JUNE 2017 NEW ZEALAND	
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<u> Overseas Travel -</u>	
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## <u>24 June to 29 June 2016</u>

## Chief Executive and public sector employees

No of travelers	Destination(s)	Reasons for Travel	Outcomes of Travel	Travel Itinerary	Total Cost of Travel	Travel Receipts
~	Christchurch, New Zealand	Attendance Australasia- Pacific Disaster Management, Recovery & Emergency Communications Forum	Attended presentations and spoke with experts on approaches to developing resilience, responses and recovery in disaster situations. Participated in workshops focusing on resilience in infrastructure & communities. Developed contacts from NZ, OS and across Aust, Have shared information, presentations and contacts within EMO team.	See attached	\$4,517.72	See attached

Approved for publication – 31 July 2017

Updated for publication – 31 July 2017

Note: These details are correct as at the date approved for publication. Figures may be rounded and have not been audited.



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# SOUTH AUSTRALIAN FIRE AND EMERGENCY SERVICES COMMISSION

### **TRAVEL DIARY**

(attach additional page if insufficient space)

24/06/2017 to 29/06/2017 Project manager Susan Gould Employee Name: **Position Title: Travel Period:** 

StartEndNo. of adsNo. of (Nature of activity, with whom -if applicable)BDrfTimeTimedaysDrf11.3012.001Travel to Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZ13.0015.201:50 hrsTravel to Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZ13.0015.201:50 hrsTravel to Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZrch17:4522:503:05 hrsTravel to Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZstchurch,8.4518:003Day 1: Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZstchurch,8.4517.15Day 1: Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZstchurch,8.4517.15Day 2: Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forumstchurch,8.4517.15Day 3: Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forumstchurch8.4517.15Day 3: Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forumstchurch8.4517.15Day 3: Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forumstchurch8.4513.30am4:30am18.4511.303.10 hr	Activity Commenced	nmenced		Durati	ation of Activity	tivity		Time of T.	the last
Time         (Place of activity)         Time         Mo. of days         (Nature of activity, with with mining)           11.30am         Check in at Adelaide airport         11.30         15.20         12.00         1         Travel to Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZ           Flight Adelaide to Sydney         13.00         15.20         15.00 hrs         Travel to Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZ           Flight Sydney to Christchurch         17:45         22:50         3:05 hrs         Travel to Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZ           NZ. Day sightseeing.         NZ. Day sightseeing.         3:05 hrs         Travel to Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZ           NZ. Day sightseeing.         NZ. Day sightseeing.         3:05 hrs         Travel to Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum in Christchurch, NZ           NZ. Day sightseeing.         NZ. Day 2: Australasia-Pacific Disaster Management, Recovery & NZ. Day 2: Australasia-Pacific Disaster Management, Recovery & NZ.           NZ.         NZ.         845         17.15         Day 2: Australasia-Pacific Disaster Management, Recovery & NZ. Day 2: Australasia-Pacific Disaster Management, Recovery & NZ.           NZ.         NZ.         D			I ravel itinerary	Ctout	7 1 1	N	Purpose of Trip	i Npe of I	(%) IANPI
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Signature of Witness:

Signature of Travelling Employee:

5 Date:

Date:

11717

Page 1 of 2

Witness Name: Qiau Fluano

### Note:

- The Travel Diary (FBT purposes) is to be completed by employees when undertaking travel within Australia or overseas exceeding five days. 5 4 3 J
  - All time away from home office is to be accounted for, including time taken as leave.
- Entry is required to be made at the time of the activity or as soon as reasonably practicable thereafter.
- Employee must complete the Travel Diary as comprehensively as possible for all travel and attach it to the Travel Expenses Report (\*).
- Travel diary and all records relating to overseas travel must be retained by the employee for auditing purposes. Failure to maintain a travel diary will expose you to FBT.

