



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2018-0051

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	20
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD.FOI](#)
Subject: FOI request
Date: Saturday, 3 March 2018 1:46:33 PM

The FOI Information Officer,

Under the Freedom of Information Act 1982 I would like to request the following documents.

Documents relating to hospitality declarations/declarable gifts/hospitality/sponsorship by Directorate executives and staff over the past five years.

I understand there should be a register that covers this detail.

Charges

I ask that you waive processing charges for this request, as per section 29(3)(c) of the Act, because:

- it is limited in scope and can be processed quickly; and
- access to the information “is in the general public interest or in the interest of a substantial section of the public”.

There is a clear precedent for the public discussion of this information. In 2010, similar information RE: the defence department was released under FOI to Fairfax reporter Linton Besser, who subsequently used the information to publish an article titled "Top Brass Bombarded with treats".

Further, the Australian Federal government publishes a guideline to official gifts which applies to both politicians and departmental officials.

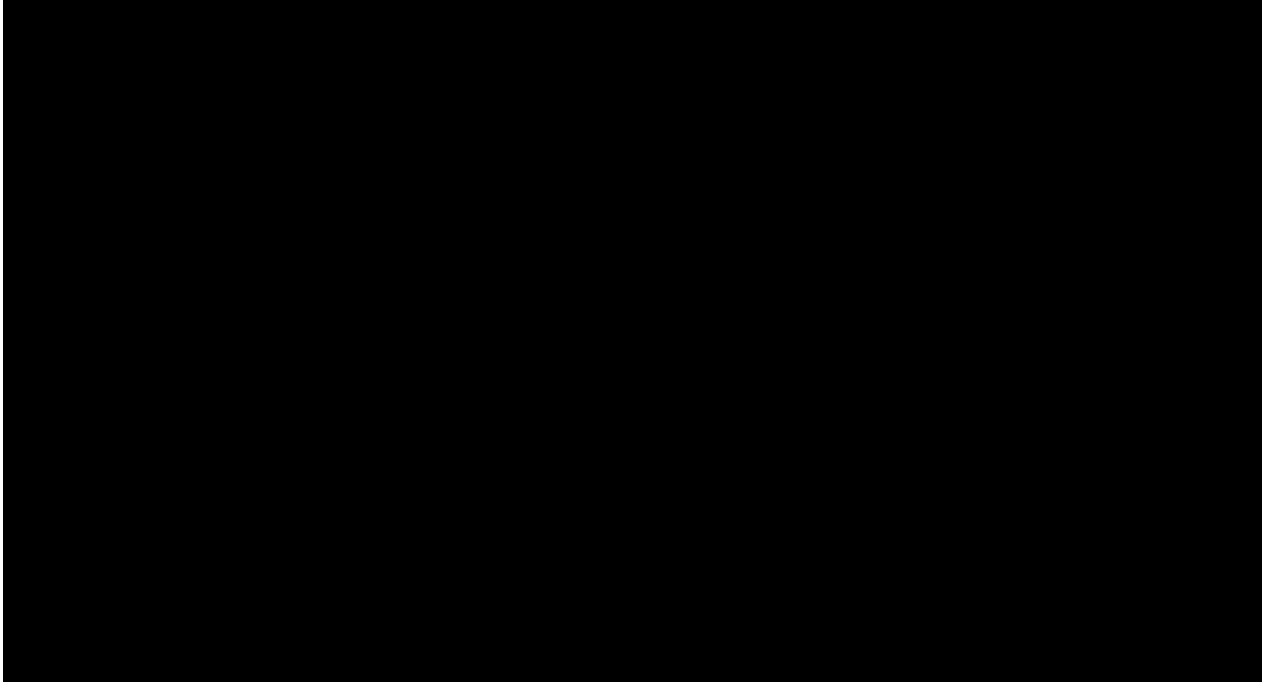
This previous release of information demonstrates the matter is considered to be clearly a matter of public interest.

Privacy concerns can be avoided through the redaction of identifying information of staff.

I believe I have provided clear reasons why you should process my request without charge.

Please give me a call on [REDACTED] to discuss the scope of the request. I am more than happy to adjust the scope in order to facilitate an efficient and cost effective application.

Thanks.





ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2018-0051

[REDACTED]

via email: [REDACTED]

Dear [REDACTED]

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 3 March 2018. Specifically, you sought access to “documents relating to hospitality declarations/ *declarable gifts/ hospitality/ sponsorship by Directorate executives and staff over the past five years.*”

On 5 March 2018, you revised the scope of the request to “*only include the registries for disclosures*”.

Authority

I am an authorised Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

The Act requires a decision and response within 20 working days of the access application being received. The deadline for responding to your access application is 5 April 2018.

Decision on access

A search of CMTEDD records was completed within all business units. The search resulted in a total of 34 registers being identified. A number of notification forms have also been identified and provided to you as the information in these forms has not been recorded on a register. The provision of these notification forms will ensure you have a holistic view of all declarations made by CMTEDD employees for the period you requested.

I have decided to partially release all documents within the scope of your request as I consider the redacted information would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act. Information not relevant to your request has also been redacted as out of scope material.

I have included as Attachment A to this letter the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents. The documents released to you are provided as Attachment B to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decision is below.

Statement of Reasons

In reaching my access decision, I have taken the following into account:

- the Act;
- the content of the documents that fall within the scope of your request; and
- the *Human Rights Act 2004*.

Exemption claimed

My reasons for deciding not to grant full access to the identified documents and components of these documents are as follows:

Information Contrary to Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interests lies. As part of this process I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and schedule 2 of the Act.

Factors favouring disclosure (Schedule 2 section 2.1)

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors in favour of disclosure are relevant to determine if release of the information contained within these documents is within the 'public interest'.

- (a) *disclosure of the information could reasonably be expected to do any of the following:*
- (i) *promote open discussion of public affairs and enhance the government's accountability;*

Members of the public have a right to expect that the ACT Public Sector (ACTPS) operates fairly, impartially and efficiently while having confidence in the integrity of the public service decision making processes.

The documents identified as being with the scope of the request provide information regarding the gifts, hospitality or benefits received by the Directorate and hospitality provided by the Directorate. These gifts and benefits registers and notification forms reveal the estimated value of the gift, a description of gift or benefit, the giver's organisation, the business unit receiving the gift and the decision made by relevant decision maker in regards to how the gift or benefit should be dealt with by the Directorate. The hospitality registers and associated notification forms reveal the purpose for the provision of hospitality, the details of the events and decisions made by relevant decision maker in regards to total numbers, costs and inclusions.

Having reviewed the contents of the documents, I am satisfied that release of these registers and notification forms will provide the public with a level of confidence that gifts and hospitality are managed in accordance with approved ACTPS policies. Moreover, I consider that the release of the information contained in the registers and notification forms may promote open discussion around the giving and receiving of gifts or benefits.

Taking into account the contents of the documents and the importance of the clear and accountable decision making in regards to gifts and hospitality, I am satisfied that the public interest in increasing transparency and accountability of the Directorate carries very significant weight in favour of release.

Factors favouring non-disclosure (Schedule 2 section 2.2)

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors in favour of non-disclosure are relevant to determine if release of the information contained within these documents is within the 'public interest'.

- (a) *disclosure of the information could reasonably be expected to do any of the following:*
- (ii) *prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004;*
 - (viii) *prejudice the economy of the Territory;*
 - (xi) *prejudice trade secrets, business affairs or research of an agency or person;*

When considering the documents and factors in favour of non-disclosure, I have considered the personal information of staff members contained in the documents. Personal information is defined as *"information or an opinion about an identified individual, or an individual who is reasonably identifiable (i) whether the information or*

opinion is true or not; and (ii) whether the information or opinion is recorded in a material form or not." This includes names and contact information.

I am satisfied that the names of employees making gift or hospitality disclosures, and names and signatures of decision makers should be released as these staff members were acting in their official capacity and the personal information being released is done so in relation to these individuals exercising their delegations in a work related capacity. I do not consider the release of this information is unreasonable or could prejudice their right to privacy.

However, I consider it is unreasonable to release the names of gift givers, names of staff members who attended events and the names of recipients, as this information provides a further level of detail about these individuals as it discloses the projects or specific government activities staff members were working on, specific events they have attended or gifts they received. I am of the opinion that release of these further details may prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2004*. In making this decision I note that the documents released to you will be published on the CMTEDD Freedom of Information disclosure log and will be publically available.

In considering this factor, I am satisfied that pro disclosure intent of the Act can still be achieved with personal information redacted from disclosure as key details relating the gift or benefit received or provided by the Directorate is still available.

In undertaking the test outlined in section 17 of the Act, I am satisfied that this factor favouring non-disclosure should be afforded significant weight as it relates to individuals privacy. Accordingly, I have decided to withhold from disclosure names of gift givers, names of staff members who attended events and the names of recipients.

The second factor considered is in relation to the prejudice to the ACT economy that could occur if the names of businesses or individuals that were recipients of media or familiarisation hospitality benefits were made public.

Tourism is integral to the ACT economy, and therefore the promotion of tourism is a key activity of Enterprise Canberra and the ACT Government more broadly in the context of economic development. Media visits and familiarisation visits including the hosting of journalists, influencers, and businesses are a proven means of attracting tourists, business and increasing visitation.

Having reviewed the information contained in the documents within the scope of your request and keeping in line with my decision to redact the names of individual gift givers, names of staff members who attended events and the names of recipients, I have decided to withhold from release information about individuals or businesses who have been involved in media visits or familiarisation activities as I am reasonably satisfied that disclosure of the names of these business or individuals may make it more difficult for the

ACT Government to engage in this important activity as these individuals or businesses may not wish to be identified. The inability to attract businesses or individuals to engage in this type of activity would directly impact the tourism and visitor economy of the Territory.

The third factor in favour of non-disclosure is in relation to the impact that disclosing the names of businesses or individuals could have on their business affairs. In the case of *Re Mangan and The Treasury* [2005] AATA 898 the term 'business affairs' was interpreted as meaning 'the totality of the money-making affairs of an organisation or undertaking as distinct from its private or internal affairs'. Schedule 2 section 2.2 allows for government information to be withheld from release if disclosure of the information could reasonably be expected to prejudice the trade secrets, business affairs or research of an agency or person.

Businesses and individuals who participate in hospitality and familiarisation activities with the ACT Government do so under contractual arrangements. As such, there are a number of commercial-in-confidence considerations to be made in relation to the hospitality provided to these individuals or businesses hosted by the ACT Government. For example, many of these organisations engage with Visit Canberra's equivalents in other jurisdictions. The benefits these organisations receive from the ACT Government in exchange for their services should not be made public as releasing this information could be reasonably expected to impact their business affairs in negotiating the provision of similar services to other jurisdictions. As this information directly impacts their money making affairs, I am satisfied that release of this information could prejudice business affairs.

Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that is not in the public interest to release (names of gift givers, names of staff members, individuals or businesses who attended events or received gift), while releasing the rest of the documents will ensure the intent of the Act is met and will provide you with access to the majority of information held by CMTEDD within the scope of your request.

The schedule of documents at [Attachment A](#) of this letter provides the list of documents and the exemptions from disclosure that have been applied to each document.

Additional Information

- Registers generally have a few separate sections – information was normally recorded by gift/benefit/events invitation received, gift/benefit provided, and hospitality provided.
- No information was recorded on parts of some registers as no declarations were made during that time period.

- Before June 2015, relevant records and registers were managed by business units. During June 2015 and August 2017, a centralised register was maintained for all gifts, benefits, events and hospitality received or provided by the Directorate. However, some business units continued to maintain their own registers during this time period. From August 2017, a centralised register has been maintained for senior executives while each business unit keep registers for lower level staff.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived as I am satisfied that the subject of the request is of benefit to the public in accordance with section 107(2)(b) of the Act.

Online publishing – Disclosure Log

In accordance with section 28 of the Act, CMTEDD maintains an online record of access applications in the form of a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 11 April 2018. Your personal contact details will not be published.

The CMTEDD disclosure log is at <http://www.cmd.act.gov.au/functions/foi/disclosure-log>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman

GPO Box 442

CANBERRA ACT 2601

Via email: ombudsman@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Riley', written in a cursive style.

Daniel Riley
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

5 April 2018



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
[REDACTED]	<ul style="list-style-type: none"> Documents relating to hospitality declarations/ declarable gifts/ hospitality/ sponsorship by Directorate executives and staff over the past five years; and only include the registries for disclosures. 	CMTEDDFOI 2018-0051

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-10	CMTEDD Register for Gift/Benefits/Hospitality/Event – Receiving, Giving, Provision of Hospitality	2015-17	Partial	Sch 2 s2.2 (a)(ii)	Yes
2	11-14	Gift and Hospitality Register for senior executives – Gifts Received, Invitations to Events, Gifts Given, Hospitality Provided	2017-18	Partial	Sch 2 s2.2 (a)(ii)	Yes
3	15-20	Centenary – Event Attendance Register (by month) – Jan to Jun	Jan - Jun 2013	Partial	Sch 2 s2.2 (a)(ii)	Yes
4	21-26	Centenary – Gifts and Benefits and Attendance Register (by month) – Jan to Jun	Jan - Jun 2013	Partial	Sch 2 s2.2 (a)(ii)	Yes
5	27-28	Chief Minister and Cabinet Directorate Gift and Benefits Register	2013 - 2015	Partial	Sch 2 s2.2 (a)(ii)	Yes
6	29-30	Governance Division - Event Attendance Register	22 Mar 2013	Partial	Sch 2 s2.2 (a)(ii)	Yes
7	31-32	Head of Services - 2012-13 Events Attendance Register for Head of Service (HoS)	Jan – Mar 2013	Partial	Sch 2 s2.2 (a)(ii)	Yes
8	33-35	Head of Services - HoS Gift and Event Register (below \$40) – Gift Register, Events Attendance Register, Fringe Tax Benefit (FBT) Event Register	2015-17	Partial	Sch 2 s2.2 (a)(ii)	Yes
9	36-39	Head of Services - HoS Gift and Hospitality Register – Gift Received, Invitations to Events, Gifts Given, Hospitality Provided	2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
10	40-43	Policy and Cabinet Division - Gift and Hospitality Register – Gifts Received, Invitation to Events, Gifts Given, Hospitality Provided	2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
11	44-47	Office of Chief Digital Officer (OCDO) - Gift and Hospitality Register – Invitation to Events Received, Gifts Received, Provision of Gifts, Provision of Hospitality	2017-18	Partial	Sch 2 s2.2 (a)(ii)	Yes

12	48-54	Enterprise Canberra - Active Canberra – 2012-13 Event Attendance and Gift register	2013	Partial	Sch 2 s2.2 (a)(ii)	Yes
13	55-60	Enterprise Canberra - Active Canberra – 2013-14 Event Attendance and Gift register	2013-14	Partial	Sch 2 s2.2 (a)(ii)	Yes
14	61-68	Enterprise Canberra - Active Canberra – 2014-15 Event Attendance and Gift register	2014-15	Partial	Sch 2 s2.2 (a)(ii)	Yes
15	69-72	Enterprise Canberra - Active Canberra – 2015-16 Event Attendance and Gift register	2015-16	Partial	Sch 2 s2.2 (a)(ii)	Yes
16	73-76	Enterprise Canberra - Active Canberra – 2016-17 Event Attendance and Gift register	2016-17	Partial	Sch 2 s2.2 (a)(ii)	Yes
17	77-78	Enterprise Canberra - Active Canberra – 2017-18 Event Attendance and Gift register	2017-18	Partial	Sch 2 s2.2 (a)(ii)	Yes
18	79-90	Enterprise Canberra - ArtsACT – 2013 Gifts, Benefits and Attendance register (by month) – Jan to Dec	2013	Partial	Sch 2 s2.2 (a)(ii)	Yes
19	91-102	Enterprise Canberra - ArtsACT – 2014 Event Attendance and Gift register (by month) – Jan to Dec	2014	Partial	Sch 2 s2.2 (a)(ii)	Yes
20	103-114	Enterprise Canberra - ArtsACT – 2015 Event Attendance and Gift register (by month) – Jan to Dec	2015	Partial	Sch 2 s2.2 (a)(ii)	Yes
21	115-126	Enterprise Canberra - ArtsACT – 2016 Event Attendance and Gift register (by month) – Jan to Dec	2016	Partial	Sch 2 s2.2 (a)(ii)	Yes
22	127-138	Enterprise Canberra - ArtsACT – 2017 Event Attendance and Gift register (by month) – Jan to Dec	2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
23	139-141	Enterprise Canberra - ArtsACT – 2018 Event Attendance and Gift register (by month) – Jan to Mar	2018	Partial	Sch 2 s2.2 (a)(ii)	Yes
24	142-147	Enterprise Canberra - Innovate Canberra – Provision of Hospitality	2013-18	Partial	Sch 2 s2.2 (a)(ii)	Yes
25	148-152	Enterprise Canberra - Office of International Engagement – Gifts and Hospitality register – Gifts Received, Hospitality Received	2016-18	Partial	Sch 2 s2.2 (a)(ii)	Yes
26	153-157	Enterprise Canberra - Skills Canberra – Hospitality register	2016-18	Partial	Sch 2 s2.2 (a)(ii)	Yes
27	158-167	Enterprise Canberra – Senior Executives & DDG – Executive Director (ED) Tourism, Events and Sports (TES) Division Hospitality	2013-15	Partial	Sch 2 s2.2 (a)(ii)	Yes
28	168	Enterprise Canberra – Senior Executives & DDG – ED Hospitality	2013	Partial	Sch 2 s2.2 (a)(ii)	Yes
29	169-171	Enterprise Canberra – Senior Executives & DDG – Deputy Director-General (DDG) Business, Tourism, Events and Sports (BTES) Division Hospitality	2013-16	Partial	Sch 2 s2.2 (a)(ii)	Yes

30	172-175	Enterprise Canberra – Senior Executives & DDG – DDG Gift and Event register – Gift Register, Events Attendance Register, FBT Event Register	2015-17	Partial	Sch 2 s2.2 (a)(ii)	Yes
31	176-178	Enterprise Canberra – EventsACT – Cricket World Cup ticket allocations	2015	Partial	Sch 2 s2.2 (a)(ii)	Yes
32	179-187	Enterprise Canberra – EventsACT – Rugby League World Cup ticket and hospitality allocation	2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
33	188	Enterprise Canberra – EventsACT – Gift, Benefit and Event Register (incomplete)	2016	Partial	Sch 2 s2.2 (a)(ii)	Yes
34	189	EPIC – Gift register	2013	Partial	Sch 2 s2.2 (a)(ii)	Yes
Notification Forms						
35	190-197	Enterprise Canberra – EventsACT – Gift, Benefits and Hospitality Notification Forms	2016-17	Partial	Sch 2 s2.2 (a)(ii)	Yes
36	198-224	Enterprise Canberra – EventsACT – Provision of Hospitality Notification Forms	2016-18	Partial	Sch 2 s2.2 (a)(ii)	Yes
37	225-236	Enterprise Canberra – Visit Canberra – Gifts received Notification Forms	2016-17	Partial	Sch 2 s2.2 (a)(ii)	Yes
38	237	Enterprise Canberra – Visit Canberra – Hospitality received Notification Forms	6 Sep 2016	Partial	Sch 2 s2.2 (a)(ii)	Yes
39	238-245	Enterprise Canberra – Visit Canberra – Provision of Hospitality to Government employees Notification Forms	2013-17	Partial	Sch 2 s2.2 (a)(ii)	Yes
40	246-265	Enterprise Canberra – Visit Canberra – Provision of Hospitality to Government and Non-government Notification Forms – International Missions	2016	Partial	Sch 2 s2.2 (a)(ii)	Yes
41	266-323	Enterprise Canberra – Visit Canberra – Provision of Hospitality to Government and Non-government Notification Forms – Networking, Meeting and Awards	2013-17	Partial	Sch 2 s2.2 (a)(ii)	Yes
42	324-443	Enterprise Canberra – Visit Canberra – Provision of Hospitality to Government and Non-government Notification Forms – Media and Familiarisation	2013-17	Partial	Sch 2 s2.2 (a)(ii) Sch 2 s2.2 (a)(viii) Sch 2 s2.2 (a)(xi)	Yes
43	444	Workforce, Capability and Governance – Gift Presentation Form	17 Aug 2015	Partial	Sch 2 s2.2 (a)(ii)	Yes
Total No of Docs						
43						

This register covers all gifts, benefits, events and hospitality received or provided by the Directorate from mid 2015 when the new CMTEDD policy commenced, replacing the former CMTD, CWD, and EDD policies.

There are three separate sheets:

- Receiving which covers all offers to staff within the Directorate
- Giving which covers CMTEDD staff providing gifts or benefits to others.
- Provision of Hospitality which covers the provision of hospitality by the Directorate to others (note where an individual receives hospitality it should be included in receiving).

