation by members of the public in the democratic process, but could possibly have some adverse effect on the financial affairs of the government and the third parties, DTF considers that, on balance, it would be contrary to the public's interest to release it. I have therefore exempted this information pursuant to clause 7(1)(c).

Document 4 also contains the signatures of the employees who authorised a transaction on behalf of each party (being the Government of South Australia and a third party). A person's signature is used as identification and to authorise certain actions, including transactions. It can be used on their own account and on behalf of their employer. Under clause 6(1) of Schedule 1 to the Act, a document is exempt if its disclosure would involve the 'unreasonable disclosure of information concerning the personal affairs of any person'. This information falls within the definition of personal affairs under the Act and is therefore exempt from release pursuant to clause 6(1).

In the current situation, the signatures were used to authorise transactions on behalf of the employers, and I therefore consider the signatures to also relate to the business affairs of the Government of South Australia and the third party. If released there is a possibility some adverse effect could flow from the disclosure. As the release of the signatures is not likely to enhance participation by members of the public in the democratic process, but could possibly have some adverse effect on the financial affairs of the government and the third party, DTF considers that, on balance, it would be contrary to the public's interest to release it. I have therefore exempted this information pursuant to clause 7(1)(c).

Document 7 also contains information relating to the personal affairs of a public servant. Under clause 6(1) of Schedule 1 to the Act, a document is exempt if its disclosure would involve the 'unreasonable disclosure of information concerning the personal affairs of any person'. This information falls within the definition of personal affairs under the Act and is therefore exempt from release pursuant to clause 6(1).

Please note, in compliance with Premier and Cabinet Circular PC045 - *Disclosure Logs for Non-Personal Information Released through Freedom of Information* (PC045), DTF is now 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: <http://dpc.sa.gov.au/what-we-do/services-for-government/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 \$38.25
- be addressed to the principal officer, and

- be lodged at an office of DTF, or emailed to [freedomofinformation2@sa.gov.au](mailto:freedomofinformation2@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 phone Russell Withers on (08) 8429 3631.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'MR', with a long horizontal stroke extending to the right.

Maria Ross  
ACCREDITED FREEDOM OF INFORMATION OFFICER

## Schedule of Documents

T&F21/0883 - Alison Sandy - "Documents, specifically ministerial briefings and attachments, reports, audits, reviews relating to reimbursements and/or reconciliation claims, along with credit card statements by the Under Treasurer. Please also include credit card statements of the credit card held by the Under Treasurer's executive assistant. I'm not seeking justification for all reimbursements/reconciliations. Please exclude the routine paperwork that is lodged or provided in response to every claim."

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
1	30/10/2020	33719_Amcham_Event_Invoice_Guests.pdf	2	Released in full	
2	13/11/2020	34072_Company Directors Tax Receipt_\$1249.pdf	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
3	8/04/2021	37165_Jawun \$405.20.pdf	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
4	30/06/2021	39316_Hilton Hotel \$609 for ELG July mtg.pdf	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
5	27/07/2021	39997_DTF_Refund - Hilton Hotel.pdf	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
6	undated	D Reynolds Transaction ALL TITLES	3	Released in full	
7	undated	H Lardner Transaction RECEIPTS	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 6(1) - Unreasonable disclosure of personal affairs



# AMERICAN CHAMBER OF COMMERCE IN AUSTRALIA

136 Greenhill Road  
ADELAIDE, SA 5061  
AUSTRALIA  
Tel 08 8212 4688 Fax

ACN: 000 361 633  
ABN: 62 000 361 633  
TAX INVOICE NO: 23655  
DATE: 30-Oct-2020  
CUSTOMER: 126793

## TAX INVOICE

Stuart Hocking  
Dept of Treasury & Finance  
200 Victoria Square  
ADELAIDE, SA 5000

### US Election Luncheon Adelaide (NM)

Wednesday November 04, 2020 at Ballroom Inter-Continental Hotel North Terrace ADELAIDE SA 5000

Details		QTY	Total
US Election Luncheon		1	\$209.00
<u>Attendees - 1</u>			
Stuart Hocking, Dept of Treasury & Finance			
		GST	\$19.00
		TOTAL	\$209.00
		PAID	\$209.00
		BALANCE DUE	\$0.00

If you have any questions concerning this invoice, call Claire HARRISON on 02 8031 9000

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**NO PAYMENT REQUIRED**

## **Terms and Conditions**

Unless specifically stated on the event invitation that the invitation is not transferable, you are able to send another person to take your place at the event if you cannot attend.

