



T&F25/0423
A6390020

26 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 Newland

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 Newland and the Newland 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 Newland and the Newland 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 64 documents were identified as answering the terms of your application and I have determined as follows:

- I grant you access in part to 14 documents, copies of which are enclosed, and
- I refuse you access to 50 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 read 'SMB' with a stylized flourish at the end.

Shikasta Bhatia

ACCREDITED FREEDOM OF INFORMATION OFFICER

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Schedule of Documents

T&F25/0423 - '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 Newland and the Newland 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	4/11/2024	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
002	4/11/2024	Attachment to 001 - Report	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
003	4/11/2025	Attachment to 001 - Report	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
004	4/11/2024	Attached to 001 Report	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
005	6/11/2024	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs

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Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
006	6/11/2024	Attached to 005 Report	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
007	13/11/2024	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
008	13/11/2024	Attached to 007 Report	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	13/11/2024	Attached to 007 Report	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
010	2/12/2024	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
011	2/12/2024	Attached to 010 Report	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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Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
012	16/12/2024	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	16/12/2024	Attached to 012 Report	10	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
014	18/12/2024	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
015	18/12/2024	Attached to 014 Report	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	18/12/2024	Email	3	Released in part	6(1) - Unreasonable disclosure of personal affairs
					7(1)(b)(i)(ii)(A)(B) - Contains information of commercial value which disclosure would diminish or destroy & contrary to public interest
017	7/01/2025	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
018	7/01/2025	Attached to 017 Report	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

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Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
019	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
020	5/12/2024	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
021	6/11/2024	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
022	6/01/2025	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
023	26/11/2024	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	29/10/2024	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
025	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
026	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
027	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
028	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
029	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
030	2/12/2024	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
031	2/12/2024	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
032	26/11/2024	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	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
034	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
035	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
036	19/08/2024	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
037	19/08/2024	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	19/08/2024	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
039	6/01/2025	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
040	5/12/2024	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	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
042	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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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
043	9/10/2024	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	16/12/2024	Request for Payment	10	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
045	14/11/2024	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
046	19/11/2024	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
047	19/11/2024	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
048	19/11/2024	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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Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
049	18/11/2024	Invoice	2	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	2/12/2024	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
051	21/11/2024	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	27/11/2024	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	2/12/2024	Invoice	2	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	13/12/2024	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
055	13/12/2024	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
056	16/12/2024	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
057	13/12/2024	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	13/12/2024	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	6/01/2025	Invoice	2	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	16/01/2025	Invoice	2	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
061	6/01/2025	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
062	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
063	17/01/2025	Invoice	2	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	16/01/2025	Invoice	2	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: [Ormsby, Jenny \(DTF\)](#)
To: [Darby, Adrian \(DTF\)](#)
Cc: [Weggery, Natasha \(DTF\)](#)
Subject: FW: DTF/Member for Newland - For Checking in Basware & respond to Meagan
Date: Monday, 4 November 2024 2:48:00 PM
Attachments: 7(1)(c) Business affairs [160.00 - 150824.pdf](#)
[1529.00 - 150824.pdf](#)
[2420.00 - 150824.pdf](#)
[image002.png](#)
Importance: High

Hi Adrian,

Can you please search up the 3 attached Invoices in Basware to see if they have been paid and respond to Meagan accordingly. If they have been paid if you can do a screenshot of the payment details and let her know Invoice# xxxxxx was paid (date) and payment ID# xxxxxxx. If they haven't, as per below she has emailed AP Invoices again.

I normally also email Shared Services AP Enquires the Invoices that have not been paid and copy the details of when the EO has emailed them. So in this instance as per below:

From: Newland EO

Sent: Monday, August 19, 2024 4:33 PM

To: SharedServicesSA:APInvoices <APInvoices@sharedservices.sa.gov.au>

Subject: DTF/Member for Newland

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

www.treasury.sa.gov.au



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From: Newland EO

Sent: Monday, 4 November 2024 12:17 PM

To: Ormsby, Jenny (DTF) ; SharedServicesSA:APInvoices

Subject: FW: DTF/Member for Newland

Hi Jenny and team,

Could we please have confirmation that these invoices were paid. We have received notification from Replica Press that they are still outstanding.

Kind Regards

Meagan | Office Manager 6(1) Personal affairs

Office of Olivia Savvas MP

MEMBER FOR NEWLAND



From: Newland EO

Sent: Monday, August 19, 2024 4:33 PM

To: SharedServicesSA:APInvoices <APInvoices@sharedservices.sa.gov.au>

Subject: DTF/Member for Newland

Good afternoon,

Please see invoices attached for payment.