## (\*) To be completed on return

SOUTH AUSTRALIAN FIRE AND EMERGENCY SERVICES COMMISSION

## **TRAVEL EXPENSES REPORT**

(attach additional page if insufficient space)

me:				ip:
Employee Name:	Position Title:	Travel Period:	ltinerary:	Purpose of Trip:

24/06/2017 to 29/06/2017 Adelaide to New Zealand

Susan Gould Project Manager Attend Australasia-Pacific Disaster Management Conference

	Anticinated	Actual Exnenses	Account Code	
Category	Expenses (\$)		(e.g. agency/cost centre/account line)	Comments
Airfares & applicable taxes	768.37	768.37	01282-098-1	
Passport & visa costs	N/A			
Accommodation	641.72	641.72	1-360-23215	ŞAus
Local Transport & car hire	122.27	122.27	222.27 1-360-23215	Taxis \$Aus
Course & conference fee	2,809.43	2,809.43	2,809.43 1-360-23102	
Health examination & vaccination	N/A			
Ancillary costs	N/A			
Cash advance (#)	N/A			
Other (specify in Comments column)	175.93	175.93	215.93 1-360-2321S	Meals \$Aus)
Total Expenses:	4,517.72	4,517.72		
(#) Please complete and attach the Cash Advance Reconciliation Form if cash advance was provided.	fvance Reconciliation	Form if cash advance w	vas provided.	

Variance: 0.00

2%

<u>Explanation</u>

A 10% or more variance of the total anticipated expenditure requires an explanation:

Signature of Travelling Employee:

Signature of Witness: Witness Name:

Date: || /

Date:

### Note:

1) Travel expenses are to be recorded by employees when undertaking travel within Australia or overseas exceeding five days.

2) Entry is required to be made at the time of the activity or as soon as reasonably practicable thereafter.

3) Employee must complete the Travel Expenses Report as comprehens vely as possible for all travel and attach it to the Travel Diary (\*).

4) Travel expenses report and all records relating to overseas travel must be retained by the employee for auditing purposes. Failure to maintain a travel diary will expose you to FBT.

5) Supporting documentation such as tax invoices, receipts, travel approval etc must be attached to this Travel Expenses Report.

(\*) To be completed on return



### Accounts Payable Payment Request

Invoice Number:	1701352463	Supplier No:	01353008564
Order No.:	1701352463	Supplier ABN:	3008564
Invoice Date:	19/07/2017	Supplier Name	SUSAN GOULD
Invoice Description:	Reimbursement of meal costs for New Zealand Trip for S Gould		
Net Amount:	77.43		
GST:	0		
Total Amount:	77.43		
Agency:	ESSECTOR		
Payment Requests:	EX		

Row I D	Description	Entity Code	Cost Centre	Account	Grant Code	Unit Price	GST Code	GST %	GST Amount	Net Amount (Excl GST)	Total (Incl GST)
1	Meal costs for NZ trip Australasia-Pacific Disaster Magmt Recov Emergency Comm Forum - after deducting dinner paid on SAFECOM purchase card for private purpose (AUD \$45.15)	1	360	23215		77.43	PFR	0	0	77.43	77.43

Queries on this invoice should be directed to: Qian Huang [0.00]



CARLSON WAGONLIT AUS PTY LTD LEVEL 14 33 KING WILLIAM ST ADELAIDE SA 5000 BRANCH: A15960 ABN: 83 069 087 538 PHONE: 08-8124-9300

TO:SA GOV<br/>SAFECOMLOCATOR : ZTKFDWATTN ACCTS PAYABLE - TEAM 10OUR REF : ADS0463717CSHARED SERVICES, GPO BOX 11027<br/>ADELAIDE SA 5001AGENT : SHARON GARDNER