## **Cancellation Policy**

Cancellations, in writing only, will be accepted up to the cancellation date of the event.

**Up to the Cancellation date:**

A refund will be paid, less an ADMINISTRATION FEE of \$25.00 (incl gst).

**After the Cancellation date:**

A refund will NOT be issued and a credit will NOT be issued. You can send someone else in your place (unless the invitation states it is non-transferable).

Reference Number	Commitment Id	Card Type	Effective Transaction Date	Statement Date	Merchant Name	Transaction Description	User Name	Surname	First Name	Employee Id	Unit Id	Amount	Gl Code	Gl Invoice No	Trans Description	Merchant Description	Net Amount	Tax Amount
No records found																		

		Original	Original						Original						Payment	Currency	Exchange		
		Currency	Currency	Tax		Short	Commit		Currency	Currency	Account		Created		Card	Type	Rate	Price	Object
Quantity	Tax Code	Amount	Country	Receipt	Gl Type	Description	Description	Status	Expt	Type	Ref No	Gl Line No	By	Pan					Type



Commit	GI Line			Expense														
Merchant	Merchant	Purchase	Tax	Group	Tax	Tran	Line	Invoice	Expense	Document			Cost				Batch	Contactless
Name	Name	Date	Receipt	Name	Evidence	Taxamt	Description	No	Type	Id	Org	Fund	Centre	Spare	Activity	Object	Number	Indicator

18 Jamison Street  
Sydney  
NSW - 2000  
Australia  
ABN 11 008 484 197

T: +61 2 8248 6600  
F: +61 2 8248 6633  
E: [contact@companydirectors.com.au](mailto:contact@companydirectors.com.au)

Mr David Reynolds GAICD  
GPO Box 1007  
ADELAIDE SA 5001  
AUSTRALIA

## Tax Invoice/Receipt

Invoice No.		Invoice Date		Contact ID	
11019618		13 November 2020		2471156	
Description	Quantity	Unit Price Exc. GST	Amount Exc. GST	GST	Total
Australian Governance Summit 2021 - 01/03/2021	1	\$1,249.00	\$1,249.00	\$0.00	\$1,249.00
Day 1 Session 1 - Culture shock: The new ways of work - 01/03/2021	1	\$0.00	\$0.00	\$0.00	\$0.00
Day 1 Session 2 - How have small and medium enterprises grappled with the coronavirus? - 01/03/2021	1	\$0.00	\$0.00	\$0.00	\$0.00
Day 2 Session 1 - Turning a crisis into an opportunity - 02/03/2021	1	\$0.00	\$0.00	\$0.00	\$0.00
Day2 Session2- Industry on a knife-edge: How will the hospitality sector recover from the pandemic? - 02/03/2021	1	\$0.00	\$0.00	\$0.00	\$0.00
AGS21 Networking Event - 01/03/2021	1	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>			<b>\$1,249.00</b>	<b>\$0.00</b>	<b>\$ 1,249.00</b>

Cancellation fees may apply.

Amount Paid **\$1,249.00**

\*Certain education courses may be partially or wholly GST exempt. Our events are wholly GST exempt.

Amount Due **AUD \$ 0.00**

Payment terms are subject to the applicable Terms and Conditions notified at the time of purchase. Your personal information will be handled in accordance with our Privacy Policy available at [aicd.companydirectors.com.au/global/privacy](http://aicd.companydirectors.com.au/global/privacy)

Payments Received:			Amount
13-Nov-20	Credit Card	Clause 7(1)(c)	\$1,249.00
TOTAL RECEIVED			<hr/> AUD \$ 1,249.00 <hr/>



PO Box A199  
Sydney South NSW 1235  
Level 32, 275 Kent Street  
Sydney, NSW 2000