Kind Regards

Meagan | Office Manager 6(1) Personal affairs

Office of Olivia Savvas MP

MEMBER FOR NEWLAND



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7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

From: [Smith, Tony \(DTF\)](#)
To: [Savvas, Olivia](#)
Cc: newland@parliament.sa.gov.au
Subject: October 2024 Global Allowance statement.
Date: Wednesday, 6 November 2024 12:37:00 PM
Attachments: [Newland October 2024 GA statement.pdf](#)
[image001.png](#)

Regards,

Tony Smith

Policy & Entitlements Manager, Electorate Services | People & Performance

State Administration Centre, ^{6(1) Personal affairs} 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

	YTD Actual	Month Actual
Member for Newland		
Expenses		
Advertising - General	5,629.55	1,629.55
Confidential Waste Disposal	4.00	0.00
Couriers (Including Freight)	782.88	0.00
General Printing	2,150.00	0.00
Hire of Facilities	181.82	0.00
IT Equipment - Rental	385.74	0.00
Office Equipment (Non-I.T.)- R&M	966.00	966.00
Photocopier Charges	1,075.19	0.00
Postage	6,760.01	739.60
Publications and Subscriptions	115.80	25.45
Publicity and Promotions - NSAG	7,061.93	1,763.66
Staff Amenities	72.64	0.00
T/fer of Casual Relief to Members Global	954.49	0.00
Total Expenses	26,140.05	5,124.26

Global Allowance

Global Allowance - Current Year	77,497.50
Total Funds	77,497.50
Balance of available funds	51,357.45

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	249.77	193.39	56.38
Capped Telecom-Mobile Calls	624.43	145.25	479.18
Capped Telecom-Landline	249.77	63.25	186.52



Global Allowance Transactions

For Month Ending October 2024

Member for Newland

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Telephones-Metered Calls-Non Govt					
7(1)(c) Business affairs	16/10/2024	AP Detail	63.25	7(1)(c) Business affairs	-
			63.25		
Mobile Phones					
7(1)(c) Business affairs	11/10/2024	MOBILE	53.63	012100RE00056541	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	11/10/2024	MOBILE	91.62	012100RE00056541	CREDIT CARD CLEARING ACCT
			145.25		
Publications and Subscriptions					
7(1)(c) Business affairs	11/10/2024	7(1)(c) Business affairs DIGITAL MEMBERS	25.45	012100RE00056540	7(1)(c) B CREDIT CARD CLEARING ACCT
			25.45		
Photocopier Charges					
7(1)(c) Business affairs	14/10/2024	AP Detail	193.39	91061669	7(1)(c) Business affairs
			193.39		
Postage					
7(1)(c) Business affairs	14/10/2024	AP Detail	739.60	1013536121	7(1)(c) Business affairs
			739.60		
Advertising - General					
7(1)(c) Business affairs	14/10/2024	AP Detail	379.55	INV-9997	7(1)(c) Business affairs
	14/10/2024	AP Detail	1,250.00	INV-0254	
			1,629.55		
Publicity and Promotions - NSAG					
7(1)(c) Business affairs	16/10/2024	AP Detail	1,460.00	92854	7(1)(c) Business affairs
	23/10/2024	AP Detail	263.64	00025888	
	11/10/2024	PUBLICITY & PROMOTIONS	40.02	012100RE00056539	7(1)(c) B CREDIT CARD CLEARING ACCT
			1,763.66		
Office Equipment (Non-I.T.)- R&M					
7(1)(c) Business affairs	14/10/2024	AP Detail	966.00	INV8092939	7(1)(c) Business affairs
			966.00		
Total Expenses			5,526.15		



Global Allowance Transactions

For Month Ending October 2024

Net result for month	<u><u>5,526.15</u></u>
----------------------	------------------------

From: [Ormsby, Jenny \(DTF\)](#)
To: [Johnson, Meagan](#)
Cc: [Weggery, Natasha \(DTF\)](#); [Darby, Adrian \(DTF\)](#)
Subject: FW: DTF/Member for Newland
Date: Wednesday, 13 November 2024 9:59:00 AM
Attachments: [image001.png](#)
7(1)(c) Business [548.75 231024.pdf](#)
[4.40 300924.pdf](#)
[image002.png](#)
Importance: High

Hi Meagan,

Shared Services has marked the 7(1)(c) Business Invoice as a duplicate since the Statement is already in the system. I have the Statement and haven't been able to process until I had received the Invoice global stamped & approved to attach. Shared Services do not forward Invoices to us to attach. Now I have the Invoice, I will attach and process for payment.

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://w.treasury.sa.gov.au)



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From: Newland EO

Sent: Tuesday, 12 November 2024 9:32 AM

To: Ormsby, Jenny (DTF)

Subject: FW: DTF/Member for Newland

Hi Jenny,

Hope you are well.

Could you please follow up to see why the attached 7(1)(c) Business invoice has not yet been paid? We keep receiving an overdue notice. There was an original with this payment as I sent the statement through for payment instead of the invoice, which was rectified on October 29 (as below).

We have since sent through 2 other invoices for 7(1)(c) Business – 5/11/24 and 6/11/24.

Any questions, please let me know.

Kind Regards

Meagan | Office Manager 6(1) Personal affairs

Office of Olivia Savvas MP

MEMBER FOR NEWLAND



From: Newland EO

Sent: Tuesday, October 29, 2024 9:57 AM

To: SharedServicesSA:APIInvoices <APIInvoices@sharedservices.sa.gov.au>

Subject: DTF/Member for Newland

Good afternoon,

Please see invoices attached for payment.