TAX INVOICE

INV NO: 73151-17 DATE: 20JUN17 PAGE: 1 FOR: MS SUSAN MARY GOULD ORDER NUMBER: MIRIAM LUMB 8204 9376 COST CENTRE: 11061 \*\*\* AIR/RAIL/BUS \*\*\* CARRIER FLT/CL ST DATE DEPART ARRIVE MEALS BAGS QANTAS AIR 736 S OK 24JUN 1:00P 3:20P BREAK 30K FROM TO ADELAIDE SYDNEY 7*3H* CHRISTCHURCH QANTAS AIR 139 S OK 24JUN 5:45P 10:50P DINNE 30K SYDNEY 73H CHRISTCHURCH SYDNEY QANTAS AIR 138 S OK 29JUN 6:05A 7:40A BREAK 30K 7*3H* QANTAS AIR 741 S OK 29JUN 9:50A 11:30A BREAK 30K SYDNEY ADELAIDE 7*3H* QANTAS AIRWAYTKT NO QF 4972 757451 INCL 211.97 TAX 741.97 0.00 GST TT TRX FEE TKT NO TTF 1 26.40 GST 0.00 768.37 \*\*\* TOTAL EXCLUDING GST \*\*\* TOTAL GST 0.00 \*\*\* TOTAL CHARGES THIS INVOICE \*\*\* 768.37 \*\*\* BALANCE DUE THIS INVOICE \*\*\*\* 768.37 PLEASE REMIT ALL PAYMENT DUE TO: CARLSON WAGONLIT TRAVEL ACCOUNTS RECEIVABLE LEVEL 6, 333 QUEEN STREET MELBOURNE VIC 3000

Carlson Wagonlit Travel, Accounts Receivable, Locked Bag A3010, Sydney South NSW 1235

### A042403



SA Fire & Emergency Services Commission

Attn: Ms Miriam Lumb

Level 6, 60 Waymouth Street

(SAFECOM)

Australia

Adelaide SA, 5000

**Clariden Global International Limited** 3 International Business Park, #04-29 Nordic European Centre, Singapore 609927 Tel: (65) 6899 5030 | Fax: (65) 6567 4328 Email: admissions@claridenglobal.com Website: www.claridenglobal.com

### **TAX INVOICE**

Invoice No: 1901 - L7174

Invoice Date: 28 March, 2017

Due Date: 4 April, 2017

### DESCRIPTION

Registration Fee for: Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum on Jun 26, 2017 - Jun 28, 2017, Sudima Hotel Christchurch Airport, New Zealand Ms Miriam Lumb (A: 2-Day Forum + 1-Day Workshops (FOR PUBLIC SECTOR, GOVERNMENT, CITY COUNCIL & ACADEMIA))

NZD \$3,195.00

AUD \$2,809.43

 Subtotal
 NZD \$3,195.00

 Discount
 (159.75)

 Tax/GST
 0.00

 (7%)
 NZD \$3,035.25

 OR
 OR

### Payment can be made by:

1. Cheques should be made payable to: "Clariden Global International Limited", and mail to:

Clariden Global International Limited 3 International Business Park #04-29, Nordic European Centre Singapore 609927 Please indicate the invoice number at the back of the cheque.

2. Payment by telegraphic transfer, please remit amount to:

**All bank remittance changes to be borne by registrants** Bank Name: Standard Chartered Bank Bank Code: 7144

### Subtotal Nett

Bank Branch Code: 001 Bank Address: 6 Battery Road, #01-01, Singapore 049909 Bank Account No: 0107775042 Bank Account Name: CLARIDEN GLOBAL INTERNATIONAL LIMITED SWIFT Code: SCBLSG22 Please ensure Clariden Global receives the full invoiced amount. Please indicate the invoice number as our payment reference.

3. Payment by credit card, please contact our Accounts department.

### **Cancellations & substitutions policy**

Substitution with a qualified candidate is allowed by providing at least 5 working days of advance notice to Clariden Global. One time substitution is allowed with no charges. Subsequent substitutions will be charged 10% admin fee. No refunds will be made for any cancellations, however, program credits of equivalent value only applicable for Clariden Global events will be provided. Credits can only be redeemed for 1 program and valid for 1 year from date of issue. All cancellations must be received in written form at least 5 working days of advance notice to Clariden Global.

Payment must be received prior to the program start date to confirm seat(s).

This is computer generated invoice, no signature is required.