ABN 51 097 101 169

003

# Tax Invoice

Date	Tax Invoice #
26/03/2021	4719

**PAID**

P.O. No.	
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Project	
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Terms	Due on receipt
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Tax Invoice To
David Reynolds SA Dept of Treasury & Finance 200 Victoria Square Adelaide, SA 5000

Description	Amt Excl GST	GST	Total Amount
Jawun Executive Virtual Visit to SA Far West Coast Mar 21 - David Reynolds - for Materials & Incidentals, Postage, Gifts and Cultural contribution to SA FWC Virtual Exec Visit	363.64	36.36	400.00
1.3% Merchant Fee Reimbursement	4.73	0.47	5.20

Clause 7(1)(c)

Subtotal Excl GST	\$368.37
GST	\$36.83
Total Incl GST	\$405.20
Payments/Credits	-\$405.20
Balance Due	\$0.00



## EXPRESS AGREEMENT

## Hilton Adelaide

Client Name: Department of Treasury and Finance (*Client# or "you" or "your")		Hotel Owner Name: [Sitehost Pty Ltd], currently trading as Hotel Name: Hilton Adelaide (collectively, "Hotel" or "we" or "our" or "us")	
Client Mailing Address:	Adelaide	Hotel Address:	233 Victoria Square Adelaide, SA 5000
Client Contact Name:	Helen Lardner	Hotel Contact Name:	Adrianna Lobuono
Title:	N/A	Title:	Commercial Event Executive
E-mail address:	helen.lardner@sa.gov.au	E-mail address:	adrianna.lobuono@hilton.com
Phone:	82264217	Phone:	+61 (0)8 6237 0731
Name of "Event":	DTF Meeting	Event Dates:	July 27, 2021 - July 28, 2021

Please review the Event Details outlined below to ensure that this accurately reflects your requirements under this "Express Agreement."

## Schedule Of Events And Function Space Charges:

Date	Time	Event Class	Room	Setup	AGR	Room Rental
27 July 2021	08:00 - 08:30	Setup	Balcony 4	Cabaret	15	\$450.00 (Reduced from \$550.00)
	08:30 - 09:00	Morning Tea on Arrival	Balc Gallery	Served Outside Room		
	09:00 - 12:00	Meeting	Balcony 4	Cabaret		
	12:30 - 13:00	Teardown	Balcony 4	Cabaret		

## CATERING

- Morning tea: 1 catering item with filter coffee and tea
- Suites Gallery coffee machine available throughout half day session

Summary Of Total Minimum Spend for this Event	
Total Anticipated Food & Beverage Cost Morning tea at \$10 pp X 15 guests	\$150.00
Total Anticipated Room Rental Cost \$450.00 (reduced from \$550.00)	\$450.00
Set Up Fees	Nil
Audiovisual Equipment through Encore Job #	Separate
Total Minimum Spend, including national and local taxes	\$600.00 + AV + Incidentals

**Event Planner Program:** Helen Lardner ("Event Planner") is eligible to earn an Event Planner Bonus for a qualifying event. The Event Planner's Hilton Honors Account Number is . For this Event, Event Planner is eligible to earn one Hilton Honors bonus point for every eligible dollar spent. Eligible revenue will include all bedroom revenue (regardless whether the rooms are paid by individuals or billed to the Master Account), all meeting room rental catered food and beverage revenue, delegate package revenue up to a maximum of \$100,000 of eligible revenue.

**Confirmation of Event Details:** The Function Details listed on the first page of this Express Agreement indicates the space that is tentatively being held for you. You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations. Please contact the Hotel at least 30 days before your Event to review and confirm the details for your Event, including menus, decorations, entertainment and beverage service. Event Orders will be sent to you to confirm all final arrangements and prices. These Event Orders will serve as a part of this Express Agreement. If you do not advise us of any changes on the Event Orders by the date requested by Hotel, you agree that the Event Orders will be considered accepted by you as correct and you will be billed accordingly.