Kind Regards

Meagan | Office Manager ^{s(1) Personal affairs}
Office of Olivia Savvas MP
MEMBER FOR NEWLAND



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7(1)(c) Business affairs

7(1)(c) Business affairs

From: [Newland EO](#)
To: [Darby, Adrian \(DTF\)](#); [Johnson, Meagan](#)
Cc: [Ormsby, Jenny \(DTF\)](#)
Subject: RE: re approval of [7\(1\)\(c\) Business affairs](#) invoice for \$3872.00
Date: Monday, 2 December 2024 5:15:28 PM
Attachments: [image001.png](#)
[image002.png](#)
[7\(1\)\(c\) Business affairs _3872.00 221124.pdf](#)

OFFICIAL

Hi Adrian,
 Please find attached invoice signed by Olivia Savvas MP.
 Any queries, please let me know.
 Have a lovely night.
 Kind Regards
Meagan | Office Manager [6\(1\) Personal affairs](#)
Office of Olivia Savvas MP
MEMBER FOR NEWLAND



From: Newland EO
Sent: Friday, 29 November 2024 4:25 PM
To: 'Darby, Adrian (DTF)' ; Johnson, Meagan
Cc: Ormsby, Jenny (DTF)
Subject: RE: re approval of [7\(1\)\(c\) Business affairs](#) invoice for \$3872.00

Hi Adiran,
 Thanks so much for sending this through. I spoke to Jenny on Wednesday when I realised I did this. I will have Olivia sign it next week and send it straight through.
 Have a great weekend.
 Kind Regards
Meagan | Office Manager [6\(1\) Personal affairs](#)
Office of Olivia Savvas MP
MEMBER FOR NEWLAND



From: Darby, Adrian (DTF) [6\(1\) Personal affairs](#)
Sent: Friday, 29 November 2024 3:08 PM
To: Johnson, Meagan <[6\(1\) Personal affairs](#)>
Cc: Ormsby, Jenny (DTF) [6\(1\) Personal affairs](#) ; Newland EO
 <Newland@parliament.sa.gov.au>
Subject: re approval of [7\(1\)\(c\) Business affairs](#) invoice for \$3872.00

OFFICIAL

Hi Meagan,
 Please have the member sign the global stamp to approve this invoice as it is greater than your

spend authority of \$2500.00

Adrian Darby

Business Support Officer

Electorate Services | People & Performance

State Administration Centre, ^{s(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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7(1)(c) Business affairs

From: [Ormsby, Jenny \(DTF\)](#)
To: [Samarzia, Lisa \(DTF\)](#)
Subject: FW: Private Reimbursements - Vendor^{7(1)(c) Business affairs} for Olivia Savvas - For approval
Date: Monday, 16 December 2024 12:39:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[20241216 - Savvas, Olivia - Req for Pay - ^{7\(1\)\(c\)} x6 240624 to 241124 - \\$235.75.pdf](#)

Hi Lisa,

Please find attached private reimbursement for Olivia Savvas for approval.

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | People and Performance

Please note **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

www.treasury.sa.gov.au



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From: Newland EO

Sent: Friday, 13 December 2024 3:34 PM

To: Ormsby, Jenny (DTF) ; Olivia Savvas

Subject: Re: Reimbursements - Vendor^{7(1)(c) Business affairs} - Proof of payment required

Hi Jenny

Please see 6^{7(1)(c) Busin} entries in my bank statement attached. There's a slight discrepancy in what's been issued - I think I may have overpaid once and this impacted it?

Let me know if there's any issues.

Many thanks

Olivia

Get [Outlook for iOS](#)

From: Ormsby, Jenny (DTF) **Clause 6(1)**

Sent: Thursday, December 12, 2024 1:19:21 PM

To: Savvas, Olivia **6(1) Personal affairs**

Subject: FW: Reimbursements - Vendor^{7(1)(c) Business affairs} - Proof of payment required

OFFICIAL

Hi Olivia,

Thank you for emailing through the attached private reimbursement. Can you please provide proof of payment for all the attached invoices, they can be receipts or screenshot from bank statement.

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | People and Performance

Please note **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

www.treasury.sa.gov.au



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From: Savvas, Olivia <6(1) Personal affairs

Sent: Wednesday, 11 December 2024 3:18 PM

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

Subject: Reimbursements - 7(1)(c) Business affairs

You don't often get email from 6(1) Personal affairs [u. Learn why this is important](#)

Hi Jenny,

I hope you're well.

Please see attached my home internet bills for June – Nov 2024.

I am seeking 50% reimbursement of the bills as follows:

Bill Month	Total Due (\$)	Reimbursement sought (\$)
June 2024	6(1) Personal affairs	
July 2024		
August 2024		
September 2024		
Oct 2024		
Nov 2024		
Total		

My vendor number is 7(1)(c) Business affairs. I would request that this is put against my communications budget.

Many thanks and Merry Christmas!

Olivia Savvas MP

MEMBER FOR NEWLAND



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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.

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

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

❹ 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

16 / 12 / 2024

Description of goods or services

7(1)(c) Business affairs

Total incl. GST

\$ 235.75

\$

\$

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 235.75

Authorisation details

2

IMPORTANT: All original documentation must be attached. ☐ Attached

Certified by (print name)

Jenny Ormsby

Approved by (print name and title)

Lisa Samarzia - A/ Manager Electorate Services Tony Smith - P

Signature

6(1) Personal affairs

Signature

Date

16 / 12 / 2024

Account details

3

Account number

7(1)(c) Business affairs

Tax code

GST excl. amount

GST

Total incl. GST

\$ 214.32

\$ 21.43

\$ 235.75

\$

\$

\$ 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.

I am seeking 50% reimbursement of the bills as follows:

Bill Month	Total Due (\$)	Reimbursement sought (\$)
June 2024	6(1) Personal affairs	
July 2024		
August 2024		
September 2024		
Oct 2024		
Nov 2024		
Total	6(1) Personal affairs	

My vendor number is 7(1)(c) Business affairs. I would request that this is put against my communications budget.