Register Number	Stream	Recipient	Business Unit	Gift/Benefit/Hospitality/Event	Date of offer	Description	Estimated Value	Name of Giver	Giver's Organisation	Potential Conflict of Interest	Proposed action	Decision	Decision Maker	Title of Decision Maker	Decision Date	Date received Corporate	Notes
1	Treasury	Sch 2 s2.2(a)(ii)	Desktop Services	Gift	Jul-15	Various items of Microsoft Office 365 Branded merchandise	\$220 USD	Sch 2 s2.2(a)(ii)	Microsoft	Current Office 365 evaluation process - GSO consulted	On advice of GSO goods can be distributed to the team, but not to those taking part in the evaluation process and are not to be worn at work.	Nil Action	Mick Kegel	Director, Operations	6 September 2015	7 September 2015	
2	Chief Minister		Asbestos Response Taskforce	Hospitality	28 October 2015	Cocktail Function	\$50.00		Noetic Group	Old form, see note	Old form, see note	Attendance Approved	Andrew Kefford	Head, Asbestos Response Taskforce	14 September 2015	17 September 2015	Received on old gift form, which did not include section on conflict of interest or proposed action
3	Chief Minister		Asbestos Response Taskforce	Hospitality	28 October 2015	Cocktail Function	\$50.00		Noetic Group	Old form, see note	Old form, see note	Approved	Bronwen Overton-Clarke	Commissioner for Public Administration	15 September 2015	17 September 2015	Received on old gift form, which did not include section on conflict of interest or proposed action
4	Chief Minister		Communications	Gift	24 July 2015	3 tickets to GWS v Geelong game at Manuka Oval	\$60.00		Sport and Recreation Services - CMTEDD	Nil	Retain for personal use	Approved	Anita Perkins	Director, Communications	24 July 2015	24 July 2015	
5	Chief Minister		Government Reform, Policy and Cabinet	Gift	13 February 2015	Nylon visor cap, nylon 'wool' hat, t-shirt, plastic sunglasses	\$30.00		Uber BV	N/A	cap and t-shirt on display in office, hat and sunglasses in storage	Approved	Fiona Barbaro	Director, Government Reform	15 October 2015	22 October 2015	
6	Chief Minister		Access Canberra	Event	10 September 2015	Invitation to attend HIA Dinner and Awards Night - 24 October 2015	\$200.00		HIA	None	For auditing/recording purposes	n/a	n/a	n/a	n/a	3 November 2015	
7	Chief Minister		Access Canberra	Event	3 September 2015	Invitation to attend Clubs ACT Gala Dinner and Awards Presentation Night - 30 October 2015	\$80.00		Clubs ACT	None	For auditing/recording purposes	n/a	n/a	n/a	n/a	3 November 2015	
8	Chief Minister		Asbestos Response Taskforce	Event		Property Council of Australia, Property Investment from China Luncheon at the National Museum of Australia on 30 October 2015	\$100.00		GHD	None	Attend Luncheon	Approved	Andrew Kefford	Head, Asbestos Response Taskforce	27 October 2015	30 October 2015	
9	Chief Minister		Communications	Event	21 October 2015	Invitation to PM XI Dinner for Sch and one guest	\$280.00		Prime Minister and Cabinet	None	Accept invitation	n/a	n/a	n/a	n/a	30 October 2015	Note on form approved by Katy via phone 23/10
10	Chief Minister		Policy and Cabinet	Gift	6 November 2015	Food Hamper	\$50-\$60		Uber BV	Yes	Proposed donating hamper to charity, however in the meantime staff in office ate contents of hamper. So will give donation equal to upper value of hamper. Was acting in JACS at time and JACS staff who ate hamper had no involvement in work concerning taxi industry reform.	Approved	Sue Hall	SERBIR	12 November 2015	12 November 2015	Decision maker had discussed and agreed with recipient original donation action, and then subsequent action.
11	Land Development Authority		Sales, Marketing and Land Management	Gift	11 December 2015	Gift Basket	\$40-\$50		Opteon Property Values	Organisation is one of LDA's panel valuation firms.	Donate to Social Club	Approved	Ben Ponton	Deputy CEO LDA	14 December 2015	14 December 2015	
12	Chief Minister		Asbestos Response Taskforce	Gift	23 November 2015	Framed Print	\$25.00		ASEA	Nil	Display in Asbestos Taskforce Office		Bronwen Overton-Clarke	Deputy Director-General, Workforce Capability and Governance	11 December 2015	14 December 2015	
13	Economic Development		Public Housing Renewal Taskforce	Gift	18 December 2015	Hamper containing wine and chocolate	\$100.00		D Group	D Group is under contract for construction of public housing in Monash	Share amongst team	Approved	David Dawes	Director-General, Economic Development	18 December 2015	18 December 2015	Decision Maker understands an attempt was made to stop delivery, but was to late.
14	Economic Development		Public Housing Renewal Taskforce	Gift	18 December 2015	Hamper containing wine and chocolate	\$100.00		D Group	D Group is under contract for construction of public housing in Monash	Share amongst team	Approved	David Dawes	Director-General, Economic Development	18 December 2015	18 December 2015	Decision Maker understands an attempt was made to stop delivery, but was to late.
15	Economic Development		ACT Property Group	Gift	2 December 2015	2 packages of wine each containing a 750ml Tim Adams 2012 Shiraz and a 187ml Matua 2014 Sauvignon Blanc	\$60.00		EP&T (Environmental Products and Technologies?)	Nil	Donate to ACTPG Social Club	Approved	Daniel Bailey	Executive Director, Sales, Marketing and Property Management	21 December 2015	22 December 2015	Delivered in the mail on 2 December 2015 to the ACTPG Response Centre addressed to Sch 2 s2.2(a)(ii). Only brought to Sch 2 s2.2(a) attention on 21 December 2015. Staff reminded of their responsibility in relation to gifts.
16	Economic Development		Goods and Services Procurement	Gift	8 December 2015	Desk business card holder	\$15.00		Key Energy and Resources	Current role does not bring in to contact with Key Energy. Previously on Evaluation Team they provided advice to.	Retain on desk	Approved	David Purser	Director, Goods and Services Procurement	14 December 2015	23 December 2015	
17	Chief Minister		Policy and Cabinet	Event	28 August 2015	Lunch at Pomegranate Restaurant Kingston	\$58.00		National Archives of Australia	None identified	Attend Luncheon	n/a	n/a	n/a	n/a	unknown	Event therefore no approval necessary
18	Economic Development		Arts, Business, Events, Sport and Tourism	Gift	6 January 2016	Attend Australian Open on 23 January (executive Suite - Hisense Arena People's Club)	\$265.00		ACT Tennis	None identified	Attend tennis match	Approved	David Dawes	Director-General, Economic Development	14 January 2016	15 January 2016	
19	Chief Minister		Office of the Chief Digital Officer	Event	17 February 2016	Flights to a conference in Melbourne the recipient is presenting at	Undeclared		ACE Events	None identified	Used tickets	n/a	n/a	n/a	n/a	18 February 2016	Event therefore no approval necessary
20	Chief Minister		Office of the Chief Digital Officer	Event	17 February 2016	Flights to a conference in Melbourne the recipient is presenting at	Undeclared		ACE Events	None identified	Used tickets	n/a	n/a	n/a	n/a	18 February 2016	Event therefore no approval necessary
21	Chief Minister		Asbestos Response Taskforce	Hospitality	10 February 2016	A Coffee	\$3.50		The Canberra Times	Regular meetings occur between journalists and media officers, however by the nature of the roles there can often be a perception of conflict of interest. Ongoing management through impartial approach and meeting with journalists of all organisations	Nil. Disclosure has been made	Approved	Andrew Kefford	Head, Asbestos Response Taskforce	22 February 2016	23 February 2016	
22	Economic Development		Land Development	Event	18 February 2016	Guest at table for UN Women International Women's Day Lunch 2016	\$95.00		AECOM	Nil	Nil	n/a	n/a	n/a	n/a	26 February 2016	Event therefore no approval necessary
23	Economic Development		Strategy and Program Design	Event	1 February 2016	Chairman's luncheon for the 2016 Mercedes-Benz Black opal Stakes - three course lunch provided	\$100.00		Canberra Racing Club	None	n/a	Agreed	Louise Guilding	ED, Strategy and Program Design	3 March 2016	3 March 2016	
24	Economic Development		Arts, Business, Events, Sport and Tourism	Event	1 February 2016	Chairman's luncheon for the 2016 Mercedes-Benz Black opal Stakes - three course lunch provided	\$100.00		Canberra Racing Club	None	n/a	no decision included	Jeff House	Deputy Director-General, ABEST	7 February 2016	8 March 2016	Event therefore no approval necessary
25	Chief Minister		Events Approval Team	Event	1 March 2016	Two tickets for opening gala night of 2016 Canberra Comedy Festival	\$135.00		Canberra Comedy Festival	Additional tickets purchased for other Comedy Club events	Retain for use and attend event	Accept	Dave Peffer	Deputy Director-General, Access Canberra	11 March 2016	15 March 2016	
26	Chief Minister		Access Canberra	Event	1 March 2016	Two tickets for opening gala night of 2016 Canberra Comedy Festival	\$135.00		Canberra Comedy Festival	No conflicts. The event is a private event, in the Canberra Theatre that required no approvals from Access Canberra	Retain for use and attend event	Attendance Approved	Sue Hall	SERBIR	17 March 2016	17 March 2016	Access Canberra reminded only the DG or SERBIR can approve items for the DDG Access Canberra
27	Treasury		Infrastructure Finance and Advisory	Hospitality	7 April 2016	Invitation to watch the Brumbies v Bulls on Friday 6 May.	\$90.00		Laing O'Rourke Australia	N/A	n/a	n/a	n/a	n/a	n/a	28 April 2016	Hospitality, therefore no approval necessary
28	Economic Development		Arts, Business, Events, Sport and Tourism	Event	21 April 2016	Attend special screening of Secret City and cocktail reception at Parliament House	\$40.00		Foxtel	N/A	Attend screening on 4 May 2016	approved	David Dawes	Director-General, Economic Development	28 April 2016	2 May 2016	
29	Chief Minister		Asbestos Response Taskforce	Gift	5 May 2016	Chocolates and a thank you card	\$10.00		Client	Nil	Chocolates will be shared with broader team in office	Approved	Emily Springett	Director, Communications and Personal Support	6 May 2016	6 May 2016	Emailed recipient stating that gifts valued under \$40 did not normally need to be on the register and to let me know if she wanted it on the register. I also mentioned that declarations for the register from Asbestos need to be approved by the Head. Then received subsequent form approved as noted.
30	Chief Minister		Access Canberra	Gift	10 May 2016	Fruit Cake	\$10.00		Probus Ladies	Nil	Share with team	Approved	Dave Peffer	Deputy Director-General, Access Canberra	10 May 2016	10 May 2016	
31	Economic Development		Procurement and Capital Works	Hospitality	26 April 2016	Corporate Event - Brumbies V Bulls at GIO Stadium	\$90.00		Laing O'Rourke Australia	Conflict may exist in future tender assessments - declare interest if appointed to tender panel involving Laing O'Rourke	Nil	Noted	not provided	Executive Director	16 May 2016	17 May 2016	
32	Economic Development		Enterprise Canberra	Event	12 May 2016	Invitation to attend the TapCorp Corporate Suite for WJ McKell Cup - Randwick Racecourse	\$55.00		Tabcorp	N/A	Attend the WJ McKell Cup in Randwick	blank	David Dawes	Director-General, Economic Development	19 May 2016	20 May 2016	

33	Economic Development	Sch 2 s2.2(a)(ii)	Enterprise Canberra	Event		Invitation to attend the Ambassador's Brunch - Sunwolves vs Brumbies Super Rugby Match	\$40.00	Sch 2 s2.2(a)(ii)	Japanese Embassy	N/A	Attend Brunch on 29 May 2016	blank	David Dawes	Director-General, Economic Development	19 May 2016	20 May 2016	
34	Economic Development		National Arboretum Canberra	Hospitality	23 May 2016	Working lunch	\$25.00		Ginger Catering	N/A	N/A	Agreed	S Alegria	Executive Manager	19 May 2016	24 May 2016	
35	Economic Development		Enterprise Canberra	Event	24 May 2016	Invitation to attend the GWS Giants vs Collingwood Game in Sydney on Saturday 9 July 2016	\$55.00		Canberra Business Chamber	N/A	Attend game	Approved	David Dawes	Director-General, Economic Development	1 June 2016	1 June 2016	
36	Economic Development		Enterprise Canberra	Event	27 May 2016	Two tickets to attend the gala opening of "Disgraced" at the Playhouse on 22 June 2016	\$130		Canberra Theatre Centre	N/A	Attend with partner	Approved	David Dawes	Director-General, Economic Development	8 June 2016	8 June 2016	
37	Chief Minister		Asbestos Response Taskforce	Hospitality	30 May 2016	Regular Meeting catchup	\$4		The Canberra Times	No conflict	Assume attended as this was approved after the meeting	Approved	Andrew Kefford	Head, Asbestos Response Taskforce	10 June 2016	14 June 2016	
38	Chief Minister		Asbestos Response Taskforce	Gift	23 May 2016	USB Pen - Presented as guest speaker gift	\$10-15		Civil Service College Singapore	N/A	Use in Office	Approved	Andrew Kefford	Head, Asbestos Response Taskforce	10 June 2016	14 June 2016	
39	Treasury		Records Services	Event	15 June 2016	Invitation to attend the Digital Canberra Awards 2016	\$150		iCognition	none known	Attend	n/a	n/a	n/a	n/a	16 June 2016	Event therefore no approval necessary
40	Chief Minister		Policy and Cabinet	Event	15 June 2016	Invitation to attend the Digital Canberra Awards 2016	\$158		iCognition	iCognition is one of two primary EDRMS providers currently working with the ACT Government. I receive no personal benefit from this relationship and do not approve expenditure under the contract.	Attend	n/a	n/a	n/a	n/a	16 June 2016	Event therefore no approval necessary
41	Economic Development		Land Development	Event	20 June 2016	Guest at table due to Westside Container Village being nominated for an award	\$130		Cox Architecture	No conflicts exist. LDA is the asset owner of the site under consideration for the award	Nil	Approved	Liz Lopa	Executive Director, Urban Renewal	24 June 2016	24 June 2016	
42	Treasury		Under Treasurer	Hospitality and Gift	24 June 2016	Attendance at IBM THINK Forum which included hospitality and gifts each valued under \$40	\$312		IBM	N/A	Attend and use notebook provided for work	Approved	Sue Hall	SERBIR	6 July 2016	6 July 2016	
43	Chief Minister		Asbestos Response Taskforce	Hospitality	1 July 2016	Social Event - Glass of wine	\$6		Meyer Vandenberg Lawyers	Nil from this disclosure, they provide services through scheme to TF	Attend	n/a	n/a	n/a	n/a	15 July 2016	Hospitality, therefore no approval necessary
44	Chief Minister		Asbestos Response Taskforce	Hospitality	13 July 2016	Working Lunch	\$20		Chief Minister's Office	This disclosure should be adequate	Attend	n/a	n/a	n/a	n/a	15 July 2016	Hospitality, therefore no approval necessary
45	Chief Minister		Asbestos Response Taskforce	Hospitality	1 July 2016	Glass of wine at social event	\$6		Meyer Vandenberg Lawyers	Nil	Attend	n/a	n/a	n/a	n/a	15 July 2016	Hospitality, therefore no approval necessary
46	Economic Development		Enterprise Canberra	Hospitality	21 July 2016	Social Event - Glass of wine	\$30		Canberra Symphony Orchestra	N/a	Attend	Approved	David Dawes	Director-General, Economic Development	27 July 2016	27 July 2016	
47	Chief Minister		Director-General	Event	4 February 2016	Invitation to speak at the ANZSOG 2016 Annual Conference Plenary Session, including airfares and conference attendance	\$1,658		ANZSOG	N/A	Attend	Approved	Sue Hall	SERBIR	27 July 2016	27 July 2016	
48	Chief Minister		Director-General	Event	8 March 2016	Invitation to attend opening of the John Barrow collection	\$30		National Centre for Australian Children's Literature	N/A	Attend	Noted	Sue Hall	SERBIR	27 July 2016	27 July 2016	No Approval necessary as it is an event, note it is also under the \$40 threshold for reporting gifts.
49	Chief Minister		Director-General	Event	4 May 2016	Invitation to attend the Post Budget Address for 2016 Federal Budget at Parliament House, including lunch	\$30		KPMG	N/A	Attend	n/a	n/a	n/a	n/a	27 July 2016	Event therefore no approval necessary
50	Chief Minister		Director-General	Event	8 June 2016	Invitation to attend Presidents Luncheon as Guest of Honour	\$30		Master Builders Association ACT	N/A	Attend	n/a	n/a	n/a	n/a	27 July 2016	Event therefore no approval necessary
51	Economic Development		Land Development Agency	Gift	2 August 2016	Flowers	\$80		Harcourts Kingston/Manuka	In the unlikely event Harcourts would be undertaking any business with the LDA, the gift of appreciation has been noted by the senior management	Display in office	Accepted, flowers were delivered by florist to LDA reception	Anita Hargreaves	Chief Finance Officer	3 August 2016	3 August 2016	
52	Economic Development		Director-General Economic Development	Event	8 July 2016	Attendance at GWS Giants Sydney Home game with Chief Minister	\$13,000 - total estimated expenditure by ACT Government		Organised by CMTEDD	Possible potential/ perceived conflict of interest through role as decision maker on Manuka Green proposal by GWS Giants - Full details, including treatment on file 2016/618	Attend	Noted	David Nicol	A/g Director-General	15 July 2016	11 August 2016	Event therefore no approval necessary
53	Economic Development		Director-General Economic Development	Event	1 July 2016	The preview screening of Code 2 Episode 1 and drinks prior to screening (accompanied by wife)	\$50		Playmaker and ScreenACT	No potential or perceived conflict of interest - see file 2016/618	Attend	Approved	Kathy Leigh	Director-General	18 July 2016	11 August 2016	Note - Event therefore approval was not necessary
54	Economic Development		Director-General Economic Development	Event	24 June 2016	Attendance for DGED and his Guest at the Inaugural Diplomatic Business Gala Dinner 2016 on 4 August 2016	\$340		Canberra Business Chamber	No potential or perceived conflict of interest - see file 2016/619	Attend	Approved	Kathy Leigh	Director-General	25 July 2016	11 August 2016	Note - Event therefore approval was not necessary
55	Economic Development		Director-General Economic Development	Event	28 July 2016	Attendance for DGED and Guest for the Brumby Ball on 2 September 2016	\$440		Aquis Brumbies	No conflict of interest - see file 2016/619	Attend	Approved	Kathy Leigh	Director-General	4 August 2016	11 August 2016	Note - Event therefore approval was not necessary
56	Economic Development		Director-General Economic Development	Event	6 July 2016	Attendance for DGED and Guest to the Luton/OzHelp Charity Ball on 6 August 2016	\$600		PBS Property Group	No conflict identified - see file 2016/619	Attend	Approved	David Nicol	A/g Director-General	15 July 2016	11 August 2016	Note - Event therefore approval was not necessary
57	Economic Development		Director-General Economic Development	Gift	4 August 2016	750ml bottle of Long Rail Gully 2014 Shiraz - Presented a a thank you for presenting at the Property Council Breakfast held on 4 August 2016	\$25		Property Council of Australia (ACT Division)		Donate to the LDA Social Club	Endorsed	Kathy Leigh	Director-General	8 August 2016	13 August 2016	
58	Economic Development		Director-General Economic Development	Event	2 August 2016	Attendance for DGED and Guest at the 2016 HIA-CSR ACT and Southern NSW Housing Awards on Saturday 29 October 2016	\$320		Housing Industry Association (HIA) - ACT and Southern NSW Division	Potential Conflict of interest issue raised and issues for dealing with it discussed - see file 2016/619 for further details	Attend event	Approved	Kathy Leigh	Director-General	1 August 2016	13 August 2016	
59	Economic Development		Enterprise Canberra	Event	2 September 2016	2016 Toyota AFL Grand Final Lunch on 29 September 2016 at the Arboretum	\$195		GWS Giants	N/a (see note)	Attend event	Approved	David Dawes	Director-General, Economic Development	6 September 2016	7 September 2016	Have asked for details of any potential conflict of interest to be completed 9/9/16
60	Land Development Authority		Land Development Agency	Event	3 August 2016	2016 ACT Training Awards - Riverview Projects	\$150		Riverview Group	Nil (see note)	Attend awards night	Approved	Ben Ponton	Deputy CEO LDA	7 September 2016	8 September 2016	Have asked for details of any potential conflict of interest to be completed 9/9/16 - no response received 7 April 2017
61	Chief Minister		Policy and Cabinet	Event	15 September 2016	ACT Water Leaders' Dinner	\$175		Icon Water	No Conflict of Interest - see note		Approved	Geoffrey Rutledge	Deputy Director-General, Policy and Cabinet	14 September 2016	19 September 2016	Originally Conflict of Interest section left blank, further details were requested resulting in the current text.
62	Chief Minister		Policy and Cabinet	Event	29 August 2016	Dinner	\$100		Salesforce	No Conflict of Interest	Attend	Approved	Kirsten Thompson	Director Corporate Management	21 September 2016	15 September 2016	Note Kirsten approving on behalf of Sue Hall as SERBIR
63	Chief Minister		Asbestos Response Taskforce	Event	1 September 2016	Lunch at MBA Boardroom Meeting - Guest Speaker	\$25		Master Builders Association ACT	Nil	n/a	n/a	n/a	n/a	n/a	9 September 2016	Event therefore no approval necessary
64	Chief Minister		Communications	Event	6 September 2016	Attendance at media analysis presentation and lunch on insights and research of media coverage	\$43		iSentia	Nil. In current contract with this provider	Attend	Approved	Kathy Leigh	Director-General	29 September 2016	30 September 2016	
65	Economic Development		Director-General Economic Development	Event	16 August 2016	Attendance for DGED and Guest at the opening night of The Wharf Revue at the Canberra Playhouse on 13 September 2016	\$130		Canberra Theatre Centre and Sydney Theatre Company	The Canberra Theatre Centre forms part of the Cultural Facilities Corporation, under Enterprise Canberra. Given CMTEDD's responsibility for the Arts portfolio, it is important that the DGED attends there events regularly and supports productions held at the Canberra Theatre Centre. There is no identified actual or perceived conflict of interest in attending this event.	Attend	Approved	Kathy Leigh	Director-General	2 September 2016	30 September 2016	