### Huang, Qian (SAFECOM)

From:	Gould, Susan (SAFECOM)
Sent:	Tuesday, 11 July 2017 10:55 AM
То:	Huang, Qian (SAFECOM)
Subject:	FW: Clariden Admission Letter [DLM=For-Official-Use-Only]

### For Official Use Only

Hi Qian

I think you asked for anything that showed I was booked into the conference in lieu of Miriam. Please see below,

Sue

From: Clariden [mailto:admissions.global@claridenglobal.com]
Sent: Monday, 19 June 2017 3:46 PM
To: Gould, Susan (SAFECOM) <<u>Susan.Gould@sa.gov.au</u>>
Cc: admissions@claridenglobal.com; Lumb, Miriam (SAFECOM) <<u>Miriam.Lumb@sa.gov.au</u>>
Subject: Clariden Admission Letter

Dear Susan Gould,

I am pleased to inform you that Clariden Admissions Committee has enrolled you into Australasia-Pacific Disaster Management, Recovery & Emergency Communications Forum on Jun 26, 2017 - Jun 28, 2017, at Chateau on the Park - Christchurch, a DoubleTree by Hilton\*.

The conference package that you are enrolled into is: A: 2-Day Forum + 1-Day Workshops (FOR PUBLIC SECTOR, GOVERNMENT, CITY COUNCIL & ACADEMIA)

We will be sending you the program information package via email within <u>1 week before the event start</u> <u>date</u>.

Registration starts at 8:30 am on the first day. Session will start at 9 am and end at 5 pm every day. Dress code is smart casual.

We extend our congratulations to your admission and we are excited to have you as part of our program participants.

### Bring a colleague or friend with you:

Why come alone? If you bring your colleague or friend, you can be entitled to a group discount due to group registration. To register, email us at <u>admissions@claridenglobal.com</u> and mention your name and the program you have registered for.

If you have any questions, please do not hesitate to contact our Admissions Office.

We look forward to welcoming you at our program.

Best Regards, Yenny Ang Executive Director Global Executive Education | Global Conferences \*Clariden Global reserves the rights to cancel or change program, date, location, speakers and trainers due to reasons beyond their control.

### About Clariden Global

Clariden Global is the pre-eminent and influential global business leadership institution. Today, Clariden Global hosts more than 200 global executive education and major conference events around the world in nine countries, including Singapore, London, Australia, China, Malaysia, Indonesia, Hong Kong, South Africa and UAE. Clariden Global partners with renowned thought leaders and global institutions for influential events around the world. Our mission is to provide global knowledge for the world business leaders. To see our credentials & global engagement, please visit us at <u>www.claridenglobal.com</u>

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She Gould 7	ood Wircha	sed on 24/6/17 (1	while travelling	
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Adelaide Airport		Purchase AUD \$13.60		
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Paid by personal for		Terminal ID: 2 Transaction Ref: 187244 Authorisation No: 803967 24 Jun 2017 at 12:34 PM		
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Susan Gould Food Purchased on 25/6/17 in Christoburch

Room groceries for week. C CC Hagley Night 'n Day Foodstore 11 Riccarton Road ristchurch . 5. 0-3-348 7673 BS Go 120-660-613 Invoice - Recept No 1030020658790 rator SUN SHIFT1 T2 e 25/06/2017 - Time 2:45:15 p. - Lane 2 MF CHEESE LASTY 250G 1@\$6.90 ---\$6. -2 GETTINS SNAX 2500 ∣@ \$3.99 . \$3 THE ANAL HINLY CUT AN & CHIVE 1 🖷 \$4,90 = \$4.a + VI ANAR IL CREAMY UNIBLADE /⊴ \$6.30 = \$630-THE PRESS WEEKEND 1 @ \$3.20 \$3.20 KERT ORANGE TUICE S 1@ \$1:) \$3 90-`, *=* Total Transaction Value \$29.19 and the second ··· ·· ·· ·· ·· MUARD" GST Inc. \$29 to N2D 3 We know you have a courted Thank you for oping with us Paid by posphal finds