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

From: [Smith, Tony \(DTF\)](#)
To: [Savvas, Olivia](#)
Cc: newland@parliament.sa.gov.au
Subject: November 2024 Global Allowance statement.
Date: Wednesday, 18 December 2024 3:21:00 PM
Attachments: [Newland 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

Member for Newland

Expenses

	YTD Actual	Month Actual
Advertising - General	6,129.55	500.00
Confidential Waste Disposal	12.01	8.01
Couriers (Including Freight)	782.88	0.00
General Printing	2,150.00	0.00
Hire of Facilities	181.82	0.00
IT Equipment - Rental	385.74	0.00
Newsletter	2,200.00	2,200.00
Office Equipment (Non-I.T.) Expensed	217.27	217.27
Office Equipment (Non-I.T.)- R&M	966.00	0.00
Photocopier Charges	1,324.28	249.09
Photographs	8.18	8.18
Postage	7,934.41	1,174.40
Publications and Subscriptions	207.33	91.53
Publicity and Promotions - NSAG	9,425.47	2,363.54
Staff Amenities	72.64	0.00
Stationery	34.35	34.35
T/fer of Casual Relief to Members Global	1,202.64	248.15
Wreaths/Flowers/Plants	69.21	69.21
Total Expenses	33,303.78	7,163.73

Global Allowance

Global Allowance - Current Year	77,497.50
Total Funds	77,497.50
Balance of available funds	44,193.72

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	249.77	249.77	0.00
Capped Telecom-Mobile Calls	624.43	208.47	415.96
Capped Telecom-Landline	249.77	56.15	193.62



Global Allowance Transactions

For Month Ending November 2024

Member for Newland

Expenses

Account No	Journal Date	Description	Journal Amount	GL Ref. Field 3	Vendor Name
T/fer of Casual Relief to Members Global					
7(1)(c) Business affairs	15/11/2024	7(1)(c) Business affairs	248.15		
			248.15		
Telephones-Metered Calls-Non Govt					
7(1)(c) Business affairs	20/11/2024	AP Detail	56.15	7(1)(c) Business affairs	-
			56.15		
Mobile Phones					
7(1)(c) Business affairs	05/11/2024	MOBILE	140.27	012100RE00057215	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	05/11/2024	MOBILE	68.20	012100RE00057215	CREDIT CARD CLEARING ACCT
			208.47		
Stationery					
7(1)(c) Business affairs	28/11/2024	STATIONERY	34.35	012100RE00057923	7(1)(c) Bus CREDIT CARD CLEARING ACCT
			34.35		
Publications and Subscriptions					
7(1)(c) Business affairs	25/11/2024	PUBLICITY & PROMOTIONS	40.63	012100RE00057696	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	05/11/2024	7(1)(c) Business affairs SUBSCRIPTION	25.45	012100RE00057226	CREDIT CARD CLEARING ACCT
	25/11/2024	7(1)(c) Business affairs DIGITAL MEMBERS	25.45	012100RE00057694	CREDIT CARD CLEARING ACCT
			91.53		
Confidential Waste Disposal					
7(1)(c) Business affairs	08/11/2024	AP Detail	3.10	2501900390	7(1)(c) Business affairs
	11/11/2024	AP Detail	0.91	8100184552	
	13/11/2024	AP Detail	4.00	2501894258	
			8.01		
Photocopier Charges					
7(1)(c) Business affairs	04/11/2024	AP Detail	249.77	8124500212	7(1)(c) Business affairs
	04/11/2024	AP Detail	249.09	8124500212	
			498.86		
Postage					
7(1)(c) Business affairs	08/11/2024	AP Detail	1,174.40	1013600038	7(1)(c) Business affairs
			1,174.40		



Global Allowance Transactions

For Month Ending November 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Advertising - General					
7(1)(c) Business affairs	08/11/2024	AP Detail	500.00	INV-1410	7(1)(c) Business affairs
			500.00		
Newsletter					
7(1)(c) Business affairs	07/11/2024	AP Detail	2,200.00	00025670	7(1)(c) Business affairs
			2,200.00		
Publicity and Promotions - NSAG					
7(1)(c) Business affairs	07/11/2024	AP Detail	145.45	00025669	7(1)(c) Business affairs
	07/11/2024	AP Detail	1,390.00	00025671	
	08/11/2024	AP Detail	180.00	00025958	
	11/11/2024	AP Detail	110.00	00025957	
	11/11/2024	AP Detail	150.00	00025956	
	05/11/2024	ONLINE PROMOTIONS	39.62	012100RE00057228	7(1)(c) Business affairs CREDIT CARD CLEARING ACCT
	05/11/2024	PROMOTIONAL	54.82	012100RE00057229	CREDIT CARD CLEARING ACCT
	18/11/2024	PUBLICITY & PROMOTIONS	11.49	012100RE00057467	CREDIT CARD CLEARING ACCT
	28/11/2024	PUBLICITY & PROMOTIONS	282.16	012100RE00057921	CREDIT CARD CLEARING ACCT
			2,363.54		
Photographs					
7(1)(c) Business affairs	28/11/2024	PHOTOGRAPHS	8.18	012100RE00057922	7(1)(c) Business affairs CREDIT CARD CLEARING ACCT
			8.18		
Office Equipment (Non-I.T.) Expensed					
7(1)(c) Business affairs	25/11/2024	OFFICE EQUIPMENT	217.27	012100RE00057693	7(1)(c) Business affairs CREDIT CARD CLEARING ACCT
			217.27		
Wreaths/Flowers/Plants					
7(1)(c) Business affairs	25/11/2024	WREATH	69.21	012100RE00057695	7(1)(c) Business affairs CREDIT CARD CLEARING ACCT
			69.21		
Total Expenses			7,678.12		
Net result for month			7,678.12		