66	Economic Development	Sch 2 s2.2(a)(i)	Director-General Economic Development	Event	22 August 2016	Attendance for DGED and Guest at the Canberra Raiders 2016 Meninga Medal Presentation Night at the QT Hotel Ballroom on Monday 19 September 2016	\$300	Sch 2 s2.2(a)(ii)	Canberra Raiders	The ACT Government has the performance management fee agreement and the venue hire agreement in place with the Canberra Raiders. This event provides an opportunity for networking with the professionals involved in the Canberra Raiders and displays an ongoing commitment to the support of one of Canberra's major sporting teams, the Canberra Raiders. There is no known activity conducted by the Canberra Raiders or negotiations currently progressing in relation to these agreements which would cause any potential or perceived conflicts of interest as DGED or CEO LDA.	Attend	Approved	Kathy Leigh	Director-General	26 August 2016	30 September 2016	
67	Economic Development		Skills Canberra	Event	13 October 2016	Attendance at birthday celebration of the business for existing Clients (currently have contract which continues through to 2019)	\$100		PetTech trading as JobReady	None	Attend	n/a	n/a	n/a	n/a	12 October 2016	Event therefore no approval necessary
68	Economic Development		Skills Canberra	Event	13 October 2016	Attendance at birthday celebration of the business for existing Clients (currently have contract which continues through to 2019)	\$100		PetTech trading as JobReady	None	Attend	n/a	n/a	n/a	n/a	12 October 2016	Event therefore no approval necessary
69	Chief Minister		Policy and Cabinet	Event	26 October 2016	Function with Drinks And Canapes	\$40		Noetic Group							26 October 2016	Have gone back to Sch 2 for further information on 26 October 2017. No further information has been forthcoming.
70	Chief Minister		Access Canberra	Event	26 July 2016	Invitation to attend Stakeholder's (Property Council ACT) Awards Night and Gala Ball. Guest plus one	\$200		Property Council of Australia	Access Canberra deals with this organisation on a regular basis and this could result in a perceived or potential conflict of interest, however it is appropriate that I attend as I am accompanying the Minister and it is important that as the head of Access Canberra I network with our stakeholders. I do not feel there is a likelihood of an actual conflict as most of the regulatory dealings the organisation has with Access Canberra are with inspectors who have specific legislative powers. Additionally, I will not engage in any discussion on specific regulatory matters being considered by Access Canberra.	Attend	n/a	n/a	n/a	n/a	12 August 2016	Delayed entry as addition information sought. Still seeking confirmation the Minister was also attending
71	Chief Minister		Access Canberra	Event	25 July 2016	Invitation to attend Stakeholder's (Housing Industry Association) Awards. Guest plus one	\$100		Housing Industry Association	Access Canberra deals with this organisation on a regular basis and this could result in a perceived or potential conflict of interest, however it is appropriate that I attend as I am accompanying the Minister and it is important that as the head of Access Canberra I network with our stakeholders. I do not feel there is a likelihood of an actual conflict as most of the regulatory dealings the organisation has with Access Canberra are with inspectors who have specific legislative powers. Additionally, I will not engage in any discussion on specific regulatory matters being considered by Access Canberra.	Attend	n/a	n/a	n/a	n/a	12 August 2016	Delayed entry as addition information sought. Still seeking confirmation the Minister was also attending
72	Chief Minister		Director-General	Gift	14 October 2016	Two Tickets to Sophocles Antigone on 27 October 2016	\$90		Canberra Theatre Centre	It is important and appropriate that senior ACT public servants support Canberra institutions. As Head of Service and Director-General, I advise the Chief Minister and therefor have potential to influence budget decisions. By ensuring transparency in my acceptance of this invitation, and also noting the minimal nature of the portion of the ACT Budget attributed to this organisation, I consider any perceived conflict of interest appropriately managed.	Retain for personal use	Agreed	Sue Hall	Executive Director Corporate	24 October 2016	26 October 2016	
73	Chief Minister		Director-General	Gift	13 October 2016	Two tickets to the Opening Night of the Nutcracker on 23 November 2016	\$180		Queensland Ballet	It is important and appropriate that senior ACT public servants support Canberra institutions. As Head of Service and Director-General, I advise the Chief Minister and therefor have potential to influence budget decisions. By ensuring transparency in my acceptance of this invitation, and also noting the minimal nature of the portion of the ACT Budget attributed to this organisation, I consider any perceived conflict of interest appropriately managed.	Retain for personal use	Agreed	Sue Hall	Executive Director Corporate	24 October 2016	26 October 2016	
74	Chief Minister		Director-General	Gift	29 September 2016	Two tickets to ACTEWAGL Llewellyn Hall Series - Tchaikovsky on 2 November 2016	\$176		Canberra Symphony Orchestra	It is important and appropriate that senior ACT public servants support Canberra institutions. As Head of Service and Director-General, I advise the Chief Minister and therefor have potential to influence budget decisions. By ensuring transparency in my acceptance of this invitation, and also noting the minimal nature of the portion of the ACT Budget attributed to this organisation, I consider any perceived conflict of interest appropriately managed.	Retain for personal use	Agreed	Sue Hall	Executive Director Corporate	24 October 2016	26 October 2016	
75	Chief Minister		Director-General	Gift	27 October 2016	Private Weiving - Versailles: Treasures from the Palace on 14 December 2016	\$56		IPAA ACT	As a Council Member of the IPAA ACT Division it is important that I attend functions run by IPAA to show my support. The ACT Government has a history of providing funding in support of National Gallery events to increase tourism. The ACTPS has a corporate membership of IPAA as a key mechanism to delivering whole of service training. By ensuring transparency in my acceptance of this invitation, and also noting the minimal nature of the portion of the ACT Budget attributed to this organisation, I consider any perceived conflict of interest appropriately managed.	Retain for personal use	Appropriate to accept	Sue Hall	Executive Director Corporate	8 November 2016	8 November 2016	
76	Land Development Authority		Land Development	Event	10 November 2016	Guest on the Riverview Group's table for the Master Builder's ACT Annual Dinner	\$195		Riverview Group/Master Builders ACT	Nil. Riverview Group is already in a joint venture with the Territory for the Ginninderry project.	Attend	Agreed	David Dawes	CEO, LDA	10 November 2016	10 November 2016	
77	Land Development Authority		Land Development	Event	11 November 2016	Guest on the Riverview Group's table for the Master Builder's ACT Annual Dinner	\$196		Riverview Group/Master Builders ACT	Nil. Riverview Group is already in a joint venture with the Territory for the Ginninderry project.	Attend	Agreed	David Dawes	CEO, LDA	10 November 2016	10 November 2016	
78	Economic Development		Enterprise Canberra	Event	25 October 2016	Ticket to the CBR Sports Awards	\$165		Active Canberra	Nil	Attend	Agreed	David Dawes	Director-General, Economic Development	10 November 2016	11 November 2016	
79	Economic Development		Enterprise Canberra	Event	28 October 2016	Ticket to the Australian Training Awards in Darwin on Thursday 17 November	\$125		Department of Education and Training (Commonwealth)	Nil	Attend	Agreed	David Dawes	Director-General, Economic Development	10 November 2016	11 November 2016	
80	Chief Minister		Asbestos Response Taskforce	Gift	4 October 2016	Barnados Charity Golf Day	\$100		Colliers	Nil	Retain	Agreed	Karen Doran	Head, Asbestos Response Taskforce	14 November 2016	14 November 2016	
81	Land Development Authority		Land Development	Event	2 November 2016	Guest of the Master Builders' at the Hands Across Canberra Lunch on 17 November 2016	\$140		Master Builders Association ACT	Nil	Attend	Approved	David Dawes	Director-General, Economic Development	16 November 2016	17 December 2016	

82	Economic Development	Sch 2 s2.2(a)(ii)	Enterprise Canberra	Gift	19 November 2016	Concert Ticket and Drink	\$140	Sch 2 s2.2(a)(ii)	Village Building Company	None		Agreed	Scott Saddler	Acting Ex Manager	17 November 2016	17 November 2016	Have sent back and asked for it to be approved by Jeff House (DDG Enterprise Canberra)
83	Chief Minister		Asbestos Response Taskforce	Gift	14 November 2016	Wine and Tea	\$25		ASEA	Nil	retain	Agreed	Bronwen Overton-Clarke	Deputy Director-General, Workforce Capability and Governance	17 November 2016	18 November 2016	Gift below threshold requiring approval. Have mentioned Bronwen that she does not have delegated for Asbestos.
84	Chief Minister		Policy and Cabinet	Event	7 November 2016	Attendance at the IPPA ACT Behavioural Economics by Default Luncheon on 24 November 2016	\$100		Deliotte	Nil	Attend	n/a	n/a	n/a	n/a	24 November 2016	Event therefore no approval necessary
85	Chief Minister		Policy and Cabinet	Event	7 November 2016	Attendance at the IPPA ACT Behavioural Economics by Default Luncheon on 24 November 2016	\$100		Deliotte	Nil	Attend	n/a	n/a	n/a	n/a	25 November 2016	Event therefore no approval necessary
86	Chief Minister		Director-General	Event	17 November 2016	Attendance at the CSIRO VIP Dinner and Tour at the National Museum of Australia	\$80		CSIRO	It is important and appropriate that senior ACT public servants support Canberra institutions. As Head of Service and Director-General, I advise the Chief Minister and therefore have potential to influence budget decisions. By ensuring transparency in my acceptance of this invitation, and also noting the minimal nature of the portion of the ACT Budget attributed to this organisation, I consider any perceived conflicts of interest appropriately managed.	Attend	n/a	n/a	n/a	n/a	28 November 2016	Event therefore no approval necessary
87	Economic Development		Canberra and Region Visitors Centre	Gift	25 November 2016	Invitation to attend Circus 1903 on 2 December 2016	\$75		East Hotel	Nil	Retain for personal use	Agreed	Jeff House	Deputy Director-General - Enterprise Canberra	29 November 2016	29 November 2016	
88	Chief Minister		Access Canberra	Event	8 November 2016	Invitation to AHA Christmas Cocktail Party	\$50		Australia Hotels Association - ACT Branch	Access Canberra deals with this organisation on a regular basis and this could result in a perceived or potential conflict of interest. Notwithstanding this however it is appropriate that I attend as it is important that as the Chief Operating Officer of Access Canberra I build relationships with our stakeholders. I do not feel there is a likelihood of an actual conflict as the regulatory dealings the organisation has with Access Canberra are not with me directly, but through our licencing and compliance teams. Additionally, I will not engage in any discussions on specific regulatory matters being considered by Access Canberra.	Attend	Agreed	Sue Hall	Executive Director Corporate	29 November 2016	29 November 2016	
89	Chief Minister		Access Canberra	Event	8 November 2016	Invitation to AHA Christmas Cocktail Party	\$50		Australia Hotels Association - ACT Branch	Access Canberra deals with this organisation on a regular basis and this could result in a perceived or potential conflict of interest. Notwithstanding this however it is appropriate that I attend as it is important that as the head of Access Canberra I build relationships with our stakeholders. I do not feel there is a likelihood of an actual conflict as the regulatory dealings the organisation has with Access Canberra are not with me directly, but through our licencing and compliance teams. Additionally, I will not engage in any discussions on specific regulatory matters being considered by Access Canberra.	Attend	Agreed	Sue Hall	Executive Director Corporate	29 November 2016	29 November 2016	
90	Economic Development		Procurement and Capital Works	Event	1 November 2016	Accompany wife to her work Christmas Party on 9 December 2016	\$100		Turner Townsend Thinc	I do not regularly assess procurement responses and am unaware of any circumstance where the hospitality giver might benefit from any influence that I might bring to bear on such situations	Attend	Agreed	George Tomlins	Executive Director, Procurement and Capital Works	1 December 2016	6 December 2016	
91	Economic Development		Cultural Canberra	Event	22 November 2016	2 tickets to Canberra Your Orchestra Concert on 4 December 2016	\$30		Music for Everyone	N/A	Attend	n/a	n/a	n/a	n/a	5 December 2016	Event therefore no approval necessary
92	Economic Development		Cultural Canberra	Event	8 November 2016	2 tickets to Circus 1903 performance on 3 December 2016	\$198		Canberra Theatre	N/A	Attend	n/a	n/a	n/a	n/a	5 December 2016	Event therefore no approval necessary
93	Economic Development		Sales, Marketing and Land Management	Gift	19 December 2016	Gift Box	\$35		Opteon Property	We regularly engage Opteon Property for property valuations	Donate to Social Club	Agreed	Daniel Bailey	Executive Director, Sales, Marketing and Property Management	20 December 2016	20 December 2016	
94	Chief Minister		Workforce Capability and Governance	Gift	2 December 2016	1 bottle of champagne and 1 bouquet of flowers	\$100		Education Directorate	None as the gift was on behalf of all Directorates, it should not be perceived as resulting in potential preferential treatment of one directorate over the others. As the gift was in recognition of work already done, there are no further decisions it could potentially impact.	Retain for personal use	Agreed	Bronwen Overton-Clarke	Deputy Director-General Workforce Capability and Governance	21 December 2016 (what is listed on form)	20 December 2016	
95	Economic Development		Procurement and Capital Works	Gift	20 December 2016	Jar of Cookies	\$20		QBT		Regift to a former colleague (Sch 2 s2.2(a)(ii)) and his family	Agreed	Dave Purser	Director Goods and Services	20 December 2016	21 December 2016	
96	Economic Development		National Arboretum Canberra	Gift	10 December 2016	Christmas Hamper	\$60		Elite Event Technology	None	Share with all staff at the Arboretum	Agreed	Liz Clarke	General Manager, Venues	22 December 2016	22 December 2016	
97	Economic Development		Office of International Engagement	Gift	20 December 2016	Christmas Hamper	\$160		Korea Local Government Centre	Interested in forming a Sister City with Canberra	Donated to Marymead	Agreed	Jeff House	Deputy Director-General, Enterprise Canberra	21 December 2016	22 December 2016	
98	Economic Development		Skills Canberra	Gift	20 December 2016	A gift pack of four different body products	\$42.95		Doma Hotels and Hotel Realm	in 2016, skills Canberra contracted Hotel Realm as the venue for the ACT Training Awards. Sch 2 s2.2(a)(ii) was on the evaluation panel for the 2016 procurement process. The 2017 procurement process to find a suitable venue will be undertaken in January 2017, Hotel Realm will be contacted shortly to provide a venue quote. Sch 2 s2.2(a)(ii) will be on the evaluation panel for the 2017 procurement process also.	Share amongst team members	Agreed	Jeff House	Deputy Director-General, Enterprise Canberra	24 January 2017	24 January 2017	
99	Chief Minister		Communications	Event		Invitation to Australian of the Year Awards Ceremony and Cocktail Party	unknown		National Australia Day Council	Nil	Attended					27 January 2017	Event therefore no approval necessary
100	Chief Minister		Communications	Event		Invitation to Australian of the Year Awards Ceremony and Cocktail Party	unknown		National Australia Day Council	Nil	Attended					27 January 2017	Event therefore no approval necessary
101	Chief Minister		Policy and Cabinet	Gift	6 February 2017	Conference Registration - Mobile-ising Women Conference	\$300		Australian Chamber of Commerce and Industry	None Identified	Attend	Agreed	Geoffrey Rutledge	Executive Director	13 February 2017	February 2017	Was absent when form arrived exact date unknown.
102	Economic Development		Procurement and Capital Works	Gift	15 December 2016	8 Bottles of Wine	\$320		Multiplex Constructions	Multiplex Constructions is the Head Contractor for the UCPH, letter to be sent from Health Infrastructure Procurement Director to Multiplex expressing thanks for the gesture and advising of ACT Government policies prohibiting staff from accepting the gifts and requesting that they do not present gifts to staff in future.	Donate the wine to the Newborn Intensive Care Foundation that supports the Centre for Newborn Care at The Canberra Hospital.					15 February 2017	The recipient signed as decision maker. Have sent to the Executive Director Procurement and Capital Works and asked them to approve on 15 February 2017.