**Guarantee of Final Numbers:** At least 7 business days before your Event, you must inform us of the exact number of people who will attend your Event by contacting your designated Event Manager by phone. Any meeting rooms and/or F&B added after the date of signing will automatically be subject to this Express Agreement's terms and conditions, including, but not limited to, full cancellation and performance fees policies. The services, products, fees, etc., as noted in this Express Agreement and the Event Orders (if any) will be provided at the time of your Event and you will be charged based on the Event guarantee that you give us or the number of people indicated at the time you signed the Express Agreement, whichever is greater. We will not undertake to serve more than 3% above this guaranteed minimum.

**Performance Fees:** If the Event is held, but the Hotel does not realize the Total Anticipated Revenue from your Event, you agree to pay the Hotel an amount equal to 100% of the charges (including labor, gratuities, and service charges, rentals and applicable taxes) for the final guarantee or contracted number of guests, whichever is higher.

Days before Arrival Date	Reduction in Numbers Allowed Without Performance Fees
From date of signing up to 21 days in advance of Event	Up to 10% of original Total Anticipated Revenue for the Event

If Client does not exercise the option to reduce pre-booked bedroom accommodation, pre-booked delegate requirements, and pre-booked room hire and/or pre-booked F&B as described above, then the option is waived. If Client cancels the Event entirely after taking the reduction, cancellation fees will be calculated



using the original minimum commitments. Any bedrooms, delegate packages, meeting rooms and/or F&B added after Express Agreement signing will automatically be subject to this Express Agreement's terms and conditions, including, but not limited to, full cancellation and performance fees/reduction in numbers policies. All adjustments in Room Block will result in a proportionate adjustment in assigned meeting room/function space, unless agreed otherwise by Hotel. If the Event is held, Client will owe Hotel performance fees if Hotel does not realize at least 100% of each minimum revenue guarantee listed in the summary table above, plus applicable national and local taxes; provided, however, that if Client properly reduced Client's pre-booked commitments in accordance with this clause, each applicable minimum revenue guarantee listed in the summary table above shall be reduced in a corresponding manner.

**Payment Terms:** We require you to provide a deposit of \$600.00 by credit card, cash, company check or wire transfer. Such deposit is fully refundable up to 30 calendar days in advance of Arrival Date, after which the entire deposit is non-refundable. At the time of contracting, you must provide us with a valid credit card (unless you have established sufficient credit facilities with Hilton or Hotel). Currently, Hilton accepts American Express. All charges or amounts owed by you will be charged to the credit card supplied at the time of contracting unless you make acceptable alternative payment arrangements (cash, cheque, or other credit card(s)) directly with us prior to the time that the amount becomes due. The credit card will only be charged in the following instances: 1) all estimated Event charges will be charged 48 hours before the start of your Event; 2) for any additional charges you incur during your Event; and 3) if full cancellation fees are assessed. If you have established sufficient credit facilities with us or Hilton, payment of all Event charges will be due within 7 days after receipt of the final bill. Accounts 30 days past due will be considered delinquent and may be charged interest at a rate of 4% above the Barclays base rate (or any local base rate equivalent) per month or the maximum rate allowable under applicable law or regulation (whichever is lower). If charges are disputed in good faith, then you agree to pay us all undisputed amounts within 30 days of invoice date.

Your Event must not be connected with, or be a part of, any larger conference or meeting being held or booked at the Hotel over the Event Dates.

**Full Cancellation:** You may cancel this Express Agreement only upon giving written notice to us. No cancellation fees will be owed for cancellation between date of signing and 30 days in advance of the Event. Due to products and services that must be purchased and scheduled in advance, cancellation notices received 30 days or less in advance of the Event will incur a full cancellation fee equal to 100% of the charges (including labor, gratuities, and service charges, rentals and applicable taxes) for the final guarantee or contracted number of guests, as products and services must be purchased and scheduled in advance, whichever is higher.

**Impossibility:** Neither party shall be responsible for failure to perform this Express Agreement if unanticipated circumstances beyond their control (including, but not limited to: acts of God; government regulation, including, but not limited to, government regulations prohibiting travel to the city in which the Hotel is located over the Event dates and/or the issuance of a "Level 3 Travel Warning" by the Centers for Disease Control that specifically advises travelers to avoid all non-essential travel to the city in which the Hotel is located and which travel advisory is in effect over the Event dates; terrorist attacks in the city in which Hotel is located; or declared war in the country in which the Hotel is located) make it illegal or impossible for Hotel to hold the Event. The affected party may terminate this Express Agreement without liability upon providing written notice to the other party within 72 hours (3) days of the occurrence.