From: [Ormsby, Jenny \(DTF\)](#)
To: [Savvas, Olivia](#)
Cc: [Newland EO](#)
Subject: RE: Reimbursements - Vendor ^{7(1)(c) Business affairs} - Proof of payment required
Date: Wednesday, 18 December 2024 11:55:00 AM
Attachments: [image002.png](#)
[image003.png](#)

Hi Olivia,

Thank you, you have provided all the information I need. It is currently with the Manager Electorate Services for approval. Once I get it back will enter in the payment system for payment to 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://w.treasury.sa.gov.au)



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From: Savvas, Olivia

Sent: Wednesday, 18 December 2024 11:40 AM

To: Newland EO ; Ormsby, Jenny (DTF)

Subject: RE: Reimbursements - Vendor ^{7(1)(c) Business affairs} - Proof of payment required

You don't often get email from **6(1) Personal affairs** [Learn why this is important](#)

Hi Jenny,

Just confirming did you need any extra information? Trying to tidy some things up before the end of the week.

Many thanks

Olivia Savvas MP

MEMBER FOR NEWLAND



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

Sent: Friday, December 13, 2024 3:34 PM

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

6(1) Personal affairs

Subject: Re: Reimbursements - Vendor ^{7(1)(c) Business affairs} - Proof of payment required

Hi Jenny

Please see 6 ^{7(1)(c) Busin} entries in my bank statement attached. There's a slight discrepancy in what's been issued - I think I may have overpaid once and this impacted it?

Let me know if there's any issues.

Many thanks

Olivia

Get [Outlook for iOS](#)

From: Ormsby, Jenny (DTF) 6(1) Personal affairs
Sent: Thursday, December 12, 2024 1:19:21 PM
To: Savvas, Olivia <6(1) Personal affairs
Subject: FW: Reimbursements - Vendor 7(1)(c) Business affairs - Proof of payment required

OFFICIAL

Hi Olivia,
Thank you for emailing through the attached private reimbursement. Can you please provide proof of payment for all the attached Invoices, they can be receipts or screenshot from bank statement.

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: Savvas, Olivia 6(1) Personal affairs
Sent: Wednesday, 11 December 2024 3:18 PM
To: Ormsby, Jenny (DTF) 6(1) Personal affairs
Subject: Reimbursements - Vendor 7(1)(c) Business affairs

You don't often get email from 6(1) Personal affairs [Learn why this is important](#)

Hi Jenny,
I hope you're well.
Please see attached my home internet bills for June – Nov 2024.
I am seeking 50% reimbursement of the bills as follows:

Bill Month	Total Due (\$)	Reimbursement sought (\$)
June 2024	6(1) Personal affairs	
July 2024		
August 2024		
September 2024		
Oct 2024		
Nov 2024		
Total	6(1) Personal affairs	

My vendor number is 7(1)(c) Business affairs . I would request that this is put against my communications budget.
Many thanks and Merry Christmas!
Olivia Savvas MP
MEMBER FOR NEWLAND



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From: [Smith, Tony \(DTF\)](#)
To: [Savvas, Olivia](#)
Cc: newland@parliament.sa.gov.au
Subject: December 2024 monthly & quarterly Global Allowance statements.
Date: Tuesday, 7 January 2025 2:14:00 PM
Attachments: [Newland 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 affs} 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

	YTD Actual	Month Actual
Member for Newland		
Expenses		
Advertising - General	6,129.55	0.00
Catering	192.66	192.66
Confidential Waste Disposal	16.01	4.00
Couriers (Including Freight)	1,421.08	638.20
General Printing	4,200.00	2,050.00
Hire of Facilities	181.82	0.00
Internet Expenses - NSAG	227.95	227.95
IT Equipment - Rental	385.74	0.00
Newsletter	2,200.00	0.00
Office Equipment (Non-I.T.) Expensed	217.27	0.00
Office Equipment (Non-I.T.)- R&M	966.00	0.00
Photocopier Charges	1,422.87	98.59
Photographs	8.18	0.00
Postage	11,751.88	3,817.47
Publications and Subscriptions	207.33	0.00
Publicity and Promotions - NSAG	15,382.45	5,956.98
Staff Amenities	72.64	0.00
Stationery	34.35	0.00
T/fer of Casual Relief to Members Global	1,344.44	141.80
Wreaths/Flowers/Plants	69.21	0.00
Total Expenses	46,431.43	13,127.65

Global Allowance

Global Allowance - Current Year	77,497.50
Global Allowance - Carry over	8,267.94
Total Funds	85,765.44
Balance of available funds	39,334.01

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	249.77	249.77	0.00
Capped Telecom-Mobile Calls	624.43	219.78	404.65
Capped Telecom-Landline	249.77	28.05	221.72