103	Chief Minister	Sch 2 s2.2(a)(ii)	Director-General	Gift	27 February 2017	Two tickets to Opening Night Richard 3	\$191	Sch 2 s2.2(a)(ii)	Bell Shakespeare	It is important and appropriate that senior ACT public servants support Canberra institutions. As Head of Service and Director-General, I advise the Chief Minister and therefore have potential to influence budget decisions. By ensuring transparency in my acceptance of this invitation, and also noting the minimal nature of the portion of the ACT Budget attributed to this organisation, I consider any perceived conflict of interest appropriately managed.	Attend	Agreed	Sue Hall	Executive Director, Corporate	3 March 2017	3 March 2017	
104	Economic Development		Cultural Canberra	Event	6 March 2017	Complimentary ticket for Sch 2 and Guest Sch 2 to performance at the Ainslie Arts Centre	\$80		Ainslie and Gorman Arts Centre	Sch 2 manages all contractual and relationship issues with all Key Arts Organisations. All management of contractual relationships is undertaken in accordance with the ACT Public Service Values and Code of Ethics. artsACT is committed to demonstrating ongoing support for Key Arts Organisations. Attendance at events hosted by Key Arts Organisations is one method of such support and a key element of ongoing relationship management.	Attend	n/a	n/a	n/a	n/a	6 March 2017	
105	Chief Minister		Gambling and Racing Commission	Event	20 February 2017	Attend President's Lunch at Black Opal Stakes Race	\$100		Tabcorp	Previously declared that Sch 2 is an executive at Tabcorp to GRC Board and DDG Access Canberra. Before the event, on 22 February Sch 2 disclosed attendance to the Chair of the Gambling and Racing Commission Board, Sch 2 s2.2(a)(ii). Attendance at the lunch was as part of a larger group of industry and government representatives.	Attend	Agreed	Dave Peffer	Deputy Director-General Access Canberra	14 March 2017	17 March 2017	
106	Economic Development		Cultural Canberra	Event	2 March 2017	Complimentary ticket for Sch 2 to attend a Street Theatre Performance	\$45		The Street Theatre	Sch 2 manages the contract and client relations with The Street Theatre in accordance with the ACT Public Service Values and Code of Ethics.	Attend	n/a				7 April 2017	No approval necessary as it is an event.
107	Economic Development		Cultural Canberra	Event	3 April 2017	Complimentary ticket for Sch 2 and guest to attend a Canberra Theatre Performance.	\$90		Canberra Theatre Centre	Sch 2 manages the client relations with the Canberra Theatre Centre in accordance with the ACT Public Service Values and Code of Ethics.	Attend	n/a				7 April 2017	No approval necessary as it is an event.
108	Economic Development		Cultural Canberra	Event	13 April 2017	2 Complimentary tickets to a concert as part of the Canberra International Music Festival	\$137		Pro Musica	Sch 2 manages the client relations with Pro Musica in accordance with the ACT Public Service Values and Code of Ethics.	Attend in order to gain an understanding of the artistic program of a funded organisation	n/a				28 April 2017	No approval necessary as it is an event.
109	Economic Development		Cultural Canberra	Event	13 April 2017	Complimentary ticket for Sch 2 and guest to attend a festival concert on 2 May 2017 at the Ainslie Arts Centre, an artsACT facility	\$57		General Manager, Canberra International Music Festival	Sch 2 manages client relations with the Canberra International Music Festival in accordance with the ACT Public Sector Values and Code of Ethics.	Attend	n/a				28 April 2017	No approval necessary as it is an event.
110	Economic Development		Greenfields	Event	25 May 2017	Dinner invite from Ginninderry Joint Venture with LDA for World Environment Day Dinner	\$80		Ginninderry	Nil	Attend	Agreed	Nicholas Holt	Director	26 May 2017	2 June 2017	Approving Executive does not hold delegation to approve, however no approval necessary as it is an event.
111	Economic Development		LDA Sustainability and Innovation Unit	Event	25 May 2017	Dinner invite from Ginninderry (Joint Venture with LDA) for World Environment Day Dinner	\$80		Ginninderry	Nil	Attend	Agreed	Nicholas Holt	Director	26 May 2017	2 June 2017	Approving Executive does not hold delegation to approve, however no approval necessary as it is an event.
112	Chief Minister		Director-General	Event	20 March 2017	Guest of Honour at small group dinner to discuss ideas and approaches to leadership	\$100		Steering Committee, Future Shapers Forum at the ANU	It is important and appropriate that senior ACT public servants support Canberra institutions. The Forum is attended by Australian leaders from policy, business, social enterprise and academia to develop both professionally and network. As Head of Service and Director-General, I advise the Chief Minister and therefore have potential to influence budget decisions. By ensuring transparency in my acceptance of this invitation, and also noting the minimal nature of the portion of the ACT Budget attributed to this organisation, I consider any perceived conflicts of interest appropriately managed.	Attend	Agreed	Sue Hall	Executive Director Corporate	9 June 2017	9 June 2017	No approval necessary as it is an event.
113	Economic Development		Innovate Canberra	Event	8 June 2017	VIP ticket to the Industry Gala Awards Night	\$150		Department of Defence	Nil	Attend	Agreed	Kareena Arthy	Deputy Director-General, Enterprise Canberra	9 June 2017	13 June 2017	No approval necessary as it is an event.
114	Chief Minister		Director-General	Event	3 June 2017	Three course meal - formal dinner	\$150		Air events	This is the Department of Defence's major industry event held in Canberra. The ACTPS sponsors the event. It is attended by Australian leaders policy, business, social enterprise and academia to develop both professionally and network. The Chief Minister is delivering the keynote speech and welcome address. As Head of Service and Director-General, I advise the Chief Minister and therefore have potential to influence budget decisions. By ensuring transparency in my acceptance of this invitation, and also noting the minimal nature of the portion of the ACT Budget attributed to this organisation, I consider any perceived conflicts of interest appropriately managed.	Attend	Agreed	Sue Hall	Executive Director, Corporate	13 June 2017	13 June 2017	No approval necessary as it is an event.
115	Treasury		Economic and Finance Group	Event	30 June 2017	Attendance at CHC Table at MBA Awards Dinner	\$200		CHC	Perceived conflict given my responsibility for CHC/Treasury relationship. However benefits from building relationship and industry stakeholder networking.	Attend					21 June 2017	No approval necessary as it is an event.
116	Chief Minister		Corporate	Event	28 June 2017	Innovate Canberra sponsor the ACT Naidoc Business of the Year Award. As part of the sponsorship they have a table. Some attendees have returned their tickets and these have been offered to Sch 2 s2.2(a) to attend as the RAP Working Group Secretariat	\$160		CMTEDD	Nil	Attend	Agreed	Sue Hall	Executive Director, Corporate	29 June 2017	29 June 2017	No approval necessary as it is an event.
117	Economic Development		Office of International Engagement	Gift	31 March 2017	Hardcover set of Books	NZD\$250		Museum of New Zealand, Te Papa Tongarewa		Donate to the ACT Public Library	Agreed	Kareena Arthy	Deputy Director-General, Enterprise Canberra	13 July 2017	14 July 2017	
118	Economic Development		Office of International Engagement	Gift	26 June 2017	Ornamental Shadow Box	\$75		Invest Shenzhen		Held by Commissioner's Office for display purposes	Agreed	Kareena Arthy	Deputy Director-General, Enterprise Canberra	13 July 2017	14 July 2017	
119	Economic Development		Cultural Canberra	Event	13 April 2017	Complimentary ticket for Sch 2 and guest Sch 2 s2.2(a)(ii) to attend production of Constellations on 20 July 2017 at The Street Theatre, an artsACT Facility.	\$90		The Street Theatre	Sch 2 s2.2(a)(ii) manage client relations with The Street Theatre in accordance with the ACT Public Service Values and Code of Ethics.	Attend	n/a				20 July 2017	No approval necessary as it is an event.
120	Economic Development		Cultural Canberra	Event	13 April 2017	Complimentary ticket for Sch 2 to attend dance performance at The Canberra Playhouse, an ACT Government Venue	\$32		QL2 Dance Inc	Sch 2 manages client relations with QL2 in accordance with the ACT Public Service Values and Code of Ethics.	Attend	n/a				26 July 2017	No approval necessary as it is an event.

121	Chief Minister	Sch 2 s2.2(a)(i)	Director-General	Event	26 July 2017	Canberra Region Joint Organisation Board Dinner	\$100	Sch 2 s2.2(a)(i)	Canberra Region Joint Organisation	The Canberra Region Joint Organisation is made up of council members from Bega, Eurobodalla, Hilltops, Goulburn Mulwaree, Queanbeyan-Perang, Snowy Monaro, Upper Lachlan and Yass Valley, collectively with the ACT Government. The Chief Minister is attending the dinner and as Head of Service I have been invited to the Board Dinner. The Board will outline its Economic Development Strategy and blueprint for future wealth growth of the region, to build and sustain more resilient, vibrant and productive communities. As Head of Service and Director-General, I advise the Chief Minister and therefore have potential to influence budget decisions. By ensuring transparency in my acceptance of this invitatio, and also noting the minimal proportion of the ACT Budget attributed to this organisation, I consider any perceived conflict of interest appropriately managed.	Attend	Accept	Sue Hall	Executive Director, Corporate	8 August 2017	8 August 2017	
122	Economic Development		Venues Canberra	Event	10 August 2017	Breakfast	\$25 per person		Canberra Symphony Orchestra	Nil	Attend				16 August 2017	No approval necessary as it is an event.	
123	Chief Minister		Director-General	Event	3 July 2017	Farewell Dinner for Air Chief Marshall [REDACTED] AK AFC (Retd) Chair of th Council of the Order of Australia	\$100		Council of the Order of Australia	As Head of Service I hold a position on the Council of the Order of Australia and it is appropriate that I attend the farewell for the Chair, [REDACTED]. I consider any perceived conflict of interest to be appropriately managed.	Attend	Accept	Sue Hall	Executive Director, Corporate	17 August 2017	17 August 2017	

Register Number	Stream	Recipient	Recipient's Organisation	Gift/Benefit/Hospitality/Event	Reason for Giving Gift	Proposed Gift	Value	Name of Presenter	Name of Person making request	Business Unit of Person Making request	Risk Assessment	Decision	Decision Maker	Title of Decision Maker	Decision Date	Date received Corporate	Notes
1	Chief Minister	Sch 2 s2.2(a)(ii)	Nil	Gift	Presentation of Chief Minister's Governance Lecture	Guide to Records about the Australian Capital Territory and pen	\$55	Kathy Leigh	Danielle Wickman	Territory Records Office	none identified	Approved	Karl Alderson	Deputy Director-General Policy and Cabinet	7 December 2015	8 December 2015	
2	Chief Minister		Committee for Sydney	Gift	Chief Minister's Governance Lecture	Paperweight and Book	\$77	Anne Buttsworth, Advisory Council Chair	Danielle Wickman	Territory Records Office	none identified	Approved	Geoffrey Rutledge	Deputy Director-General Policy and Cabinet	17 August 2016	17 August 2016	
3	Treasury		Various (see form)	Gift	Gift reciprocation	100 House Book	Nil (previously paid for as part of centenary)	Michael Young	Mikaela Turner	Workplace Safety and Industrial Relations	Risk assessment procedures have been followed with regard to gift giving	Approved	Michael Young	Executive Director Workplace Safety and Industrial Relations Division	1 November 2016	2 November 2016	Seeking clarification on cost.

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Recipient	Section	Date of Offer	Description	Estimated Value	Name of giver	Giver's organisation	Potential conflict of Interest	Proposed action	Decision	Decision Maker	Decision Date
Sch 2 s2.2(a)(ii)	HoS	20/10/2017	Two bottles of red wine - Given as guest speaker at event	\$40-	Sch 2 s2.2(a)(ii)	Chair - Federal & ACT Council Australian Information Industry Association (AIIA)	No conflict	Donate to appropriate CMTEDD event	Approved	Sue Hall ED Corporate	19/12/2017
	HoS	30/11/2017	2 x tickets to the Canberra Premier of <i>Mamma Mia the Musical</i> - 30 November 2017	\$139.95 per ticket		Canberra Theatre Centre	No conflict	Accept invitation and attend	Approved	Sue Hall ED Corporate	14/11/2017
	HoS	5-7/9/17	4 x books, 2 x magazines and book & notebook	\$100-		Director-General Singapore Delegation	No conflict	4x books and magazines to be retained for Arboretum; Book and notebook - retain for Workforce Capability and Governance Division	Approved	Sue Hall ED Corporate	11/10/2017

Centenary - Event Attendance Register

Name of CMTD employee attending and any guests they take	Date of event	Name of giver or host	Description of function/event	Purpose of attendance	Estimated value	Actual or potential Conflict of interest (yes/no)	Action undertaken to address Conflict of Interest
<i>e.g. E M Ployee and Partner</i>	<i>e.g. 1 July 2011</i>	<i>e.g. XYZ Corporation</i>	<i>e.g. Cocktail Party</i>	<i>e.g. Networking with people involved in similar policy development activities</i>	<i>e.g. \$50 per person (approx)</i>	<i>e.g. Yes</i>	<i>e.g. Potential conflict as host may put in bid for future tender - will excuse self from tender process</i>
Sch 2 s2.2(a)(i)	14-Feb	Canberra Theatre Centre	Secret River - Opening night	Hosting partners	\$75		
	15-Feb	Golf Australia	Lunch	Hosting partners	\$100		
	27-Feb	Sporting Women's Congress	Sportswomen's Ball	Hosting partners	\$75		
	06-Feb	One Day International	Bradman Room lunch	corporate sponsor hosting	\$150		
	07-Feb	Arboretum opening dinner	CBC official opening dinner	corporate sponsor hosting	\$150		
	12-Feb	ISPS Handa Open	gala dinner	corporate sponsor hosting	\$120		
	14-Feb	ISPS Handa Open	Breakfast with the Stars	corporate sponsor hosting	\$100		
	14-Feb	ISPS Handa Open	Business lunch	corporate sponsor hosting	\$125		
	15-Feb	ISPS Handa Open	Business lunch	corporate sponsor hosting	\$125		
	16-Feb	ISPS Handa Open	Business lunch	corporate sponsor hosting	\$125		
	17-Feb	ISPS Handa Open	closing ceremony and reception	corporate sponsor hosting	\$90		
	18-Feb	Australia Council reception	reception with Minister of Arts	corporate sponsor hosting	\$80		
	19-Feb	NWRC Dinner	sponsored activity - National Rural Women's Conference	corporate sponsor hosting	\$150		
	27-Feb	Sportswomen's Ball	sponsored activity - Sports Hydrant	corporate sponsor hosting	\$150		
	28-Feb	Design 29	exhibition opening - National Archives of Aust	corporate sponsor hosting	\$80		
	14-Feb	Canberra Theatre Centre	Secret River - Opening night	corporate sponsor hosting	\$75		
	19/02/2013	National Rural Women's Conference Dinner	sponsored activity - National Rural Women's Conference	corporate sponsor hosting	\$150		
	27/02/2013	Sportswomen's Ball	sponsored activity - Sports Hydrant	corporate sponsor hosting	\$150		
	19-Feb	NWRC Dinner	sponsored activity - National Rural Women's Conference	corporate sponsor hosting	\$150		
	22/02/2013	Canberra Show Sponsors Dinner	Dinner	Dinner for sponsors - CCIF	\$50	no	no
	27-Feb	Sportswomen's Ball	sponsored activity - Sports Hydrant	corporate sponsor hosting	\$150		
	01-Feb	National Portrait Gallery	Launch of First Ladies	Represent the Centenary	\$40	No	N/A
	06-Feb	Reconciliation Australia	2103 Reconciliation Action Plan Showcase	Represent the Centenary	\$0	No	N/A
	07-Feb	Centenary of Canberra	CBC First Arboretum Dinner	Host sponsors	\$150	No	N/A
	12-Feb	Golf Australia	ISPS Women's Australian Golf Gala Dinner	Represent the Centenary, host sponsors	\$120	No	N/A
	13-Feb	National Film and Sound Archive	Launch of Imagining the Capital: Canberra on Film	Represent the Centenary	\$10	No	N/A
	14-Feb	Golf Australia	ISPS Women's Australian Golf Sponsor Lunch	Represent the Centenary as a sponsor	\$60	No	N/A
	18-Feb	Australia Council	40th Anniversary reception	Represent the Centenary	\$50	No	N/A
	19-Feb	National Rural Women's Coalition	National Conference Dinner	Represent the Centenary as a sponsor, host sponsors	\$150	No	N/A
	21-Feb	Nat Foundation for Aust Women	Launch of CCIF Exhibition	Represent the Centenary	\$10	No	N/A
	22-Feb	RNCAS	Opening of the Canberra Show	Represent the Centenary, assist CM	\$50	No	N/A
	23-Feb	Burrnju	Burrnju Art Exhibition and Cultural Exchange day	Represent the Centenary	\$0	No	N/A
	28-Feb	New Best Friend	Launch of You Are Here Festival	Represent the Centenary	\$0	No	N/A
	28-Feb	National Archives of Australia	Opening of Design 29	Represent the Centenary	\$10	No	N/A
	18-Feb	Australia Council	Australia Council Reception	Represent the Centenary	\$0	No	N/A
	19-Feb	NWRC Dinner	sponsored activity - National Rural Women's Conference	corporate sponsor hosting	\$150	No	N/A
	21-Feb	National Foundation for Australian Women	Launch of online exhibition	Represent the Centenary	\$0	No	N/A

Centenary - Event Attendance Register

Name of CMTD employee attending and any guests they take	Date of event	Name of giver or host	Description of function/event	Purpose of attendance	Estimated value	Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
<i>e.g. E M Ployee and Partner</i>	<i>e.g. 1 July 2011</i>	<i>e.g. XYZ Corporation</i>	<i>e.g. Cocktail Party</i>	<i>e.g. Networking with people involved in similar policy development activities</i>	<i>e.g. \$50 per person (approx)</i>	<i>e.g. Yes</i>	<i>e.g. Potential conflict as host may put in bid for future tender - will excuse self from tender process</i>
Sch 2 s2.2(a)(ii)	20-Mar-13	Centenary of Canberra (Canberra Theatre Centre)	Opening night of Thursday (Collected Works)	Hosting partners	\$73	No	
	26-Mar-13	Centenary of Canberra (Canberra Theatre Centre)	Opening night of Wunderkammer (Collected Works)	Hosting partners	\$55	No	
	10-Mar	Centenary of Canberra	Cruise on MV Southern Cross	Thank you event for diplomatic community	\$90		
	11-Mar	Centenary of Canberra	VIP lunch in Famous Spiegelgarden	VIP thank you and sponsor lunch	\$100		
	11-Mar	Centenary of Canberra	Club 100 marquee	VIP event to support symphony	\$66		
	09-Mar	UN Women	International Women's Day lunch	Hosting partners	\$100		
	20/03/2013	Canberra Theatre Centre	Thursday - Opening Night	Networking with arts industry	\$75		
	21/03/2013	Megalo Arts Access	Megalomania Book launch - Paperchain Bookstore	Networking with local arts organisation/artists	\$20		
	19/03/2013	SCH 2	Briefs - The Spiegelgarden	Networking with arts industry	\$50		
	11-Mar	Centenary of Canberra	Soiree at the Deck	VIP event to thank sponsors	\$89		
	11-Mar	Centenary of Canberra	VIP lunch in Famous Spiegelgarden	VIP thank you and sponsor lunch	\$100		
	11-Mar	Centenary of Canberra	Club 100 marquee	VIP event to support symphony	\$66		
	10-Mar	Centenary of Canberra	Money can't buy experience - Toulouse Latrec NGA	Hosting sponsors	\$30		
	10-Mar	Centenary of Canberra	Money can't buy experience - Toulouse Latrec NGA	Hosting sponsors	\$30		
	08/03/2013	UN Women	International Women's Day lunch	Hosting partners	100	no	no
	04/03/2013	Questacon	NKRYPT Launch	Represent the Centenary	0	No	N/A
	06-Mar	National Museum of Australia	Launch of Glorious Days Australia 1913	Represent the Centenary	\$20	No	N/A
	07-Mar	Canberra Int Music Festival	Launch of 2013 Program	Represent the Centenary	0	No	N/A
	11-Mar	Centenary of Canberra	VIP lunch in Famous Spiegelgarden	Represent the Centenary, host sponsors	100	No	N/A
	12-Mar	Canberra and Dis Historical Society	Canberra Day Oration	Represent the Centenary	0	No	N/A
	13-Mar	Centenary of Canberra	Wrap Event for Centenary Producers	Represent the Centenary	20	No	N/A
	14-Mar	Gallery of Australia Design	Announcement of Capithetical Winners	Represent the Centenary	10	No	N/A
	19-Mar	CIT Yurana Centre	Launch of the CIT Walking Together Exhibition	Represent the Centenary	10	No	N/A
	21-Mar	Canb Convention Bureau	Top Secret Showcase Dinner x 2	Represent the Centenary	200	No	N/A
	22-Mar	BMA Magazine	Launch of At Street Level exhibition	Represent the Centenary	10	No	N/A
	27-Mar	Canberra Convention Centre	Farewell/welcome Centre Managers	Represent the Centenary	30	No	N/A
	29-Mar	Sailability ACT	Opening Ceremony 2013 Access Class Asia-Pacific and Australian Championships	Represent the Centenary	0	No	N/A

Centenary - Event Attendance Register

Name of CMTD employee attending and any guests they take	Date of event	Name of giver or host	Description of function/event	Purpose of attendance	Estimated value	Actual or potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
<i>e.g. F M Ployee and Partner</i>	<i>e.g. 1 July 2011</i>	<i>e.g. XYZ Corporation</i>	<i>e.g. Cocktail Party</i>	<i>e.g. Networking with people involved in similar policy development activities</i>	<i>e.g. \$50 per person (approx)</i>	<i>e.g. Yes</i>	<i>e.g. Potential conflict as host may put in bid for future tender - will excuse self from tender process</i>
Sch 2 s2.2(a)(ii)	06-Apr	Australian War Memorial	money can't buy experience for ActewAGL	hosting sponsors	\$30		
	06-Apr	Australian War Memorial	Beating Retreat	hosting sponsors	\$40		
	22-Apr	AHA ACT	AHA ACT Hospitality Awards	hosting sponsors	\$150		
	29-Apr	South African High Commission	Freedom Day reception	networking for Windows to the World	\$50		
	19-Apr	Centenary of Canberra	Australia vs New Zealand Rugby League Test	corporate sponsor hosting	\$90		
	17-Apr	NRL	Anzac Test fundraising dinner	corporate sponsor hosting	\$125		
	20/04/2013	Morris Register NSW	Dinner Morris 100 Rally	Hosting CCIF	60	no	no
	01-Apr	Masters Athletics	Medal Presentation ceremony	to present medals	0	No	N/A
	05-Apr	Special Olympics	Opening Ceremony of Swimming Competition	Represent the Centenary	0	No	N/A
	06-Apr	Viva le France	Citreon Night	Represent the Centenary	40	No	N/A
	08-Apr	Veterans Golf Association	Welcome Ceremony for Masters Golf Championship	Speech for the Centenary	0	No	N/A
	09-Apr	Centenary of Canberra	Thank you Volunteers Event	Represent the Centenary	\$20	No	N/A
	12-Apr	Veterans Golf Association	Medal Presentation for Masters Golf Championship	to present medals	\$20	No	N/A
	12-Apr	CMAG	Launch of Australia Revealed	Represent the Centenary	\$20	No	N/A
	20-Apr	Morris Club	Launch of the Morris 100 rally	Speak on behalf of the Centenary	0	No	N/A
	22-Apr	AHA ACT	AHA Hospitality Awards Night	Represent the Centenary	120	No	N/A