**Additional Terms And Conditions:** By signing where indicated below, you are agreeing that in addition to the terms and conditions of this Express Agreement as outlined above, this Express Agreement is also comprised of all the general terms and conditions set forth in the Express Agreement - Additional Terms and Conditions located on the following web site: <http://hiltondistribution.com/expressagrtcs-english/addlterms.htm>.

Please sign and return this Express Agreement to us by July 08, 2021. We may release your tentatively reserved bedrooms and/or facilities, or review our rates, if we do not receive your signed Express Agreement by the applicable due date. No cancellation fee shall apply in such circumstances.

To expedite the processing of this short term booking commitment, we only require your signature below. Once we receive this Express Agreement signed by you, this Express Agreement will become a binding commitment on both parties; provided, however, that if this Express Agreement is returned signed by you but you have made any handwritten or typed changes to the document, it shall not constitute an acceptance, but rather a counteroffer by you that may be accepted or rejected in writing by us in our sole discretion.

By signing below, you agree and warrant that you are authorised to sign and enter into this Express Agreement on behalf of the Client, and if you are required to provide a credit card at time of contracting, you further authorize the Hotel to charge that initial credit card for the amounts indicated in this Express Agreement.

Client: Department of Treasury & Finance

By: , its Agent

Clause 7(1)(c), Clause 6(1)

By: \_\_\_\_\_  
Name: Helen Lindner

Title: Executive Assistant  
Date: 29.6.21

The undersigned agrees and warrants that he/she is authorized to sign and enter into this Express Agreement on behalf of the Hotel.

Sitehost Pty Ltd currently trading as Hilton Adelaide

Clause 7(1)(c), Clause 6(1)

By: \_\_\_\_\_  
Name: A. Lobermo

Title: Commercial Event Executive  
Date: 30.06.21

Helen Lardner  
Department of Treasury and Finance  
Adelaide  
P: 82264217  
E: helen.lardner@sa.gov.au

**SECURITY DEPOSIT TAX INVOICE # 211010697**

Name of Booking - DTF Meeting  
Date of Booking - 2021-07-27  
Deposit Amount Due - \$600.00  
Due Date - 30 June 2021

**Due Date:** The Hotel reserves the right to release all space held for the Event, should the deposit not be received by the due date.

**Security Deposit:** This amount paid by you constitutes a Security Deposit under Section 99-5 of the: A New Tax System (Goods and Services Tax) Act 1999. No taxable supply is being made by the Hotel to you at this time.

**Deposit Payments:** Should you wish to pay the deposit by credit card, please ensure a signed copy of the credit card authorisation form is returned to the Hotel by the due date. Credit Card payments incur a merchant service fee of 1.5% in addition to the total amount payable.

**Electronic Funds Transfer (EFT):** Please send a copy of the Remittance to our Finance Department along with full details of the name and date of your function:

F 61 8 8237 0732 – Attention Florence Girard  
E: [Florence.Girard@hilton.com](mailto:Florence.Girard@hilton.com)

**Hilton Adelaide Payment Details:**

# Clause 7(1)(c)

**Tax Invoice:** A Tax Invoice will be issued in respect of the total consideration paid by you at the conclusion of the function

**Final Payments:** Unless otherwise contracted or agreed, the organiser or contract signatory is responsible for all monies owed, with the balance of the payment required 3 days prior to the event with cash, credit card, bank cheque, or bank transfer. In the instance where credit facilities have been established with Hilton, within 7 working days after the event. If you require a Credit Application to establish a 7 day account for payment of the final invoice, the Hotel requires 30 days advance notice to make the arrangements for your company.