Global Allowance Transactions

For Month Ending December 2024

Member for Newland

Expenses

Account No	Journal Date	Description	Journal Amount	GL Ref. Field 3	Vendor Name
T/fer of Casual Relief to Members Global					
7(1)(c) Business affairs	24/12/2024	7(1)(c) Business affairs -	141.80		
			141.80		
Telephones-Metered Calls-Non Govt					
7(1)(c) Business affairs	16/12/2024	AP Detail	28.05	7(1)(c) Business affairs	-
			28.05		
Mobile Phones					
7(1)(c) Business affairs	17/12/2024	MOBILE	55.50	012100RE00058002	7(1)(c) Business affairs; CREDIT CARD CLEARING ACCT
	17/12/2024	MOBILE	164.28	012100RE00058002	; CREDIT CARD CLEARING ACCT
			219.78		
Catering					
7(1)(c) Business affairs	17/12/2024	CATERING	27.58	012100RE00058204	7(1)(c) Business affairs; CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	33.85	012100RE00058204	; CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	131.23	012100RE00058205	; CREDIT CARD CLEARING ACCT
			192.66		
Couriers (Including Freight)					
7(1)(c) Business affairs	27/12/2024	AP Detail	638.20	INV-2024/062	7(1)(c) Business affairs
			638.20		
Confidential Waste Disposal					
7(1)(c) Business affairs	09/12/2024	AP Detail	4.00	8100192986	7(1)(c) Business affairs
			4.00		
General Printing					
7(1)(c) Business affairs	24/12/2024	AP Detail	450.00	00026160	7(1)(c) Business affairs
	05/12/2024	AP Detail	1,600.00	00026093	
			2,050.00		
Photocopier Charges					
7(1)(c) Business affairs	02/12/2024	AP Detail	249.77	8124553131	7(1)(c) Business affairs
	02/12/2024	AP Detail	98.59	8124553131	
			348.36		



Global Allowance Transactions

For Month Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Postage					
7(1)(c) Business affairs	17/12/2024	POSTAGE	177.27	012100RE00058203	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	09/12/2024	AP Detail	3,640.20	1013658119	7(1)(c) Business affairs -
			3,817.47		
Publicity and Promotions - NSAG					
7(1)(c) Business affairs	16/12/2024	AP Detail	1,300.00	INV-2024/055	7(1)(c) Business affairs
	17/12/2024	PUBLICITY & PROMOTIONS	56.98	012100RE00058201	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	05/12/2024	AP Detail	890.00	00026094	7(1)(c) Business affairs
	03/12/2024	AP Detail	3,520.00	00026072	
	24/12/2024	AP Detail	190.00	00026161	
			5,956.98		
Internet Expenses - NSAG					
7(1)(c) Business affairs	17/12/2024	INTERNET	13.63	012100RE00058002	7(1)(c) B CREDIT CARD CLEARING ACCT
	19/12/2024	REIMBURSEMENT FOR OLIVIA SAVVA	214.32	OPR2024281518	OLIVIA SAVVAS-KOOPMANS
			227.95		
Total Expenses			13,625.25		
Net result for month			13,625.25		



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 Newland

Expenses

Advertising - General	6,129.55	2,129.55
Catering	192.66	192.66
Confidential Waste Disposal	16.01	12.01
Couriers (Including Freight)	1,421.08	638.20
General Printing	4,200.00	2,050.00
Hire of Facilities	181.82	0.00
Internet Expenses - NSAG	227.95	227.95
IT Equipment - Rental	385.74	0.00
Newsletter	2,200.00	2,200.00
Office Equipment (Non-I.T.) Expensed	217.27	217.27
Office Equipment (Non-I.T.)- R&M	966.00	966.00
Photocopier Charges	1,422.87	347.68
Photographs	8.18	8.18
Postage	11,751.88	5,731.47
Publications and Subscriptions	207.33	116.98
Publicity and Promotions - NSAG	15,382.45	10,084.18
Staff Amenities	72.64	0.00
Stationery	34.35	34.35
T/fer of Casual Relief to Members Global	1,344.44	389.95
Wreaths/Flowers/Plants	69.21	69.21
Total Expenses	46,431.43	25,415.64

Global Allowance

Global Allowance - Current Year	77,497.50
Global Allowance - Carry over	8,267.94
Total Funds	85,765.44
Balance of Available Funds	39,334.01



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Member for Newland

Expenses

Account No	Journal Date	Description	Journal Amount	GL Ref. Field 3	Vendor Name
T/fer of Casual Relief to Members Global					
<u>November 2024</u>					
7(1)(c) Business affairs	15/11/2024	7(1)(c) Business affairs -	248.15		
			248.15		
<u>December 2024</u>					
7(1)(c) Business affairs	24/12/2024	7(1)(c) Business affairs -	141.80		
			141.80		
			389.95		
Stationery					
<u>November 2024</u>					
7(1)(c) Business affairs	28/11/2024	STATIONERY	34.35	012100RE00057923	7(1)(c) B. CREDIT CARD CLEARING ACCT
			34.35		
			34.35		
Publications and Subscriptions					
<u>October 2024</u>					
7(1)(c) Business affairs	11/10/2024	7(1)(c) Business affairs DIGITAL MEMBERS	25.45	012100RE00056540	7(1)(c) B. CREDIT CARD CLEARING ACCT
			25.45		
<u>November 2024</u>					
7(1)(c) Business affairs	05/11/2024	7(1)(c) Business affairs SUBSCRIPTION	25.45	012100RE00057226	7(1)(c) Bus. CREDIT CARD CLEARING ACCT
	25/11/2024	7(1)(c) Business affairs DIGITAL MEMBERS	25.45	012100RE00057694	CREDIT CARD CLEARING ACCT
	25/11/2024	PUBLICITY & PROMOTIONS	40.63	012100RE00057696	CREDIT CARD CLEARING ACCT
			91.53		
			116.98		
Catering					
<u>December 2024</u>					
7(1)(c) Business affairs	17/12/2024	CATERING	27.58	012100RE00058204	7(1)(c) Bus. CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	33.85	012100RE00058204	CREDIT CARD CLEARING ACCT
	17/12/2024	CATERING	131.23	012100RE00058205	CREDIT CARD CLEARING ACCT
			192.66		
			192.66		