Centenary - Event Attendance Register

Name of CMTD employee attending and any guests they take	Date of event	Name of giver or host	Description of function/event	Purpose of attendance	Estimated value	Actual or potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
<i>e.g. E M Ployee and Partner Sch 2 s2.2(a)(ii)</i>	<i>e.g. 1 July 2011</i>	<i>e.g. XYZ Corporation</i>	<i>e.g. Cocktail Party</i>	<i>e.g. Networking with people involved in similar policy development activities</i>	<i>e.g. \$50 per person (approx)</i>	<i>e.g. Yes</i>	<i>e.g. Potential conflict as host may put in bid for future tender - will excuse self from tender process</i>
	14-May-13	Centenary of Canberra (Canberra International Music Festival)	Concert No. 10		\$50	no	
	12-May-13	Centenary of Canberra (Canberra International Music Festival)	Concert No. 7		\$25		
	01-May	FashFest	Centenary sponsored mini fashion festival	hosting sponsors	\$95		
	03-May		Centenary sponsored mini fashion festival	hosting sponsors			
	07-May	MOAD	Launch - Arthur Boyd exhibition	networking with national institutions	\$50		
	23/05/2013	Australian Ballet	Opening Night - Symmetries	Networking with arts industry	\$109		
	17/05/2013	Boho Interactive	Opening Night - Word Play	Networking with arts industry	\$20		
	09-May	Centenary of Canberra	Money can't buy experience - Capithetical	Thank you event for ActewAGL	\$30		
	11-May	Centenary of Canberra	money can't buy experience - Piccinini balloon commission	VIP sponsor thank you event with artist, Patricia Piccinini	\$30		
	09-Apr	Centenary of Canberra	Volunteer Thank You Function	Hosting Volunteers	\$30	no	
			Launch Volunteer Week	Networking Volunteer Communities	\$30	no	
	31/05/2013	Chief Minister and Treasury	ACTPS Awards Luncheon	Nominated colleague for an award		no	
	11-May	Centenary of Canberra	money can't buy experience - Piccinini balloon commission	VIP sponsor thank you event with artist, Sch 2 s2.2(a)	\$30		
	31-May	National Gallery	Opening night - Turner from the Tate				
	31/05/2013	Chief Minister and Treasury	ACTPS Awards Luncheon	Nominated for an award		no	
		Centenary of Canberra					
	23/05/2013	(Australian Ballet)	Opening Night - Symmetries	hosting sponsors	\$109	no	
		Centenary of Canberra					
	31/05/2013	(Brumbies Rugby)	Corporate Suite at Brumbies v Hurricanes match	hosting sponsors	\$250	no	
	07/05/2013	Arthur Boyd opening	Exhibition opening	Networking	\$20 pp	no	
	14-May	Centini launch	Official launch, Centenary martini	Networking	\$39	no	
	02-May	Zoo Advertising	Fashfest	Represent the Centenary as sponsor	\$130	No	N/A
	04-May	Zoo Advertising	Fashfest	Represent the Centenary as sponsor	\$130	No	N/A
	14-May	Schmooze	Centini Event	Represent the Centenary as sponsor	\$39	No	N/A

Centenary - Event Attendance Register

Name of CMTD employee attending and any guests they take	Date of event	Name of giver or host	Description of function/event	Purpose of attendance	Estimated value	Actual or potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
<i>e.g. E M Ployee and Partner</i>	<i>e.g. 1 July 2011</i>	<i>e.g. XYZ Corporation</i>	<i>e.g. Cocktail Party</i>	<i>e.g. Networking with people involved in similar policy development activities</i>	<i>e.g. \$50 per person (approx)</i>	<i>e.g. Yes</i>	<i>e.g. Potential conflict as host may put in bid for future tender - will excuse self from tender process</i>

Centenary - Gifts and Benefits and Attendance Register

Name of Recipient	Position Title	Date	Description of gift or benefit	Circumstances of receipt of gift or benefit	Estimated value	Name of Giver	Name of Giver's organisation
Sch 2 s2.2(a)(i)	General Manager	12/01/2013	Ticket to The Secret River	Part of our co-commissioning of this work	\$60		Sydney Theatre Company
	General Manager	29-Jan	2 Tickets to Zero Dark Thirty	Unsolicited	\$34		Dendy Cinema
	Manager, Governance	23-Jan	2 Tickets to Launch of Palace Electric	Unsolicited	\$30	Sch 2 s2.2(a)	Palace Electric

Centenary - Gifts and Benefits and Attendance Register

Name of Recipient	Position Title	Date	Description of gift or benefit	Circumstances of receipt of gift or benefit	Estimated value	Name of Giver	Name of Giver's organisation
Sch 2 s2.2(a)(ii)	Production Coordinator	15/02/2013	Ticket to Secret River				
	Production Coordinator	23/02/2013	Ticket to Henry 4				
	Public Relations Manager	23/02/2013	Tickets to Henry 4		\$158		Canberra Theatre
	Senior Marketing Officer	15/02/2013	Two tickets to Secret River		\$200		Canberra Theatre Centre
	Tourism and Sports Marketing	27/02/2013	National Forum on Future of Women's Sport Conference	Sponsorship	\$120		Sports Hydrant
	Tourism and Sports Marketing	14-Feb-13	Golf Luncheon	Sponsorship	\$100		Golf Australia
	Tourism and Sports Marketing	14-Feb-13	Golf Luncheon	Sponsorship	\$100		Golf Australia
	Community Engagement	15-Feb-13	Ticket to Secret River				Canberra Theatre
	Community Engagement	22-Feb	Ticket to Henry 4 x 2				Canberra Theatre
	Office Manager	15-Feb-13	Two tickets to Secret River		\$200		Canberra Theatre
	Governance and Partnerships Officer	15/02/2013	Ticket to Secret River	Sponsorship	\$100		Canberra Theatre
	General Manager	14/02/2013	2 Tickets to The Secret River	Part of sponsor arrangements	\$166		Canberra Theatre Centre
	General Manager	17/02/2013	2 Tickets to The Secret River	Part of sponsor arrangements	\$166		Canberra Theatre Centre
	General Manager	22/02/2013	4 tickets to the Canberra Show	Part of sponsor arrangements	\$100		RNCAS
	General Manager	26/02/2013	2 Tickets to Henry 4	Part of sponsor arrangements	\$144		Canberra Theatre Centre

Centenary - Gifts and Benefits and Attendance Register

Name of Recipient	Position Title	Date	Description of gift or benefit	Circumstances of receipt of gift or benefit	Estimated value	Name of Giver	Name of Giver's organisation
Sch 2 s2.2(a)(ii)	Production Coordinator	26/03/2013	Ticket to Wunderkammer		\$45		
	Finance Manager	26/03/2013	Ticket to Wunderkammer		\$45		
	Procurement	26/03/2013	Ticket to Wunderkammer		\$45		
	Community Engagement	26/03/2013	Ticket to Wunderkammer x 2		\$90		Canberra Theatre
	Community Engagement	19/03/2013	Ticket Briefs, Speigal x 3				
	Community Engagement	20/03/2013	Ticket to Thursday x 3				
	Production Coordinator	14/01/1900	Ticket Briefs x 3				
	Senior PR Manager	20/03/2013	Ticket Thursday x 2	Invitation	\$73 pp	Sch 2	Brink Productions
	Office Manager	28/03/2013	Ticket to Wunderkammer x 2		\$90		
	Governance and Partnerships Officer	26/03/2013	Ticket to Wunderkammer	Partnership Servicing	\$45		
	Governance and Partnerships Officer	20/03/2013	Ticket to Thursday	Partnership Servicing	\$73		
	PR Manager	06/03/2013	Tickets to Spiegel Gardens x 2		\$60	Sch 2 s2.2(a)	Mizdemeanours
	General Manager	20-Mar	Tickets to Thursday x 2	part of sponsorship	\$146		Canberra Theatre Centre
	General Manager	26-Mar	tickets to Wunderkammer x 2	part of sponsorship	\$110		Canberra Theatre Centre

Centenary - Gifts and Benefits and Attendance Register

Name of Recipient	Position Title	Date	Description of gift or benefit	Circumstances of receipt of gift or benefit	Estimated value	Name of Giver	Name of Giver's organisation
Sch 2 s2.2(a)(ii)	Finance Manager	12-Apr-13	2 tickets to Wulamanayuwi and the Seven Pamanui		\$48		
	Finance Manager	22-Apr-13	Ticket to AHA ACT Hospitality Awards		\$205		
	Procurement	22-Apr-13	2 tickets to Wulamanayuwi and the Seven Pamanui		\$48		
	PR Manager	13/04/2013	4 tickets to Wulamanayuwi and the Seven Pamanui		\$96		
	General Manager	04/04/2013	2 Tickets to An Idea Takes Flight	Unsolicited	\$60		National Institute of Dramatic Art
	General Manager	05/04/2013	2 tickets to Corporate box for Brumbies game	unsolicited	\$200		Aerial Taxis
	General Manager	09/04/2013	2 tickets to As We Forgive	part of sponsorship arrangement	\$110		Canberra Theatre Centre
	General Manager	12/04/2013	2 tickets to Wulamanayuwi and the Seven Pamanui	part of sponsorship arrangement	\$48		Canberra Theatre Centre

Centenary - Gifts and Benefits and Attendance Register

Name of Recipient	Position Title	Date	Description of gift or benefit	Circumstances of receipt of gift or benefit	Estimated value	Name of Giver	Name of Giver's organisation

Chief Minister and Cabinet Directorate Gift and Benefits Register

Date entered	Name of Recipient	Name of Giver	Description of Gift of Benefit	Date Notified	Decision on Gift	Decision Maker	File No.	
Out of Scope								
22/03/2013	Sch 2 s2.2(a)(ii)	ANZSOG	\$50 David Jones Gift Card	12/04/2013	Retain in Workforce Capability and Governance Division	Director Corporate	08/13528	
27/06/2013		ANZSOG	Hotel Accommodation and Dinner (attending workshop as speaker)	21/06/2013	Recipient to accept	Director Corporate	08/13528	
13/12/2013		Indonesian Finance Delegation	Indonesian Shadow Puppet	18/11/2013	Retain in Workforce Capability and Governance Division	Director Corporate	08/13528	
13/12/2013		Sch 2 s2.2(a)(ii), Women's Federation of Inner Mongolia	Mongolian Sand and Wood Art Display Piece - Galloping Horse	14/11/2013	Keep for display within Office of Industrial Relations/CMTD	Director Corporate	08/13528	
28/04/2014		Shanghai Normal University	Glass and Tassle Hanging Decoration	10/04/2014	Retain within Directorate for display	Director Corporate	08/13528	
30/05/2014		ANZSOG	Pen in Case	09/05/2014	Use within Division	Director Corporate	08/13528	
12/03/2015		ACT Law Society	Bottle of 2003 John's Blend Cabernet Sauvignon	unknown	Use for Directorate related social event	Executive Director Corporate	08/13528	
01/04/2015		Sch 2 s2.2(a)(ii)		Team lunch (for seven)	07/04/2015	Attendance approved	Head, Asbestos Taskforce	08/13528
10/07/2015		IPAA		Johnnie Walker Gold Label	11/03/2015	Given to charity	Director-General	08/13528
10/07/2015		Sch 2 s2.2(a) (Bowden Advisory Services)		Ticket to the Australian Property Institute Breakfast 'State of the Market'	26/06/2015	Attendance approved	Director?	08/13528
14/07/2015		API/REIACT		Gift Basket biscuits, chocolate, wine etc	14/07/2015	Taskforce to keep	Executive Director Corporate	08/13528



EVENT ATTENDANCE REGISTER

On occasions where you accept an invitation to an event, function or meal as a guest of a person or organisation outside of the Directorate it should be recorded on the Event Attendance Register. Each Division is to maintain a copy for use by the Division's staff.

While approval is not required prior to accepting an invitation, it is important to consider any possible conflicts of interest (see [Conflict of Interest Factsheet](#) on the Business Portal) before deciding to accept an invitation. The Senior Executive Responsible for Business Integrity Risk (SERBIR) is able to assist staff in their consideration of any possible conflict.

Each Division is required to provide an up to date copy of their Register to the SERBIR at the end of each quarter for review.

Note this Register does not include gifts of tickets to events – for example a door prize at a conference of two tickets to the Theatre. These should be notified on the Gifts Form and provided to the Director-General or Delegate for a decision.

EVENTS ATTENDANCE REGISTER

<u>Date of Event</u>	<u>Name of Giver or Host</u>	<u>Description of function / event</u>	<u>Name of CMTD Employer attending and any guests they take.</u>	<u>Purpose of Attendance</u>	<u>Approximate Value</u>	<u>Actual or Potential Conflict of Interest (yes/no)</u>	<u>Action undertaken to address Conflict of Interest</u>
1 July 2011	XYZ Corporation	Cocktail party	E M Ployee and Partner	Networking with people involved in similar policy development activities	\$50 per person (approx)	yes	Potential conflict as host may put in bid for future tender – will excuse self from tender process.

Out of Scope

22 March 2013	ANZSOG	Dinner	Sch 2 s2.2(a)(ii)	Speaker	\$100	No	

Events Attendance Register for Head of Service 2012-2013

Date of Event	Name of Giver or Host	Description of function / event	Name of CMCD Employer attending and any guests they take.	Purpose of Attendance	Approximate Value	Actual or Potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
25 January 2013	National Australia Day Council	Australian of the Year Awards 2013	Sch 2 s2.2(a)(ii)	Head of Service – ACT PS representative	\$100	No	N/A
26 January 2013	National Australia Day Council and ACT Govt	Australia Day Fireworks		Head of Service – ACT PS representative	-	No	N/A
6 February 2013	Economic Development Directorate	Commonwealth Bank One Day Onternational Match and Official Dinner		Head of Service – ACT PS representative	\$100	No	N/A
18 February 2013	Australia Council	Cocktail Reception to Meet the Australia Council		Head of Service – ACT PS representative	nominal	No	N/A
21 February 2013	ActewAGL	ActewAGL Dinner		Head of Service – ACT PS representative	\$150	No	N/A
26 February 2013	Bell Shakespeare	Opening Night Performance of HENRY 4		Head of Service – ACT PS representative	\$60	No	N/A
6 March 2013	National Museum of Australia	Exhibition Opening of GLORIOUS DAYS Australia 1913		Head of Service – ACT PS representative	nominal	No	N/A

18 March 2013	ANZSOG	Executive Leadership Program Dinner	Sch 2 s2.2(a)(ii)	Sch 2 s2.2(a)(ii) – Guest Speaker	\$75	No	N/A
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Gift Register

Date entered	Name of Recipient	Name of Giver	Description of Gift of Benefit	Date received	Decision on Gift	Reason for decision	Over \$40? (yes/no)	Notified CMTEDD	Decision Maker	Date form Sent to CMTEDD Corporate
16/09/2015	Sch 2 s2.2(a)(ii)	Sch 2	Pack of tea	16/09/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
22/10/2015		Japan trip	Nara Uni bag and cap	13/10/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
22/10/2015		Japan trip	2 fans	14/10/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
22/10/2015		Japan trip	Padded bag	14/10/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
22/10/2015		China trip	Scarf	11-15/4/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
22/10/2015		China trip	Scarf	11-15/4/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
22/10/2015		China trip	Scarf	11-15/4/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
22/10/2015		China trip	Picture	11-15/4/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
22/10/2015		China trip	Picture	11-15/4/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
19/10/2015		TAMS Rangers	Artefact	19/10/2015	Keep as under \$40	To refuse would have offended	No	Not required	HoS	
28/07/2016		Institute of Internal Auditors - Australia	Bottle of Wine	28/07/2016	Keep as under \$40 Donate to CMTEDD Social Club	To refuse would have offended	No	Not required	HoS	
05/08/2016		ANZSOG	Tea/Coffee Set	04/08/2016	Keep as under \$40 Donate to CMTEDD Social Club	To refuse would have offended	No	Not required	HoS	
08/09/2016		ANZSOG Panel Member	Bottle of Red Wine	06/09/2016	Keep as under \$40 Donate to CMTEDD Social Club	To refuse would have offended	No	Not required	HoS	
10/11/2016		IPAA Conference - Panel Member	Bison Pottery	10/11/2016	Keep as under \$40 Donate to CMTEDD Social Club	To refuse would have offended	No	Not required	HoS	
08/03/2017		Attend Farewell to	Sch 2 s2.2(a)(ii)	Farewell Cocktail Party	06/03/2017	Keep as under \$40	To refuse would have offended	No	Not required	HoS

Events Attendance Register

Date of Event	Name of Giver or Host	Description of function / event	Any guests they take	Purpose of Attendance	Approximate Value	Conflict of Interest (yes/no)	Action to address Conflict of Interest	Date Sent to CMTEDD Corporate
<i>eg: 1 July 2011</i>	<i>XYZ Corporation</i>	<i>Cocktail party</i>	<i>E M Ployee and Partner</i>	<i>Speaker</i>	<i>\$50 per person (approx)</i>	<i>yes</i>	<i>Will excuse myself from future tender processes.</i>	
22/02/2016	IPAA	International Women's Day Breakfast	Nil	Invited guest	\$ 90.00	No	N/A	
31/03/2016	Paid for by ACTPS	CM 'State of the Territory' address	Nil	Attendee	\$ 95.00	No	N/A	27/07/2016
28/04/2016	National Centre for Australian Children's Literature	Opening of the John Barrow Collection which included a light lunch	Nil	Invited guest	\$ 30.00	No	N/A	
04/05/2016	KPMG	Post Post Budget Address for 2016 Federal Budget Luncheon	Nil	Invited guest	\$ 30.00	No	N/A	27/07/2016
08/06/2016	MBA ACT	Presidents Luncheon	Sch 2	Invited guest/speaker	\$ 30.00	No	N/A	27/07/2016
03/08/2016	ANZSOG	ANZSOG Annual Conference 2016 (Cost includes flights to Sydney return and day attendance at the conference)	Nil	Invited speaker	\$ 1,658.00	No	N/A	27/07/2016
26/10/2016	Noetic	Attend Annual Business Function	Nil	Invited guest	\$ 30.00	No	N/A	
27/10/2016	Canberra Theatre Centre	Two tickets to Sophocles Antigone	Sch 2	Invited guest	\$ 45.00	No	N/A	26/10/2016
02/11/2016	Canberra Theatre Centre	Two tickets to ACTEWAGL Llewellyn Hall Series Tchaikovsky	s2.2(a)(ii)	Invited Guest	\$ 88.00	No	N/A	26/10/2016
23/11/2016	Queensland Ballet	Two Tickets to Opening Night of the Nutcracker		Invited Guest	\$ 90.00	No	N/A	26/10/2016
		Ticket to Versailles: Treasures from the Palace		Invited Guest	\$ 56.00	No	N/A	08/11/2016

Recipient	Section	Date of Offer	Description	Estimated Value	Name of giver	Giver's organisation	Potential conflict of Interest	Action	Date notified	
Sch 2 s2.2(a)(ii)	Office of Head of Service	09/10/2017	Welcome Afternoon Tea for New Electoral Commissioner Sch 2 and Oath/Affirmation Ceremony	\$ 25.00	Sch 2 s2.2(a)(ii)	Speaker of the ACT Legislative Assembly	No conflict	Attend event	09-Oct	
	Office of Head of Service	06/10/2017	Alf Rattigan Lecture 2017	\$ 30.00		ANZSOG	No conflict	Attend event	09-Oct	
	Office of Head of Service	20/10/2017	Address by Sch 2 s2.2(a)(ii) CEO CSIRO, including light lunch	\$ 40.00		CSIRO	No conflict	Attend event	30-Oct	
	Office of Head of Service	15/11/2017	Centre for Strategy & Governance - Annual Event - Guest Speaker Sch	\$ 40.00		Centre for Strategy & Governance	No conflict	Attend event	15-Oct	
	Office of Head of Service	23/11/2017	2017 Australian Training Awards	\$ 100.00		Department of Education and Training	No conflict (Gift Form prepared and given to Sue Hall)	Attend event	14-Nov	Did not attend
	Office of Head of Service	29/11/2017	Afternoon Tea for the retirement of Sch 2 s2.2(a)(ii)	\$ 15.00		Office of the Solicitor General	No conflict	Attend event	21-Nov	
	Office of Head of Service	29/11/2017	Celebration /Reception for the Birth of His Majesty the Emperror of Japan	\$ 40.00		Ambassador of Japan	No conflict	Attend event	09-Nov	
	Office of Head of Service	30/11/2017	Two Tickets to Mamma Mia	\$ 279.90		Canberra Theatre Centre	No conflict (Gift Form prepared and given to Sue Hall)	Attend event	14-Nov	
	Office of Head of Service	01/12/2017	Sch 2 Deanship Party	\$ 40.00		ANU College of Law	No conflict	Attend event	16-Nov	
	Office of Head of Service	05/12/2017	Microsoft Lunchtime Event by President, Sch 2	\$ 40.00		Microsoft	No conflict	Attend event	20-Nov	Event was cancelled
	Office of Head of Service	07/12/2017	Lecture and Dinner Following the 2017 Annual Kirby Lecture	\$ 100.00		ANU College of Law	No Conflict	Attend event	17-Nov	
	Office of Head of Service	08/12/2017	Speaker's Drinks	\$ 20.00		Speaker of the ACT Legislative Assembly	No conflict	Attend event	23-Nov	
	Office of Head of Service	14/12/2017	Farewell Drinks Sch 2 - Victims of Crime Commissioner	\$ 20.00		Act Human Rights Commission	No conflict	Attend event	30-Nov	

Recipient	Section	Date of Offer	Description	Estimated Value	Name of giver	Giver's organisation	Potential conflict of Interest	Action	Date notified

Invitation to Events

Recipient	Section	Date of Offer	Description	Estimated Value	Name of Giver	Giver's Organsiation	Potential Conflict of Interest	Action	Date Notified
Sch 2 s2.2(a)(ii)		14/06/2017 (date sponsorship agreement signed)	Free ticket to attend Red Carpet Awards in Brisbane on 14 October 2017, offered as part of ACT Gov Sponsorship for GovHack 2017. Drinks and canapes also offered during the award evening. OCDO paid for own travel and accommodation	\$100	Sch 2 s2.2(a)(ii)	GovHack Australia	No	Accepted	
	OCDO	16/10/2017	Dinner with FST Conference Speakers	\$100		FST Media Pty Ltd	No	Accepted	
	OCDO	26/09/2017	Free tickets to attend PSN cloudera Government forum	\$120		PSN	No	Accepted	
	OCDO	31/08/2017	Free tickets to attend FST Government conference	\$324.50		FST Media Pty Ltd	No	Accepted	
	OCDO	31/08/2017	Free tickets to attend FST Government conference	\$324.50		FST Media Pty Ltd	No	Accepted	
	OCDO	10/10/2017	Free tickets to attend PSN cloudera Government forum	\$120		PSN	No	Accepted	
	OCDO	03/11/2017	Free Tickets to GovDisrupt Canberra	\$100		Omni Channel Media	No	Accepted	
	OCDO	10/10/2017	Free tickets to attend PSN cloudera Government forum	\$120		PSN	No	Accepted	
	OCDO	27/03/2018	Public Sector Conference and Exhibition	\$195		PSN	No	Accepted	
	OCDO	21/02/2018	4th Australian Government Data Summit	\$1,399		Akolade	No	Accepted	

Recipient	Section	Date	Description	Estimated Value	Name of Giver	Giver's Organsiation	Potential Conflict of Interest	Proposed Action	Decision	Decision Maker	Decision Date
Sch 2 22/02/18	OCDO	14-16 Feb 18	Google Home device	\$140	IPQC	IPQC	None	Keep	Keep	Ole Nielsen	21/02/2018

Recipient	Recipient's Organisation	Reason for giving gift	Proposed Gift	Value	Name of Presenter	Area purchasing gift	Risk Assessment	Decision	Decision Maker	Decision Date

Function	Reason for Providing Hospitality	Location	Date & Time of Event	Number of attendees			Estimated Cost	Is alcohol provided, if so - justification?	Does it meet ACTPS Healthy Food & Drink Choice Policy?	Area running event	Decision maker	Decision Date
				CMTE/DD	Other ACTPS	External						

Event Attendance Register - DIRECTOR

Date of Event	Name of Giver or Host	Description of function / event	Name of EDD Employee attending and any guests they take.	Location	Purpose of Attendance	Approximate Value	Attended (yes/no)	Actual or Potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
e.g. 1 July 2011	XYZ Corporation	Cocktail party	E M Ployee and Partner		Networking with people involved in similar policy development activities	\$50 per person (approx)		yes	Potential conflict as host may put in bid for future tender - will excuse self from tender process.