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<b>Account:</b>	Department of Treasury and Finance	<b>Event Dates:</b>	July 27, 2021 - July 28, 2021
<b>Post As:</b>	DTF Meeting	<b>Contact:</b>	Helen Lardner
		<b>Phone:</b>	82264217
<b>Address:</b>	Adelaide,	<b>E-mail:</b>	helen.lardner@sa.gov.au
		<b>On-Site Contact:</b>	
		<b>On-Site Mobile:</b>	
		<b>Sales Manager:</b>	Adrianna Lobuono
<b>Group Master:</b>	211010697	<b>Catering Manager:</b>	Toni Herbert

<b>Tuesday 27 July, 2021</b>	
<b>Events</b>	
<b>Qty</b>	<b>Name</b>
1	Cancelled Event

<b>Summary All Charges</b>	
	<b>Inclusive Total</b>
Events	\$ .00
Subtotal	\$ .00
Less Deposit	\$609.00
<b>Amount Refunded</b>	<b>-\$609.00</b>
Summary Breakdown	

Please note below new bank account details for Hilton Adelaide

Clause 7(1)(c)



Reference Number	Card Type	Effective Transaction Date	Statement Date	Merchant Name	Transaction Description			Surname	First Name	Employee Id	Unit Id	Amount
Clause 7(1)(c)	15	30/10/2020	2/11/2020	THE AMERICAN CHAMB	THE AMERICAN CHAMB	SYDNEY	00036	LARDNER	HELEN	Clause 6(1)	EXECUTIVE	209
	15	13/11/2020	16/11/2020	COMPANY DIRECTOR	COMPANY DIRECTOR	SYDNEY	00036	LARDNER	HELEN		EXECUTIVE	1249
	15	8/04/2021	12/04/2021	JAWUN	JAWUN	SYDNEY	00036	LARDNER	HELEN		EXECUTIVE	405.2
	15	30/06/2021	1/07/2021	Hilton Adelaide	Hilton Adelaide	Adelaide	00036	LARDNER	HELEN		EXECUTIVE	150
	15	30/06/2021	1/07/2021	Hilton Adelaide	Hilton Adelaide	Adelaide	00036	LARDNER	HELEN		EXECUTIVE	459
	15	27/07/2021	28/07/2021	Hilton Adelaide	Hilton Adelaide	Adelaide	00036	LARDNER	HELEN		EXECUTIVE	-450
	15	27/07/2021	28/07/2021	Hilton Adelaide	Hilton Adelaide	Adelaide	00036	LARDNER	HELEN		EXECUTIVE	-159

Net Amount	Tax Amount	Quantity	Tax Code	Tax Receipt	Commit Description	Receipt File Name	Matched (Amount & Merchant)	Other Comment if req
190	19	1	P10	Y	Attendance at the AmCham US Election Luncheon/Conference for Stuart Hocking.	33719_Amcham_Event_Invoice_Guests.pdf	YES	
1249	0	1	PFR	Y	Registration for David Reynolds to attend the AICD Australian Governance Summit 2021.	34072_Company Directors Tax Receipt_\$1249.pdf	YES	
368.36	36.84	1	P10	Y	invoice for Jawun re VIRTUAL Executive Visit March 2021 - David Reynolds (organisers advised there is a small cost to participate which will cover the cost of the cultural experience provided by our Indigenous partners and some administrative expenses)	37165_Jawun \$405.20.pdf	YES	
136.36	13.64	1	P10	Y	Deposit required re room hire and catering for Executive Leadership Group Meeting (event date 27 July 2021) - 20 DTF attendees. No alcohol. Morning tea & tea & coffee.	39316_Hilton Hotel \$609 for ELG July mtg.pdf	YES	This transaction posted over 2 GL codes one receipt
417.27	41.73	1	P10	Y	Deposit required re room hire and catering for Executive Leadership Group Meeting (event date 27 July 2021) - 20 DTF attendees. No alcohol. Morning tea & tea & coffee.	39316_Hilton Hotel \$609 for ELG July mtg.pdf	YES	This transaction posted over 2 GL codes one receipt
-409.09	-40.91	1	P10	Y	Refund for cancelled booking with Hilton re ELG meeting 27/7/21.	39997_DTF_Refund - Hilton Hotel.pdf	YES	This transaction posted over 2 GL codes one receipt
-144.55	-14.45	1	P10	Y	Refund for cancelled booking with Hilton re ELG meeting 27/7/21.	39997_DTF_Refund - Hilton Hotel.pdf	YES	This transaction posted over 2 GL codes one receipt