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Couriers (Including Freight)					
December 2024					
7(1)(c) Business affairs	27/12/2024	AP Detail	638.20	INV-2024/062	7(1)(c) Business affairs
			638.20		
			638.20		
Confidential Waste Disposal					
November 2024					
7(1)(c) Business affairs	08/11/2024	AP Detail	3.10	2501900390	7(1)(c) Business affairs
	11/11/2024	AP Detail	0.91	8100184552	
	13/11/2024	AP Detail	4.00	2501894258	
			8.01		
December 2024					
7(1)(c) Business affairs	09/12/2024	AP Detail	4.00	8100192986	7(1)(c) Business affairs
			4.00		
			12.01		
General Printing					
December 2024					
7(1)(c) Business affairs	05/12/2024	AP Detail	1,600.00	00026093	7(1)(c) Business affairs
	24/12/2024	AP Detail	450.00	00026160	
			2,050.00		
			2,050.00		
Photocopier Charges					
November 2024					
7(1)(c) Business affairs	04/11/2024	AP Detail	249.09	8124500212	7(1)(c) Business affairs
			249.09		
December 2024					
7(1)(c) Business affairs	02/12/2024	AP Detail	98.59	8124553131	7(1)(c) Business affairs
			98.59		
			347.68		



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Postage					
October 2024					
7(1)(c) Business affairs 2	14/10/2024	AP Detail	739.60	1013536121	7(1)(c) Business affairs - 7
			739.60		
November 2024					
7(1)(c) Business affairs	08/11/2024	AP Detail	1,174.40	1013600038	7(1)(c) Business affairs -
			1,174.40		
December 2024					
7(1)(c) Business affairs	09/12/2024	AP Detail	3,640.20	1013658119	7(1)(c) Business affairs -
	17/12/2024	POSTAGE	177.27	012100RE00058203	7(1)(c) Business affairs - CREDIT CARD CLEARING ACCT
			3,817.47		
			5,731.47		
Advertising - General					
October 2024					
7(1)(c) Business affairs	14/10/2024	AP Detail	379.55	INV-9997	7(1)(c) Business affairs
	14/10/2024	AP Detail	1,250.00	INV-0254	
			1,629.55		
November 2024					
7(1)(c) Business affairs	08/11/2024	AP Detail	500.00	INV-1410	7(1)(c) Business affairs
			500.00		
			2,129.55		
Newsletter					
November 2024					
7(1)(c) Business affairs	07/11/2024	AP Detail	2,200.00	00025670	7(1)(c) Business affairs
			2,200.00		
			2,200.00		



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Publicity and Promotions - NSAG					
<u>October 2024</u>					
7(1)(c) Business affairs	11/10/2024	PUBLICITY & PROMOTIONS	40.02	012100RE00056539	7(1)(c) B CREDIT CARD CLEARING ACCT
	16/10/2024	AP Detail	1,460.00	92854	7(1)(c) Business affairs
	23/10/2024	AP Detail	263.64	00025888	
			1,763.66		
<u>November 2024</u>					
7(1)(c) Business affairs	05/11/2024	ONLINE PROMOTIONS	39.62	012100RE00057228	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	05/11/2024	PROMOTIONAL	54.82	012100RE00057229	CREDIT CARD CLEARING ACCT
	07/11/2024	AP Detail	145.45	00025669	7(1)(c) Business affairs
	07/11/2024	AP Detail	1,390.00	00025671	
	08/11/2024	AP Detail	180.00	00025958	
	11/11/2024	AP Detail	110.00	00025957	
	11/11/2024	AP Detail	150.00	00025956	
	18/11/2024	PUBLICITY & PROMOTIONS	11.49	012100RE00057467	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	28/11/2024	PUBLICITY & PROMOTIONS	282.16	012100RE00057921	CREDIT CARD CLEARING ACCT
			2,363.54		
<u>December 2024</u>					
7(1)(c) Business affairs	03/12/2024	AP Detail	3,520.00	00026072	7(1)(c) Business affairs
	05/12/2024	AP Detail	890.00	00026094	
	16/12/2024	AP Detail	1,300.00	INV-2024/055	
	17/12/2024	PUBLICITY & PROMOTIONS	56.98	012100RE00058201	7(1)(c) Bus CREDIT CARD CLEARING ACCT
	24/12/2024	AP Detail	190.00	00026161	7(1)(c) Business affairs
			5,956.98		

10,084.18

Photographs

November 2024

7(1)(c) Business affairs	28/11/2024	PHOTOGRAPHS	8.18	012100RE00057922	7(1)(c) B CREDIT CARD CLEARING ACCT
			8.18		