Out of Scope

17/01/2013	Tennis ACT	Australian Open - President's Reserve	Sch 2 s2.2(a)(ii)	Melbourne - Rod Laver Arena	Networking/Social	\$250	No	No	
07/01/2013	Football Federation Australia	2013 Futsal Champs Opening Ceremony	Sch 2 s2.2(a)(ii)	AIS	Networking	N/A	Yes	no	
13/01/2013	Deaf Touch Football Aus	2013 National Championships	Sch 2 s2.2(a)(ii)	Deakin Ovals	Social	N/A	No	No	
08/02/2013	Sports Med ACT	50th Birthday of SMA	Sch 2 s2.2(a)(ii)	University House	Social	\$100	Yes		
26/01/2013	Events ACT	Australia Day Celebrations	Sch 2 s2.2(a)(ii)	Commonwealth Park	Social	N/A	No		
29/01/2013	Cricknet ACT	PM's XI	Sch 2 s2.2(a)(ii)	Maunka Oval	Networking	120			
09/03/2013	AFL ACT/NSW	Season Launch	Sch 2 s2.2(a)(ii)	Kippax Oval	Social	N/A	Yes	No	
28/02/2013	Canberra Raiders	Season Launch	Sch 2 s2.2(a)(ii)	National Arboretum	Networking	N/A	Yes	No	
17/03/2013	Archery 2013	Opening of Archery Centre	Sch 2 s2.2(a)(ii)	Greenway Oval	Networking	N/A	YES		
27/02/2013	Sports Hydrant	Womens Congres Conference/Ball	Sch 2 s2.2(a)(ii)	LIC/Parliment	Networking	\$500	Yes	No	
26/02/2013	Royal Life Saving ACT	ACT Water Safety Awards	Sch 2 s2.2(a)(ii)	ACT Legislative Assembly	Networking	N/A	Yes	No	
22/02/2013	Canberra Capitals	Gala Dinner	Sch 2 s2.2(a)(ii)	Tradies	Networking	\$105	NO	No	
13/03/2013	AFL ACT/NSW	NEAFL Season Launch	Sch 2 s2.2(a)(ii)	The Bar, Walsh Bay,NSW	Networking	N/A	No	No	
06/07/2014	Kanga Cup	Kanga Cup Opening Ceremony	Sch 2 s2.2(a)(ii)	AIS	Networking				

Gift Register - DIRECTOR

http://eddintranet.act.gov.au/forms_and_templates/human_resources/conduct_in_the_actps/gifts_register

Date	Gift Description	Organisation	Staff Member Receiving Gift	Details placed on EDD Gift Register (yes/no)
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Event Attendance Register - DIRECTOR

Date of Event	Name of Giver or Host	Description of function / event	Name of EDD Employee attending and any guests they take.	Location	Purpose of Attendance	Approximate Value	Attended (yes/no)	Actual or Potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
e.g.: 1 July 2011	XYZ Corporation	Cocktail party	E M Ployee and Partner		Networking with people involved in similar policy development activities	\$50 per person (approx)		yes	Potential conflict as host may put in bid for future tender – will excuse self from tender process.
04/08/2014	Tennis ACT	Media Event	Sch 2 s2.2(a)(ii)	Lyneham Tennis Centre	Business	N/A	Yes	No	
09/08/2014	GWS Giants	Giants match v North Melbourne		Manuka Oval	Networking	\$100	Yes	No	
13/08/2014	GWS Giants/ACTEW AGL	Private Dinner		Hotel Hotel	Business	\$150	Yes	No	
30/08/2014	UC Brumbies	Brumby Ball		AIS	Networking	\$170	Yes	No	
10/09/2014	Canberra Raiders	2014 Meninga Medal		AIS	Networking	\$220	Yes	No	
29/08/2014	ACTSPORT	Hall of Fame Dinner		Woden Tradies	Networking	\$150	Yes	No	
19/08/2014	Griffin Legal	Working with Vulnerable People		Griffin Legal	Business	N.A	Yes	No	
26/08/2014	AFL	An Evening with the AFL Dinner		Parliment House	Networking	\$200	No	No	
06-Sep-14	Basketball ACT	Presentation Dinner		Ainslie Football Club	Networking	\$50	Yes	No	
07/09/2014	AFL ACT	Presentation Dinner		Hellenic Club	Networking	\$50	Yes	No	
16/09/2014	Hockey ACT	Brophy and McKay Medal		Canberra Labor Club	Networking	\$100	Yes	No	
12/09/2014	ACTSPORT	Hall of Fame Opening		UC Sports Commons	Business	N/a	Yes	No	
16/09/2014	Tuggeranong United	FFA Cup match v Melbourne Victory		Vikings Park	Networking	\$25	No	No	
12/09/2014	Events ACT	Floriade Launch		Commonwealth Park	Business	N/a	Yes	No	
23/10/2014	Brumbies	John Eales Medal		Royal Randwick	Networking	\$200	No	No	
24/01/2015	Tennis ACT	Australian Open - Exec Suite		Hisense Arena	Networking	\$250	No	No	
05/11/2014	Canberra Calvary	Sponsor Event		Narrabundah Ballparl	Networking	N/A	Yes	No	
22/10/2014	Australian Baseball League	Watch World Series		The Star	Networking	N/A		No	
20/10/2014	Heart Foundation ACT	LiveLighter Launch		National Library of Australia	Networking	N/A	Yes	No	
22/10/2014	Volleyball ACT	Canberra Heat v Adelaide Storm		National Hockey Centre, Lyneham	Networking	N/A	Yes	No	
19/11/2014	Territory and Venues	ODI Aus v South Africa	Manuka Oval	Networking	\$150	Yes	No		
08/11/2014	EDD	Christmas Networking Function	Eucalypt Room - Transact House	Networking	N/A	Yes	No		
20/11/2014	Cricket ACT	PM XI Launch	Maunka	Networking	n/a	Yes	No		

29/11/2014	Netball Australia	Australia Netball Awards	Sch 2 s2.2(a)(ii)	Parliament House	Business	\$150	Yes	No	
12/12/2014	Netball ACT	Christmas Drinks	Sch 2 s2.2(a)(ii)	Botanic Gardens	Networking	n/a	Yes	No	
30/11/2014	Basketball ACT	Australian Schools Championships		Southern Cross Stadium Tuggeranong	Networking	n/a	No	No	
07/12/2014	Hockey ACT	Aus Open Indoor Hockey Champs		Lynham Hockey Centre	Networking	n/a	No	No	
21/12/2014	FFA	W League Final		nib Stadium Perth	Networking	\$50		No	
14/01/2014	Territory and Venues	PM's XI		Manuka Oval	Networking	\$100	No	No	
19/12/2014	Cricket ACT	Metors v QLD Fire		Maunka Oval	Networking	\$50	No	No	
08/01/2015	Victorian Government	AFC Asian Cup Function		Government House Melbourne	Business	N/A	No	No	
13/01/2015	Cultural Facilities Corporation	World of Cricket Exhibition Opening		Canberra Museum and Gallery	Business	N/a	No	No	
06/01/2015	Invest Canberra	Welcome to Canberra - AFC		AIS	Business	N/a	No	No	
04/02/2015	Brumbies Ruby	Season Launch	Sch 2 s2.2(a)(ii)	Regatta Point	Business	N/a	Yes	No	
12/02/2015	Victorian Government	ICC World Cup Opening Event		Melbourne	Business	n/a	no	No	
10/01/2015	AFC	Asian Cup - Korea v Oman	Sch 2 s2.2(a)(ii)	Canberra Stadium	Networking	\$100	Yes	No	
11/01/2015	AFC	Asian Cup - UAE v Qatar		Canberra Stadium	Networking	\$100	No	No	
13/01/2015	AFC	Asian Cup - Kuwait v Korea		Canberra Stadium	Networking	\$100	No	No	
15/01/2015	AFC	Asian Cup - Bahrian v UAE		Canberra Stadium	Networking	\$100	yES	No	
18/01/2015	AFC	Asian Cup - China v North Korea		Canberra Stadium	Networking	\$100	No	No	
20/01/2015	AFC	Asian Cup - Iraq v Palestine		Canberra Stadium	Networking	\$100	No	No	
23/01/2015	AFC	Asian Cup - Quarter Final		Canberra Stadium	Networking	\$100	No	No	
07/02/2015	Athletics ACT	Canberra Track Classic		AIS	Networking	n/a	No	No	
27/02/2015	Raiders	Season Launch		National Gallery	Networking	\$120		No	
12/02/2015	Tennis ACT	Gala Dinner		QT Hotel	Networking	\$150	Yes	No	
03/05/2015	Events ACT	Cricket World Cup Match - SA v Ireland	Sch 2 s2.2(a)(ii)	Manuka Oval	Networking	\$70	Yes	No	
24/02/2015	Events ACT	Cricket World Cup Match - West Indies v Zimbabwe		Manuka Oval	Networking	\$70	Yes	No	
18/02/2015	Events ACT	Cricket World Cup Match- Afgahastian v Bangladesh		Maunka Oval	Networking	\$70	Yes	No	
17/04/2015	Brumbies	State of Union Lunch		QT Hotel	Networking	\$200	Yes	No	
25/03/2015	Cricket ACT	Cricket ACT Grade Dinner		Woden Tradies	Networking	\$150	Yes	No	
02/04/2015	ANU Sport	Interschool AFL Match		South Oval	Networking	N/a	No	No	
19/04/2015	Little Athletics ACT	Annual Awards Night		Southern Cross Club	Networking	\$100	Yes	No	

28/03/2015	CBR Brave	Season Launch	Sch 2 s2.2(a)(ii)	Reconciliation Park	Networking	N/A	No	No
25/04/2015	Territory and Venues	GWS V Gold Coast Suns		Manuka Oval	Networking	\$200	Yes	No
02/05/2015	Weston Creek Cricket Club	Presentation Dinner		Labor Club	Networking	\$100	Yes	No
08/05/2015	ACTSPORT	Lord Taverners Multisport Disability Day		Mpowerdome	Networking	N/A	Yes	No
09/05/2015	Athletics ACT	60TH Anniversary Dinner		Manuka Oval	Networking	\$100	No	No
13/05/2015	CMTEDD Exec	Federal Budget Breakfasat		Parliment House	Networking	\$150	Yes	No
03/06/2015	CMTEDD Exec	ACT Budget Breakfast		National Press Club	Networking	\$100	Yes	No
20/05/2015	ANU Sport	Annual Blues Awards		ANU	Networking	\$100	No	No
05/06/2015	ACT Gov	Post Budget Lunch		CIT Reid	Business	\$30	Yes	No
29/09/2015	Giants	AFL Gran Final Luncheon		Arboretum	Networking	\$195	Yes	No
25/07/2015	Giants	Giants match v Geelong		Manuka Oval	Networking	\$100	No	No
16/06/2015	Netball ACT	Darters Launch		Arboretum	Business	n.a	Yes	No
20/06/2015	Giants	Giants v North Melb		Spotless Stadium	Networking	\$225	Yes	No
30/05/2015	Canberra Raiders	Raiders v Broncos	Sch 2 s2.2(a)(ii) x 5	GIO Stadium	Networking	\$100	Yes	No

Gift Register - DIRECTOR

http://eddintranet.act.gov.au/forms_and_templates/human_resources/conduct_in_the_actps/gifts_register

Date	Gift Description	Organisation	Staff Member Receiving Gift	Details placed on EDD Gift Register (yes/no)
26-Aug	x 2 Jumpers	Australian Baseball League	Sch 2 s2.2(a)(ii)	NO

Event Attendance Register - Active Canberra

Date of Event	Name of Giver or Host	Description of function / event	Name of EDD Employee attending and any guests they take.	Location	Purpose of Attendance	Approximate Value	Attended (yes/no)	Actual or Potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest	
e.g.: 1 July 2011	XYZ Corporation	Cocktail party	E M Ployee and Partner		Networking with people involved in similar policy development activities	\$50 per person (approx)		Yes	Potential conflict as host may put in bid for future tender – will excuse self from tender process.	
27/07/2015	Physical Activity Foundation	Active Kids Challenge	Sch 2 s2.2(a)(ii)	Harrison School	Business	Nil	Yes	No		
05/07/2014	Capital Football	Kanga Cup Opening		GIO Stadium	Business	Nil	Yes	No		
01/08/2015	Pegasus	Horses Birthday		Pegasus Farm	Business	Nil	No	No		
17/08/2015	Hockey ACT	Capital Hockey Challenge		National Hockey Centre	Business	Nil	Yes	No		
09/09/2015	Raiders	Meninga Medal		AIS Arena	Business	\$150	Yes	No		
09/08/2015	Cricket ACT	National Player Pathway Roadshow		Bradman Room, Manuka Oval	Business	Nil	No	No		
20/08/2015	Cricket ACT	Launch of 2015-16 Prime Ministers XI Match		Bradman Room, Manuka Oval	Business	Nil	No	No		
04/09/2015	Brumbies	Brumbies World Cup Rugby Lunch		Sch 2 s2.2(a)(ii) and guest	Hyatt Hotel	Business	Nil	No	No	
20/08/2015	Cricket ACT	Prime Minister's XI Launch			Manuka Oval, Bradman Room	Business	Nil	No	No	
24/08/2015	Raiders	McIntyre Medal			Southern Cross Club Woden	Business	Nil	Yes	No	
11/09/2015	Heart Foundation	Move More, Sit Less! Forum		Parliament House	Business	Nil	No	No		
10/09/2015	GHD	Transforming Canberra's CBD Forum		National Convention Centre	Business	Nil	No	No		
16/09/2015	Hockey ACT	Brophy McKay Presentation Night		Belconnen Labor Club	Business	Nil	No	No		
29/09/2015	GWS Giants	2015 Toyota AFL Grand Final Lunch		National Arboretum	Business	\$195	Yes	No		
15/10/2015	Next Gen Clubs	Next Gen Canberra Opening		1 Riggall Pl, Lyneham	Business	Nil	Yes	No		
27/09/2015		Opening and Closing Ceremony 2015 Australian Junior Volleyball Championships		AIS Arena	Business	Nil	No	No		
03/10/2015	Volleyball Australia									
06/10/2015	UC Capitals	Season Launch		Ann Harding Centre, Buildin 24 UC	Business	Nil	No	No		
08/10/2015	Capital Football	Canberra United Westfield W-League 2015/16 Season Launch		Floriade - Main Vsita next to Reflection Wall	Business	Nil	No	No		
09/10/2015	Basketball ACT	2015 Basketball ACT Presentation		The Lighthouse Pub	Business	\$15	No	No		
15/10/2015	Capital Football	2015 Capital Football Premier Awards Night		Helenic Club Woden	Business	Nil	Yes	No		
21/10/2015	ANU Sport & Recreation Asso	Intervarsity T20 Cricket Match ANU v UC		South Oval ANU	Business	Nil	No	No		
03/11/2016	Bronwen Overton-Clarke - ACT Government	Healthy and Equitable Eating Workshop		Australian National University	Business	Nil	Yes	No		
10/11/2016	Food Environment, Health Directorate, ACT Government	Invitation to ACT Government forum: Food and drink marketing in the ACT, particularly those targeted to children		Canberra University	Business	Nil	Yes	No		
13/11/2016	ACT Government - Jarrod Emanuel	Australian Sports Technology Industry Executive Lunch - CM Speaking		AIS Arena, Leverrier Crescent Bruce	Business	Nil	Yes	No		
25/11/2016	Sch 2 s2.2(a)(ii)	3rd Annual Tradies Sports Trivia Challenge	Sch 2 s2.2(a)(ii)	Woden Tradies Club, Phillip ACT	Business		Yes	No	\$400 table of 10	
15/01/2016	Canberra Cavalry	Canberra Cavalry Networking Event		MIT Ballpark, Narrabundah	Business	Nil	Yes	No		

Date of Event	Name of Giver or Host	Description of function / event	Name of EDD Employee attending and any guests they take.	Location	Purpose of Attendance	Approximate Value	Attended (yes/no)	Actual or Potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
19/01/2016	ACT Cricket - Sch 2	2016 Under 18 Championships Presentation	Sch 2 s2.2(a)(ii)	GIO Stadium, Bruce	Business	Nil	Yes	No	
20/01/2016	Sch 2	One Day International Cricket (ODI) Match		Manuka Oval	Business	Nil	Yes	No	
01/02/2016	Canberra United Football Club	Canberra United Football Club End of Season Awards Function		Dickson Tradies Club	Business	Nil	Yes	No	
02/02/2016	Cricket ACT and Cricket Australia	Commonwealth Bank Southern Starts ODI Australia V India		Manuka Oval	Business	Nil	Yes	No	
12/02/2016	Canberra Demons	2016 Canberra Demons Season Launch		Manuka Oval	Business	Nil	Yes	No	
17/02/2016	Sch 2 s2.2(a)	Ian de Landelles Farewell		Eastlake Football Club Griffith	Business	Nil	Yes	No	
18/02/2016	Sch 2 s2.2(a)(ii), UC	Pedal Power ACT - 40 Years Strong		Canberra University	Business	Nil	Yes	No	
24/02/2016	Canberra Capitals	Dinner		UC Refectory	Business	Nil	Yes	No	
24/02/2016	GWS Giants - Jack Masters	2016		Canberra City	Business	Nil	Yes	No	
25/02/2016	AFL ACT/NSW - Sch 2 s2.2(a)	2016 NAB Challenge Pre-Match Cocktail Function - Giants vs Western Bulldogs		Manuka Oval	Business	Nil	Yes	No	
26/02/2016	Canberra Raiders	Raiders 2016 Season Launch		The Village Centre, National Arboretum of Canberra	Business	Nil	Yes	No	
04/03/2016	Lamont Montage Services	Ides of March		PJ O'Reilly's West Row Canberra City	Business	Nil	Yes	No	
08/03/2016	Cricket ACT	Cricket ACT Junior Presentations		Manuka Oval	Business	Nil	No	No	
18/03/2016	Basketball ACT	SEABL Season Launch		Treehouse Bar Canberra	Business	Nil	Yes	No	
21/03/2016	PMY Group Territory Manager	Canberra Live - Smart City Workshop		Eastlake Football Club Griffith	Business	Nil	Yes	No	
23/03/2016	Cricket ACT	Cricket ACT Awards Dinner		Woden Tradies Club, Launceston St Phillip ACT	Business	Nil	Yes	No	
24/03/2016	Australian National University	ANU vs University of Adelaide 2016 Intervarsity AFL Challenge		ANU	Business	Nil	No	No	
30/03/2016	Mayor Queanbeyan City Council	Civic Reception		The Q, Queanbeyan	Business	Nil	Yes	No	
05/04/2016	US Embassy & Basketball ACT	Live telecast of the 2016 NCAA Men's Basketball Championship Game		The Dickson Tradies Club	Business	Nil	No	No	
17/04/2016	Little Athletics ACT	2016 Annual Dinner and Awards Night		Southern Cross Club Woden	Business	Nil	No	No	
20/04/2016	Minister Berry's Office	Sch 2 Address as Sex Discrimination Commissioner		Legislative Assembly	Business	Nil	Yes	No	
28/04/2016	Chief Minister's Office	Wellington Delegation - Networking Event		Parlour Wine Room New Actoon	Business	Nil	Yes	No	
30/04/2016	Weston Creek Molonglo Cricket Club	2016 Presentation Night		Weston Creek Labour Club	Business	Nil	No	No	
02/05/2016	University of Canberra	Farewell Reception for Vice-Chancellor Professor Stephen Parker AO		Vice Chancellor's Residence University of Canberra	Business	Nil	Yes	No	
09/05/2016	Volunteering and Contact ACT	2016 ACT Volunteer of the Year Awards		AIS Arena, Leverrier Crescent Bruce	Business	Nil	Yes	No	
19/05/2016	University Canberra, Canberra Capitals	UC Capitals lunch introducing Head Coach Paul Goriss		Ottoman's Restaurant, Canberra	Business	Nil	Yes	No	
24/05/2016	ACT Government	All Executive Speaker Series - Presented by Minister Simon Corbell	QT Canberra	Business	Nil		No		
08/06/2016	Canberra Business Chamber	2016 ACT Budget Breakfast	National Press Club Barton	Business	\$105	Yes	No		