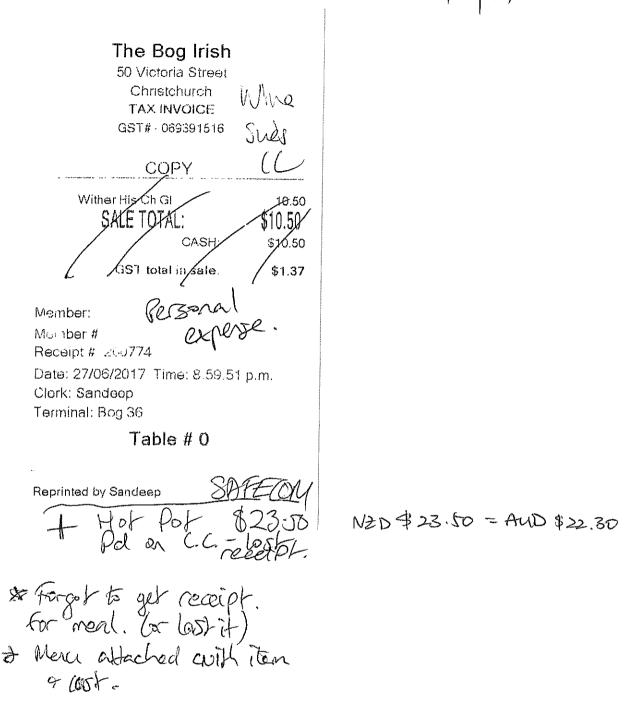
NZD \$29.19 = AUD\$27.70. exchange rate = 0.95 as at 1/7/17. Swam (rould Food furchased on 26/6/2017

D. 26	Time SHEAD in The Street of the second second A Ricarton Rd Christehurch Ph: 03 3411163 GST No: 121 349 728 GUEST BILL Table 20	r Psi
	Booking Name:	
1	SM3 Famous Chick Jasmine Rice AMOUNT DUE:	21.50 2.50 <b>\$24.00</b>
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AUD\$ 23.75

Food for 27/6/17

Susa Could



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- ♀ 50 Victoria St, Christchurch City
- **(**03) 929 0117
- Open Tuesday from 11.30am Late

### The bog

Home | Christchurch | Menu

MENU

CARLE HARE

Ξ

Available from 11.30am

### BEEF AND GUINNESS DOT POT

Beef slowly braised in a rich Guinness gravy, topped with puff pastry then oven baked and served with colcannon. Truly a Bog favourite.

\$23,5

### JJ'S BANGERS AND MASH GLUTEN FREE

Slightly spiced pork cumberland sausages served on a bed of colcannon with caramelised onion and finished off with peas and gravy.

\$23

### TRADITION IRISH STEW

Tender lamb pieces with celery, onions, carrots, potatoes and mixed herbs cooked in a rich broth and served with toasted sourdough.

Susan Gould. Food purchased 28/6/17 9 29/6/17

In Room Dining Chateau On The Park Christchurch DoubleTree By Hilton \* TAX INVOICE \* GST# 105-822-103

### 2012 Rohit R

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To be reinbursed.

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Surname:

Room Number:\_

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\* GST Exclusive Item

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SAFECOM - Breakfast +

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YOUR CUSTOM PLEASE RETAIN FOR YOUR RECORD

### Huang, Qian (SAFECOM)

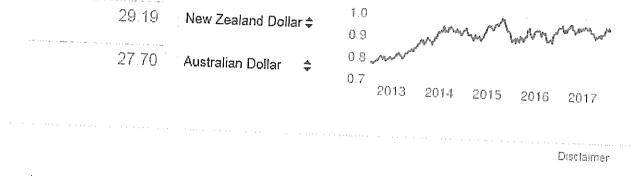
From:Huang, Qian (SAFECOM)Sent:Tuesday, 11 July 2017 4:25 PMTo:Gould, Susan (SAFECOM)Subject:New Zealand Trip Reimbursement - exchange rate [DLM=For-Official-Use-Only]

### For Official Use Only

Hi Susan,

Please see exchange rate as at today.

### 1 New Zealand Dollar equals 0.95 Australian Dollar



Regards, Qian