8.18



Global Allowance Transactions by Quarter

For Quarter Ending December 2024

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Office Equipment (Non-I.T.) Expensed					
<u>November 2024</u>					
7(1)(c) Business affairs	25/11/2024	OFFICE EQUIPMENT	217.27	012100RE00057693	7(1)(c) B, CREDIT CARD CLEARING ACCT
			217.27		
			217.27		
Office Equipment (Non-I.T.)- R&M					
<u>October 2024</u>					
7(1)(c) Business affairs	14/10/2024	AP Detail	966.00	INV8092939	7(1)(c) Business affairs
			966.00		
			966.00		
Wreaths/Flowers/Plants					
<u>November 2024</u>					
7(1)(c) Business affairs	25/11/2024	WREATH	69.21	012100RE00057695	7(1)(c) B, CREDIT CARD CLEARING ACCT
			69.21		
			69.21		
Internet Expenses - NSAG					
<u>December 2024</u>					
7(1)(c) Business affairs	17/12/2024	INTERNET	13.63	012100RE00058002	7(1)(c) B, CREDIT CARD CLEARING ACCT
	19/12/2024	REIMBURSEMENT FOR OLIVIA SAVVA	214.32	OPR2024281518	OLIVIA SAVVAS-KOOPMANS
			227.95		
			227.95		
Total Expenses			25,415.64		
Net Result for the Quarter			25,415.64		

Reference Number 7(1)(c) Business affairs	Card Type	Effective Transaction Date	Statement Date	Merchant Name	Transaction Description	Surname	First Name	Amount	Net Amount	Tax Amount	Quantity	Tax Code 7(1)(c)	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	15	7/11/2024	11/11/2024	7(1)(c) Business affairs		Johnson	Meagan	239	217 27	21 73	1		0	AUD	Y	DTF					
	15	9/11/2024	12/11/2024			Johnson	Meagan	28	25 45	2 55	1		0	AUD	Y	DTF					
	15	11/11/2024	13/11/2024			Johnson	Meagan	76 13	69 21	6 92	1		0	AUD	Y	DTF					
	15	13/11/2024	15/11/2024			Johnson	Meagan	44 69	40 63	4 06	1		0	AUD	Y	DTF					
	15	18/11/2024	21/11/2024			Johnson	Meagan	310 38	282 16	28 22	1		0	AUD	Y	DTF					
	15	18/11/2024	21/11/2024			Johnson	Meagan	240 32	233 41	6 91	1		0	AUD	Y	DTF					
	15	19/11/2024	21/11/2024			Johnson	Meagan	9	8 18	0 82	1		0	AUD	Y	DTF					
	15	21/11/2024	25/11/2024			Johnson	Meagan	37 78	34 35	3 43	1		0	AUD	Y	DTF					
	15	27/11/2024	2/12/2024			Johnson	Meagan	62 68	56 98	5 7	1		0	AUD	Y	DTF					
	15	5/12/2024	9/12/2024			Johnson	Meagan	195	177 27	17 73	1		0	AUD	Y	DTF					
	15	6/12/2024	9/12/2024			Johnson	Meagan	64 19	61 43	2 76	1		0	AUD	Y	DTF					
	15	7/12/2024	10/12/2024			Johnson	Meagan	28	25 45	2 55	1		0	AUD	Y	DTF					
	15	8/12/2024	11/12/2024			Johnson	Meagan	131 23	131 23	0	1		0	AUD	Y	DTF					
	15	9/12/2024	12/12/2024			Johnson	Meagan	407 4	407 4	0	1		0	AUD	Y	DTF					
	15	13/12/2024	16/12/2024			Johnson	Meagan	46 07	41 88	4 19	1		0	AUD	Y	DTF					
	15	13/12/2024	16/12/2024			Johnson	Meagan	209 2	202 33	6 87	1		0	AUD	Y	DTF					
	15	23/12/2024	27/12/2024			Johnson	Meagan	91	82 73	8 27	1		0	AUD	Y	DTF					
	15	4/01/2025	7/01/2025			Johnson	Meagan	28	25 45	2 55	1		0	AUD	Y	DTF					
	15	13/01/2025	15/01/2025			Johnson	Meagan	162 56	147 78	14 78	1		0	AUD	Y	DTF					
	15	16/01/2025	20/01/2025			Johnson	Meagan	208 99	202 14	6 85	1		0	AUD	Y	DTF					

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

16 / 12 / 2024

Description of goods or services

7(1)(c) Business affairs

Total incl. GST

\$ 235.75

\$

\$

Vehicle registration and odometer reading — for pool car use

\$

Total payment

\$ 235.75

Authorisation details

2

IMPORTANT: All original documentation must be attached. ☐ Attached

Certified by (print name)

Jenny Ormsby

Approved by (print name and title)

Lisa Samarzia - A/ Manager Electorate Services Tony Smith - P

Signature

6(1) Personal affairs

Signature

6(1) Personal affairs

Date

16 / 12 / 2024

Account details

3

Account number

7(1)(c) Business affairs

Tax code

GST excl. amount

\$ 214.32

GST

\$ 21.43

Total incl. GST

\$ 235.75

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.

I am seeking 50% reimbursement of the bills as follows:

Bill Month	Total Due (\$)	Reimbursement sought (\$)
June 2024	6(1) Personal affairs	
July 2024		
August 2024		
September 2024		
Oct 2024		
Nov 2024	6(1) Personal affairs	
Total		

My vendor number is 7(1)(c) Business affairs. I would request that this is put against my communications budget.

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs

7(1)(c) Business affairs