Event Attendance Register - Active Canberra

Date of Event	Name of Giver or Host	Description of function / event	Name of EDD Employee attending and any guests they take.	Location	Purpose of Attendance	Approximate Value	Attended (yes/no)	Actual or Potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
e.g.: 1 July 2011	XYZ Corporation	Cocktail party	E M Ployee and Partner		Networking with people involved in similar policy development activities	\$50 per person (approx)		Yes	Potential conflict as host may put in bid for future tender – will excuse self from tender process.
20/07/2016	Physical Activity Foundation	2016 Active Kids Challenge	Sch 2 s2.2(a)(ii)	Namadgi Primary School	Business	Nil	Yes	No	
07/07/2016	Sch 2	Giants v Collingwood SYDNEY July 9		Spotless Stadium, Sydney Grand Parade, Olympic Park	Business	Nil	Yes	No	
03/07/2016	Capital Football - Sch 2	2016 NSR Kanga Cup Opening Ceremony		Stage 88 Commonwealth Park	Business	Nil	Yes	No	
05/07/2016	Capital Football - Sch 2	2016 NSR Kanga Cup VIP Cocktail Function		H2O Gallery at Questcon	Business	Nil	Yes	No	
28/07/2016	GWS - Sch 2	Giant Hearts - Canberra Business Lunch		Natioinal Museum of Australia	Business	Nil	Yes	No	
23/07/2016	Allistar Twigg, Sneddon, Hall and Gallop Lawyers	Raiders vs New Zealand Warriors		GIO Stadium	Business	Nil	Yes	No	
30/07/2016	Sch 2 - Venues Canberra	Great Western Giants - Chairman's Function		GIO Stadium	Business	Nil	Yes	No	
26/08/2016	YMCA	Sch 2 s2.2(a)(ii) Farewell		Leumeah Lodge, Nicholls	Business	Nil	Yes	No	
26/07/2016	Physical Activity Foundation Lucille Bailie	2016 Telstra Austrlaian Capital Territory Business Awards Dinner		National Gallerty of Australia	Business	Nil	No	Yes	Spoken to Sch 2 - conflict of interest
28/07/2016	Westpac	Extraordinary Event to Celebrate NAIDOC Week		Westpac Board Room, Level 11, 15 London Circuit, Canberra	Business	Nil	No	No	
11/08/2016	Canberra Raider's Sch 2 s2.2(a)	Women in League Dinner		The Rex Hotel	Business	Nil	Yes	No	
24/08/2016	Canberra Raider's (ii)	Les McIntyre Medal Presentation		Tradies Woden	Business	Nil	Yes	No	
18/09/2016	Canberra Raider's	2nd Day of the Junior Grand Finals		Venue TBC	Business	Nil	Yes	No	
13/10/2016	Sport Australia Hall of Fame	Sport Australia Hall of Fame Induction and awards Gala Dinner		Palladium at Crown Southbank Melbourne	Business	Nil	No	No	
17/09/2016	Sch 2 Hon. Sec Hu Guo Bao En Temple of Australia Inc.	Opening Ceremony of the Budhist Temple Gunghalin		Budhist Temple Gunghalin	Business	Nil	Yes	No	
02/09/2016	Aquis Brumbies	Brumby Ball		QT Hotel Canberra	Business	Nil	Yes	No	
13/09/2016	Hockey ACT	Brophy McKay Night		Canberra Labor Club, Belconnen	Business	Nil	Yes	No	
24/08/2016	Raiders	The Les McIntyre Medal		Woden Tradies Club	Business	Nil	Yes	No	
07/09/2016	Physical Activity Foundation	2016 Active Kids Challenge Wrap Up Event		Black Mountain School	Business	Nil	Yes	No	
31/08/2016	Hockey ACT	Capital Hockey Challenge VIP Function		National Hockey Centre	Business	Nil	No	No	
19/09/2016	Raiders	2016 Meninga Medal Presentation Night		QT Hotel Canberra	Business	Nil	Yes	No	
11/09/2016	ACT /South Coast Region AFL	Gala Presentation		Southern Cross Club Phillip	Business	Nil	Yes	No	
29/09/2016	Giants	2016 Toyota AFL Grand Final Lunch		National Arboretum Canberra	Business	Nil	No	No	
06/09/2016	Capital Football	Central Coast Mariners v Canberra Select		Woden Park	Business	Nil	No	No	
07/09/2016	ACT/South Coast Region AFL	AFL Canberra Junior Awards Night		Woden Tradies Club	Business	Nil	Yes	No	
05/09/2016	ACT Olympic Council	Welcome Home cocktail function ACT Olympians		National Museum of Australia	Business	\$50pp	Yes	No	
23/09/2016	Basketball ACT	2016 South East Australian Basketball League (SEABL) End of Season Dinner		Crowne Plaza Canberra	Business	Nil	No	No	
15/09/2016	Capital Cycling	Launch of the 2016 National Capital Tour		Netherlands Embassy	Business	Nil	No	No	
11/09/2016	Capital Football	ACTEW AGL Junior League Presentation Day		Deakin Stadium	Business	Nil	No	No	
29/09/2016	Giants	Giants 2016 Toyota Grand Final Lunch		National Arboretum Canberra	Business	Nil	Yes	No	
28/09/2016	Canberra Business Chamber	Canberra Business Chamber Pre Election Forum		Manuka Oval	Business	\$45pp	Yes	No	

Date of Event	Name of Giver or Host	Description of function / event	Name of EDD Employee attending and any guests they take.	Location	Purpose of Attendance	Approximate Value	Attended (yes/no)	Actual or Potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
05/10/2016	University of Canberra Capitals	UC Capitals Season Launch	Sch 2 s2.2(a)(ii)	ACTEW AGL House	Business	Nil	Yes	No	
05/10/2016	Heartfoundation	Your Health, your Vote - ACT Election Forum		ANU	Business	Nil	Yes	No	
06/10/2016	WomenCANplay	WomenCANplay Official Launch		YWCA Canberra	Business	Nil	Yes	No	
06/10/2016	Heartfoundation	LiveLighter ACT phase three, 'Avoid Sugary Drinks' and 'Grabbable Gut/Toxic Fat',		Canberra Dental Care Allara St Canberra	Business	Nil	Yes	No	
03/11/2016	Capital Football	Canberra United Westfield W-League 2016/17 Season Launch		Westside Acton Park, Barrine Drive, Acton	Business	Nil	Yes	No	
10/11/2016	Russell Kennedy Lawyers	Remembrance Day Eve Fundraiser		Poppy's Cafe, Australian War Memorial, Campbell	Business	\$50 JP paid he	Yes	No	
12/11/2016	Capital Football	Capital Football 2016 Annual Awards		GIO Stadium	Business	Nil	Yes	No	
17/11/2016	Cricket ACT	Cricket ACT Business Breakfast		Abode Apartments Woden	Business	Nil	Yes	No	
18/11/2016	Cricket ACT	Commonwealth Bank Southern Stars v South Africa One-Day International		Manuka Oval	Business	Nil	Yes	No	
18/11/2016	ANU Sport	ANU Sport Scholarship Dinner		Atrium of the National Museum	Business	\$120	Yes	No	
06/12/2016	Sch 2 - Venues Canberra	Victoria Bitter On Day International Cricket		Manuka Oval	Business	Nil	Yes	No	
02/02/2017	ACT Tennis	Farewell to the CEO - Sch 2		The Ruc	Business	Nil	Yes	No	
21/01/2017	Tennis Australia	Australian Open 2017 Day Session	Sch 2 /Guest	People's Club in Hisense Arena, Melbourne Park	Business	Nil	Yes	No	
20/01/2017	Tennis Australia	2017 President's Reserve	Sch 2 s2.2(a)	Rod Laver Arena, Melbourne Park	Business	Nil	Yes	No	There is also a meeting occurring before the Tennis match
31/01/2017	Canberra Cavalry	Canberra Cavalry Awards Night	(ii)	MIT Balpark, Narrabundah	Business	Nil	Yes	No	
24/01/2017	Cricket ACT	National Under 15 Cricket Australia Pathway Champs Presentation Function		Manuka Oval	Business	Nil	Yes	No	
02/02/2017	ACT Tennis	Sch 2 s2.2(a) Farewell		The Ruc, Turher	Business	Nil	Yes	No	
05/02/2017	Capital Football	W-League/A-League Matches		GIO Stadium	Business	Nil	Yes	No	
06/02/2017	Capital Football	Canberra United Awards Function		Tradies Club Dickson	Business	Nil	Yes	No	
11/02/2017	UC Capitals	30th Anniversary of UC Capitals Basketball Game		Southern Cross Club Phillip	Business	Nil	Yes	No	
14/02/2017	Prime Minister	Reception in Honour of the Honourable Ranil Wickremesinghe Prime minister of the Democratic Socialist Republic of Sri Lanka and Professor Sch 2		Parliament House	Business	Nil	Yes	No	
15/02/2017	Sch 2 s2.2(a) (Commissioner for International Engagement)	Prime Minister's XI Cricket Match		Manuka Oval	Business	Nil	Yes	No	
24/02/2017	Canberra Raiders	Canberra Raiders 2017 Season Launch		Rex Hotel, Canberra City	Business	Nil	Yes	No	
07/03/2017	Ambassador of Japan, Sch 2	Send-off University North Owls to Japan		Ambassador's Residence Yarraulmla	Business	Nil	Yes	No	
09/03/2017	GWS Giants	Giants Season Launch		Offices of Farrar Gesinit Dunn, Canberra City	Business	Nil	Yes	No	
10/03/2017	AFL - ACT	AFL Match		Manuka Oval	Business	Nil	Yes	No	
15/03/2017	Capital Football	Female Football Forum		University of Canberra	Business	Nil	Yes	No	
18/03/2017	AFL - ACT	Official AFL Women's Match Day Function celebrating Women in Sport		Manuka Oval	Business	Nil	Yes	No	
19/03/2017	Giants Netball	Giants Netball Game and Giants Game		AIS Arena, Bruce	Business	Nil	Yes	No	
22/03/2017	Canberra Demons	2017 Season Launch Canberra Demons		Pialligo Estate	Business	Nil	Yes	No	
23/03/2017	Cricket ACT	Cricket ACT 2016 - 17 Season Gala		Southern Cross Club Phillip	Business	Nil	Yes	No	
29/03/2017	Canberra Raiders	Canberra Rugby League Launch		Raiders Club, Belconnen	Business	Nil	Yes	No	

Date of Event	Name of Giver or Host	Description of function / event	Name of EDD Employee attending and any guests they take.	Location	Purpose of Attendance	Approximate Value	Attended (yes/no)	Actual or Potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest	
09/04/2017	ACT Little Athletics	Jestar Little Athletics ACT 2017 Gala Dinner	Sch 2 s2.2(a)(ii)	Hellenic Club	Woden	Nil	Yes	No		
21/04/2017	Canberra Raiders	Raiders vs Manly		GIO Stadium	Business	Nil	Yes	No	PFA allocation and arranged	
29/04/2017	Brumbies	Brumbies 2017 Season Launch		GIO Stadium	Business	Nil	Yes	No		
14/05/2017	GWS Giants Netball	GWS Netball Game		AIS Arena, Bruce	Business	Nil	Yes	No		
26/05/2017	Brumbies	Brumbies State of the Union		QT Hotel Canberra	Business	Nil	Yes	No		
16/06/2017	GWS Giants	Giant Hearts - Canberra Business Lunch		Hotel Realm	Business	Nil	Yes	No		
20-Jun-17	Canberra Cavalry	Cavalry 4th of July Baseball Watch Party		Bentspoke Brewing Co.	Business	Nil	Yes	No		
17/06/2017	Hockey ACT	National Hockey Centre Refurbishment Grand Opening		Hockey Centre, Lyneham	Business	Nil	Yes	No		

Event Attendance Register - Active Canberra

Date of Event	Name of Giver or Host	Description of function / event	Name of EDD Employee attending and any guests they take.	Location	Purpose of Attendance	Approximate Value	Attended (yes/no)	Actual or Potential Conflict of Interest (yes/no)	Action undertaken to address Conflict of Interest
e.g.: 1 July 2011	XYZ Corporation	Cocktail party	E M Ployee and Partner		Networking with people involved in similar policy development activities	\$50 per person (approx)		Yes	
22/07/2017	Canberra Raiders	Honour our Female Rugby League Pioneers	Sch 2 s2.2(a)(ii)	GIO Stadium	Business	Nil	Yes	No	
25/07/2017	Griffinlegal	Opening of new office		Canberra City	Business	Nil	Yes	No	
02/08/2017	Griffinlegal	Sports Law and Advisory - Dispute between Cricket Australia and 230 Contracted Players by Sch 2		Canberra City	Business	Nil	Yes		
14/08/2017	ANU Sport	Sch 2 Farewell		The RUC, Turner	Business	Nil	Yes		
16/08/2017	Canberra Raiders	Canberra Region Rugby League 2017 Presentation Evening, The Les McIntyre Medal		Southern Cross Club, Woden	Business	Nil	Yes		
28/08/2017	AFL Canberra	2017 Mulrooney Medal Presentation Dinner		Southern Cross Club, Woden	Business	Nil	No		
30/08/2017	Netball Australia	Australia Diamonds v South Africa Spar Proteas VIP Function		AIS Arena, Bruce	Business	Nil	Yes		
11/09/2017	Canberra Raiders	Canberra Raiders 2017 Meninga Medal Presentation Night		AIS Arena, Bruce	Business	Nil	Yes		
13/09/2017	Hockey ACT	Brophy McKay Presentation Night		Canberra Labor Club, Belconnen	Business	Nil	Yes		
15/09/2017	Griffinlegal	Uni-North FoUNOWLS Rugby Canberra's The Business of Sport Lunch		Canberra Rex	Business	Nil	Yes		
20/09/2017	Volleyball ACT	Canberra Heat 2017 Season Launch		Stanley's Restaurant, Bruce	Business	Nil	Yes		
20/09/2017	Australian Olympic Committee	2017 ACT Pierre de Coubertin Awards		AIS, Bruce	Business	Nil	Yes		
28/09/2017	Great Western Giants	2017 Canberra Grand Final Lunch		National Arboretum	Business	Nil	Yes		
29/09/2017	Fiji Canberra Golfers Association (FCGA)	Charity Golf Day Event		Fairbairn Golf Club	Business	Nil	No		
04/10/2017	Cricket ACT	CBR Elite Women's Team - Season Launch		Manuka Oval	Business	Nil	Yes		
14/10/2017	Capital Football	Capital Football Awards Dinner		National Press Club	Business	Nil	Yes		
27/10/2017	National Convention Centre	VIP Function UC Capitals vs Townsville		Sch 2 + Guest	National Convention Centre	Business	Nil	Yes	
03/11/2017	UC Canberra Capitals	UC Capitals 2017/18 Season Sponsor Breakfast		Sch 2 s2.2(a)(ii)	University of Canberra	Business	Nil	Yes	
05/11/2017	Tennis ACT	Apis Canberra International 2017 Courtside VIP Function		Sch 2 plus Guest	Canberra Tennis Centre, Lyneham	Business	Nil	Yes	
29/10/2017	CEO and Chairman of Rugby World Cup	Rugby World Cup France v Lebanon		Sch 2 s2.2(a)(ii)	Canberra Stadium	Business	Nil	Yes	
03/11/2017	CEO and Chairman of Rugby World Cup	Rugby World Cup Australia vs France		Canberra Stadium	Business	Nil	Yes		
10/11/2017	CEO and Chairman of Rugby World Cup	Rugby World Cup Fiji Vs Italy		Canberra Stadium	Business	Nil	Yes		
07/12/2017	Cricket ACT	U18 National Female Cricket Championships		Manuka Oval	Business	Nil	Yes		
19 - 20/01/20	Tennis ACT	2018 Australian Open Tennis ACT Executive Suite - Day Session		Hisense Arena, Melbourne	Business	Nil	Yes		
24/11/2017	Canberra Cavalry	Canberra Cavalry 2017 Opening Weekend Game		Narrabundah Ball Park	Business	Nil	Yes		
01/12/2017									
14/12/2017	Physical Activity Foundation	Christmas Catch up		UC Sporting Commons	Business	Nil	Yes		
24/01/2018	Sydney Thunder	Big Bash League Cricket		Manuka Oval	Business	Nil	Yes		
08/02/2018	Tennis Australia	Fed Cup Event Dinner		National Arboretum	Business	Nil	Yes		
10/02/2018	Tennis Australia	Fed Cup VIP Hospitality Saturday		Canberra Tennis Centre, Lyneham	Business	Nil	Yes		
01/02/2018	The Prime Minister	Prime Minister's XI Reception		The Lodge	Business	Nil	Yes		
07/02/2018	Sports Advocacy Group	Women's Sport at the Crossroads		Hyatt, Canberra	Business	Nil	Yes		
22/02/2018	Capital Football	National Premier Leagues 2018 Season Launch		National Arboretum	Business	Nil	Yes		
02/03/2018	Canberra Raiders	Canberra Raiders 2018 Season Launch		Hotel Realm	Business	Nil	Yes		
16/02/2018	Plus500 Brumbies	B2018 Brumbies Season Launch		Canberra Rex	Business	Nil	Yes		
Out of Scope									

artsACT - Gifts, Benefits and Attendance Register

Name of Recipient	Position Title	Date	Description of gift or benefit	Circumstances of receipt of gift or benefit	Estimated value	Name of Giver	Name of Giver's organisation
Sch 2 s2.2(a) (ii)	Program Manager	01/03/2013	Morning Star	Invitation	N/A	Sch 2 s2.2(a) (ii)	Mirramu Dance Company
	Director	05/03/2013	Canberra Confidential	Invitation x 2	N/A		Canberra Confidential
	Director	07/03/2013	Alliance Francaise French Film Festival	Invitation x2	N/A		Alliance Francaise
	Program Manager	07/03/2013	Launch Canberra international Music Festival	Invitation	N/A		Pro-Musica
	Manager	03/03/2013	Exhibition	invitation	nil		Canberra Glassworks
	Manager	07/03/2013	launch Craft network	invitation	nil		CraftACT
	Manager	14/03/2013	Myer Performing Arts Awards	invitation	nil		Myer Foundation
	Manager	16/03/2013	Art not apart festival	invitation	nil		Molonglo Group
	Manager	16/03/2013	You Are Here	invitation	nil		You Are Here Inc
	Snr Policy Officer	24/03/2013	Closing of <i>Rhyme and Reason</i>	invitation	N/A		Belconnen Arts Centre
	EA	28/03/2013	Circa Wunckerkammer	Invitation x 2	N/A		Canberra Theatre Centre
	Director	27/03/2013	LS13:1 Bolero	Invitation	N/A		Canberra Symphony Orchestra
	Director	26/03/2013	Circa Wunckerkammer	Invitation x 2	N/A		Canberra Theatre Centre
	Director	27/03/2013	ANCA Now	Invitation	N/A		Anca Gallery
	Program Manager	27/03/2013	ANCA Now	invitation	N/A		Anca Gallery
	Program Manager	21/03/2013	Exhibition	invitation	N/A		BAC
	Director	28-30 March 2013	National Folk Festival	Invitation	N/A		National Folk Festival
	Program Manager	14/03/2013	Sch 2	Invitation	N/A		CCAS
	Program Manager	14/03/2013	Eulogy for a City	Invitation	N/A		You Are Here Inc
	Program Manager	23/03/2013	Ice Age	Invitation	N/A		You Are Here Inc

Name of Recipient	Position Title	Date	Description of gift or benefit	Circumstances of receipt of gift or benefit	Estimated value	Name of Giver	Name of Giver's organisation
Sch 2 s2.2(a) (ii)	Arts Officer	04-Sep-13	Invitation to book launch of Us Mob writing group	grant recipient	Nil	Sch 2	Us Mob Writing Group poets & writers
	Program Manager	04-Sep-13	Invitation to book launch of Us Mob writing group	grant recipient	Nil		s2.2(a)(ii)
	Manager	05/09/2013	Musica Viva	invitation x2	unknown	Sch 2	
	Director	12-Sep-13	Invitation to Project Rameau	invitation	\$83		Centenary of Cbr, Sydney Dance Co. & ACO
	Director	13-Sep-13	Invitation to Canberra Short Film Festival opening night	invitation x 2	Nil	Sch 2	
	Arts Officer	18/09/2013	Invitation to the Ausdance Youth Dance Festival	invitation	Unknown		s2.2(a) (ii)
	Manager	13/09/2013	invite to launch of Body of Work	invitation	free event	Canberra Internation Film Festival	
	Manager	21/09/2013	invite to Bloom Festival	invitation	free event		Gorman House Arts Centre
	Manager	29/09/2013	invite to Sad Fish Women	invitation	\$18	The Street Theatre	
	Manager	28/09/2013	Launch of Head full of Flames	invitation	free event		Canberra Museum and Gallery
	Director	21/09/2013	6th Charity Art Show opening	invitation	free event	Queanbeyan Arts Society	
	Director	21/09/2013	Bloom festival	invitation	free event		Bloom Festival
	Program Manager	13/09/2013	invite to launch of Body of Work	invitation	free event	Canberra Internation Film Festival	
	Arts Officer	25/10/2013	invite to launch of Canberra International Film Festival program	invitation	free event		Canberra International Film Festival
	Program Manager	21/09/2013	Bloom festival	invitation	free event	Gorman House Arts Centre	
	Program Manager	18/09/2013	invitation to the Ausdance Youth Dance Festival	invitation	Unknown		AusdanceACT
Program Manager	29/09/2013	invite to Very Sad Fish Lady	invitation	\$18	The Street Theatre	The Street Theatre	
Program Manager	22/09/2013	Antarctica Emma Varga	invitation	unknown		Canberra Glassworks	Canberra Glassworks

Name of Recipient	Position Title	Date	Description/reason of gift or benefit (if tangib e item please disclose location of item)	Circumstances of receipt of gift or benefit (invitation by grant recipient)	Is guest an ACT Government employee?	Any perceived/potential conflicts of interest?	Estimated value (cannot put Nil must have a value)	Name of Giver	Name of Giver's organisation
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Sch 2 s2.2(a)(ii)

Business Manager	04/07/2014	Invitation - Opening Night The Magic Hour	2x Invitation to event	No	No	\$70		
Director	05/07/2014	Invitation to Canberra Symphony Orchestra's performance by Verdi	2 x Invitation to event	Yes	No	\$134		
Manager	09/07/2014	Invitation to launch of new kiln/Glint Exhibition	1 x invitation by grant recipient	n/a	n/a	bbq breakfast provided \$15		
Manager	12/07/2014	PhotoAccess exhibition - Reed Gilbert	1 x invitation by grant recipient	n/a	n/a	free exhibition		
Manager	12/07/2014	M16 exhibition - Japanese works	1 x invitation by grant recipient	n/a	n/a	free exhibition		
Manager	12/07/2014	CCAS Manuka - Aaron Garlick	1 x invitation by grant recipient	n/a	n/a	free exhibition		
Manager	17/07/2014	Bangara	2 x invitation by grant recipient	no	n/a	\$106		
Director	25/07/2014	Worst Band in the Universe CYTC production	2 x Invitation to event	no	n/a			
Arts Officer	30/07/2014	Boundless - QL2 performance	1 x invitation by grant recipient	n/a	no	\$32		
Manager	24/07/2014	Worst Band in the Universe	1 x Invitation to event	no	n/a	\$22		
Manager	30/07/2014	National Aria launch	1 x invitation	no	no	free event with food and alcohol		
Program Manager	21/07/2014	Locks of Love	1 x invitation	n/a	no	free event		
Manager	21/07/2014	Locks of Love	1 x invitation	n/a	no	free event		
Director	21/07/2014	Locks of Love	1 x invitation	n/a	no	free event		
Director	23/07/2014	Abstraction creation	Invitation	n/a	no	free event		
Director	26/07/2014	Jane Crick Retrospective	Invitation	n/a	no	free event		
Program Manager	25/07/2014	Worst Band in the Universe CYTC production	1 x Invitation to event	n/a	n/a	\$22		
Program Manager	02/07/2014	Exhibition Opening: Glint	Invitation	n/a	n/a	Free Event		
Program Manager	09/07/2014	Invitation to launch of new kiln/Glint Exhibition	1 x invitation by grant recipient	n/a	n/a	bbq breakfast provided \$15		
Program Manager	03/07/2014	Galore - Film	1x invitation	n/a	n/a	\$15		
Program Manager	23/07/2014	Bartleby	2xinvitation	no - Husband	n/a	\$70		
Program Manager	31/07/2014	Kings College Choir	Half price tickets for VIP	no - No Husband	n/a	\$100		

Sch 2 s2.2(a)(ii)

Street Theatre
Canberra Symphony Orchestra
Glassworks
PhotoAccess
M16
CCAS
CFC
Canberra Youth Theatre Centre
QL2
Canberra Youth Theatre Centre
Canberra Eisteddfod Society
ScreenACT
ScreenACT
ScreenACT
National Library of Australia
Watson Arts Centre
Canberra Youth Theatre Centre
Megalo
Glassworks
N/A
Street Theatre
Musica Aviva

ACT Government
Benefits and
Attendance
Register
NOVEMBER

Name of Recipient	Position Title	Date	Description/reason of gift or benefit (<i>if tangible item please disclose location of item</i>)	Circumstances of receipt of gift or benefit (<i>invitation by grant recipient</i>)	Is guest an ACT Government employee?	Any perceived/potential conflicts of interest?	Estimated value (<i>cannot put Nil must have a value</i>)	Name of Giver	Name of Giver's organisation
Sch 2 s2.2(a)(ii)	Manager	09/11/2014	Closing night event for Canberra International Film Festival	Invitation	No guest	no	\$54	Sch 2 s2.2(a)(ii)	Canberra International Film Festival
	Director	13/11/2014	Canberra Business Council Annual Dinner	Invitation	N/A	no	\$120		Canberra Business Council
	Program Manager	10/11/2014	TAC - Gallery Exhibition Little Things	Public Event	N/A	no	Free Event		TAC
	Program Manager	26/11/2014	Big Hart - Namatajira Exhibition	Invitation	n/a	no	Free Event		BigHart
	Program Manager	27/11/2014	Grad Show Preview -Canberra School of Art	Invitation	no- husband	no	Free Event		ANU
	Manager	19/11/2014	Launch DESIGN Canberra - old JB hifi	Invitation	no guest	no	Free Event		CraftACT
	Manager	20/11/2014	DESIGN Canberra Bailey's Corner	Invitation	No guest	no	Free Event		CraftACT
	Manager	22/11/2014	DESIGN Canberra - Nishi	Invitation	no- wife	no	Free Event		CraftACT
	Manager	27/11/2014	Anthology performance	Invitation	n/a	no	\$60		Self
	Manager	26/11/2014	Student graduation exhibition	Invitation	n/a	no	Free Event		ANU School of Art

ACT - Gifts, Benefits and Attendance Register JANUARY

Name of Recipient	Position Title	Date	Description/reason of gift or benefit (if tangible item please disclose location of item)	Circumstances of receipt of gift or benefit (invitation by grant recipient)	Is guest an ACT Government employee?	Any perceived/potential conflicts of interest?	Estimated value (cannot put Nil must have a value)	Name of Giver	Name of Giver's organisation
Sch 2 s2.2(a)(ii)	Manager	10/01/2015	Asia Football Cup	Branch invitation	no - Sch 2	no	\$100	AFC/ABEST	
	Manager	13/01/2015	Asia Football Cup	Director invitation	n/a	no	\$100	AFC/ABEST	
	Director	13/01/2015	Asia Football Cup	Invitation x 2	No	No	\$100	AFC/ABEST	
	Manager	18/01/2015	Asia Football Cup	Branch invitation	no - Sch 2	no	\$100	AFC/ABEST	
	Director	18/01/2015	Asia Football Cup	Invitation	No	No	\$100	AFC/ABEST	
	Manager	18/01/2015	Asia Football Cup	Invitation	yes - plus 3 guests	no	\$100	AFC/ABEST	
	Program Manager	20/01/2015	Asia Football Cup (6 tickets)	Branch invitation	family Sch 2 s2.2(a)	no	\$150	AFC/ABEST	
	Director	22/01/2015	M16 exhibition openings	Invitation	n/a	No	Free		M16 Artspace
	Manager	23/01/2015	Asia Football Cup	Branch invitation	no - Sch 2	no	a	AFC/ABEST	
	Program Manager	23/01/2015	Asia Football Cup (6 tickets)	Branch invitation	family Sch 2 s2.2(a)	no	\$150	AFC/ABEST	
	Senior Policy Officer	23/01/2015	Canberra Times Kids Glass competition	Invitation	N/A	No	Free	Sch 2	Canberra Glassworks
	Manager	23/01/2015	Asia Football Cup	Invitation	no - Sch 2 plus 3 guests	no	\$100	AFC/ABEST	
	Business Manager	18/01/2015	Asia Football Cup	Branch invitation	no - Sch 2	no	\$50	AFC/ABEST	

Benefits and Attendance Register NOVEMBER

Name of Recipient	Position Title	Date	Description/reason of gift or benefit (if tangible item, please disclose location of item)	Circumstances of receipt of gift or benefit (invitation by grant recipient)	Is guest an ACT Government employee?	Any perceived/potential conflicts of interest?	Estimated value (cannot put Nil, must have a value)	Name of Giver	Name of Giver's organisation
Sch 2 s2.2(a) (ii)	Program Manager	01/11/2015	Potters Society Open day	Invitation	Nil	No		Sch 2 s2.2(a)(ii)	
	Manager	01/11/2015	Potters Society Open day	Invitation	nil	no	free event		Canberra Potters Society
	Program Manager	04/11/2015	Llwellyn Series - RACHMANINOV	Invitation	Nil	No	\$86		Canberra Symphony Orchestra
	Arts Support Officer	04/11/2015	Llwellyn Series - RACHMANINOV	Invitation	Nil	No	\$86		Canberra Symphony Orchestra
	Manager	04/11/2015	CSO Rachmaninov	Invitation	nil	no	\$86		Canberra Symphony Orchestra
	Manager	05/11/2015	Canberra International Film Festival x 2	Invitation	no	no	\$30		Canberra Film Festival
	Manager	06/11/2015	CMAG exhibition - CAPO exhibition	invitation	no	no	free event		
	Manager	07/11/2015	Silver Linings 25th	Invitation	nil	No	free event		Tuugeranong Arts Centre
	Director	11/11/2015	Veterans Film Festival	Invitation x 2	no	no	free event		Screen my Shorts
	Manager	12/11/2015	Critics Circle Awards	invitation	nil	no	free event		City News
	Manager	14/11/2015	ANCA exhibition by Narelle Philips	Invitation	nil	No	free event		ANCA
	Manager	15/11/2015	Canberra International Film Festival x 2	Invitation	no	no	\$30		Canberra Film Festival
	Manager	19/11/2015	CCAS exhibition	invitation	no	no	free event		CCAS
	Director	19/11/2015	Launch of DESIGN Canberra Festival	Invitation	-	no	free event		Craft ACT
	Program Manager	21/11/2015	The Chain Bridge	Invitation x 2	Yes	No	\$79		Street Theatre
	Program Manager	22/11/2015	The Chain Bridge	invitation	Nil	no	\$40		Street Theatre
	Manager	23/11/2015	CMAG exhibition - Australian landscapes	invitation	no	no	free event		
	Director	23/11/2015	Critics Circle Awards	Invitation	-	no	free event		Critics Circle
	Manager, Arts Infrastructure & Public Art	24/11/2015	Bottle of red wine received following EmAGN (Architeam) Forum in Pavilion X, Garema Place, as part of Design Canberra Events. Q&A session on AAC & GHAC upgrade project.	Invited to be part of presentation by Philip Leeson Architects.	NA	No, gift was from young architects network not a specific company.	\$15		EmAGN (Emerging Architects + Graduates Network) ACT
	Manager manager	25/11/2015	The Chain Bridge	invitation	nil	no	\$40		Street Theatre

Invoice Date	Accounting Code	Vendor (Expenses) / Customer (Revenue)	Goods/Services	Invoice Number	Expense Amount (AUS\$)	GST Amount	Total Invoice Amount	Payment Method	Date to Shared Services
28-May-13	141.14166.714301 99 99999	The Boat House by the Lake	Winning Investment for Australia Dinner	AA3404	2,409.55	240.96	2,650.51		
30-May-13	141.14166.714301 99 99999	Sch 2 s2 2(a)(ii)	CBEC - NIAB Meeting 30th and 31st May 2013	00000085	3,818.18	381.82	4,200.00		

Invoice Date	Accounting Code	Vendor (Expenses) / Customer (Revenue)	Goods/Services	Invoice Number	Expense Amount (AUS\$)	GST Amount	Total Invoice Amount
26-Feb-14	141.14152.714301.99.99999	Cafe Mizzuna	Innovation Stakeholder Workshop	00001331	1,315.50	131.55	1,447.05
13-Mar-14	141.14163.714301.99.54430	Industry Capability Network Limited	Proportional Costs - Executive Directors Diner	00002883	79.02	7.90	86.92
01-Apr-14	141.14152.714301.99.99999	Sch 2 s2.2(a) Credit card	Meeting Expenses	Credit Card	29.20	0.00	29.20
01-Apr-14	141.14152.714301.99.99999	Sch 2 s2.2(a) Credit card	Meeting Expenses	Credit Card	91.00	0.00	91.00
01-May-14	141.14163.714301.99.99999	Sch 2 s2.2(a)(ii) Credit Card	Icon Assessment Panel	Credit card	288.18	12.82	301.00
01-Jun-14	141.14163.714301.99.54426	University of Canberra	Pre Meeting Drink Expenses - Singapore	Credit card	36.12	0.00	36.12
27-Aug-14	141.14163.714301.99.99999	Union	CBR Innovation Network Stakeholder Event	UUIIN03436	1,127.27	112.73	1,240.00

Invoice Date	Accounting Code	Vendor (Expenses) / Customer (Revenue)	Goods/Services	Invoice Number	Expense Amount (AU\$)	GST Amount	Total Invoice Amount
19-Jan-15	141.14166.714301.99.54440	Sch 2 s2.2(a)(ii) (CBEC)	AFC Asian Cup Business Lunch 18/01/15	00000564	3436.36	343.64	3,780.00
19-Jan-15	141.14166.714301.99.54440	(CBEC)	AFC Asian Cup Business Lunch 13/01/15	00000563	2812.73	281.27	3,094.00
02-Jul-15	141.14163.714302.99.99999	Corporate Catering by Mr Cappuccino	Icon Grant Panel lunch	15570	111.00	11.10	122.10
09-Jul-15	141.14161.714302.99.54283	Waldorf on London	Skilled Migration Meetings Hospitality	Petty cash	22.36	2.24	24.60
10-Jul-15	141.14163.714302.99.99999	Baytree Cafe	NICTA meeting lunch	598207	35.45	3.55	39.00
29-Jul-15	141.14163.714302.99.99999	Corporate Catering by Mr Cappuccino	Business Innovation Workshop catering	15811	410.91	41.09	452.00
30-Jul-15	141.14161.714302.99.54283	Waldorf on London	Skilled Migration Meetings Hospitality	Petty cash	44.73	4.47	49.20
25-Aug-15	141.14161.714302.99.54283	Waldorf on London	Skilled Migration Meetings Hospitality	Petty cash	53.18	5.32	58.50
07-Sep-15	141.14166.714301.99.54440	Sch 2	NIAB meeting and networking dinner	credit card	1327.73	132.77	1,460.50
10-Sep-15	141.14161.714302.99.54283	Waldorf on London	Skilled Migration Meetings Hospitality	Petty cash	39.27	3.93	43.20
01-Oct-15	141.14166.714301.26.54440	CMTEDD - Territory Venues and Events	Hospitality suit package -12 ppl socceros vs Kyrgyzstan	14424	5988.00	598.80	6,586.80
09-Oct-15	141.14161.714302.99.54283	Waldorf on London	Skilled Migration Meetings Hospitality	EM c/c	58.82	5.88	64.70
31-Oct-15	141.14166.714301.99.54440	CVC	hospitality for NIAB meeting	journal	271.20	0.00	271.20
31-Oct-15	141.14166.714301.99.54440	Sch 2	Lunch wi h the NZ delegation	credit card	82.73	8.27	91.00
03-Nov-15	141.14161.714302.99.54283	Waldorf on London	Skilled Migration Meetings Hospitality	EM c/c	107.27	10.73	118.00
23-Nov-15	141.14163.714302.99.99999	Corporate Catering by Mr Cappuccino	Catering	16990	140.73	14.07	154.80
01-Dec-15	141.14168.714302.99.99999	Sch 2 - Staff Reimbursement	Bus Tour and Lunch	Staff Reimbursement	562.73	56.27	619.00
09-Dec-15	141.14166.714301.99.54440	UCU Ltd (University of Canberra Union)	Breakfast - Chinese Delegation	100566	1186.36	118.64	1,305.00

Invoice Date	Accounting Code	Vendor (Expenses) / Customer (Revenue)	Goods/Services	Invoice Number	Expense Amount (AUS\$)	GST Amount	Total Invoice Amount
31-Jan-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	98.00	9.80	107.80
29-Feb-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	32.82	3.28	36.10
30-Mar-16	141.14166.714301.26 54440	CMTEDD - Territory Venues and Events	Two tables - ODI	14767	9000.00	900.00	9,900.00
31-Mar-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	29.82	2.98	32.80
19-Apr-16	141.14166.714301.99 54429	Canberra Business Chamber	TPP Briefing	INV-1282	454.55	45.46	500.01
27-Apr-16	141.14166.714301.99 54440	Gema Catering and Events	Brumbies v Chiefs	4909	509.82	50.98	560.80
28-Apr-16	141.14166.714301.99 54426	Vibe Hotel Canberra Airport	Wellington Delegation Lunch	9387	455.91	45.59	501.50
29-Apr-16	141.14166.714301.99 54426	Parlour Wine Room Pty Ltd	Hospitality for Wellington Delegation	0055	5,039.55	503.95	5,543.50
30-Apr-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	54.18	5.42	59.60
14-Jun-16	141.14163.714302.99 99999	TopGun Caterring	Icon Grant Panel lunch	INV-002880	141.36	14.14	155.50
30-Jun-16	141.14152.714301.99 99999	Sch	Chief Scientist Dinner	credit card	650.91	65.09	716.00
27-Jul-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	43.00	4.30	47.30
19-Aug-16	141.14163.714302.99 99999	TopGun Catering	CBRINF Workshop	INV-003084	134	13.40	147.40
26-Aug-16	141.14166.714302.99 54440	Tree Eighty3	Catering for Austrade presentation	2252	152.36	13.64	166.00
27-Aug-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	23.91	2.39	26.30
10-Sep-16	141.14166.714301.99 54426	The Simply Food Catering Company Ltd	Australian High Commission reception	00057497	3,240.13	0.00	3,240.13
15-Sep-16	141.14168.714301.99 99999	Poppy & Maude Pty Ltd	ACT Strategy for International education	INV-0444	2,472.72	247.27	2,719.99
29-Sep-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	63.00	6.30	69.30
30-Sep-16	141.14166.714302.99 54440	Sch 2	LandForces Conference stakeholders meeting	credit card	319.00	0.00	319.00
29-Oct-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	58.27	5.83	64.10
27-Nov-16	141.14166.714302.99 54440	Sch 2	NZ Counsel Lunch	credit card	108.65	10.87	119.52
30-Nov-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	41.18	4.12	45.30
05-Dec-16	141.14166.714301.99 54440	Ginger Catering	Lunch with the US delega ion	00001680	500.00	50.00	550.00
31-Dec-16	141.14161.714302.99 54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	45.27	4.53	49.80

Invoice Date	Accounting Code	Vendor (Expenses) / Customer (Revenue)	Goods/Services	Invoice Number	Expense Amount (AUS\$)	GST Amount	Total Invoice Amount
27-Feb-17	141.14161.714302.99.54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	51.55	5.16	56.71
28-Feb-17	141.14152.714302.99.99999	TopGun Catering	Catering for High Education Sector Workshop	NV-003582	536.36	53.64	590.00
17-Mar-17	141.14152.714302.99.99999	Plumb on Tennant	DIAB Launch	1897	1415.00	141.50	1,556.50
27-Mar-17	141.14161.714302.99.54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	162.73	16.27	179.00
27-Apr-17	141.14161.714302.99.54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	66.91	6.69	73.60
27-Apr-17	141.14166.714302.99.54426	Sch 2	Singapore Trade Mission Meeting Expenses	credit card	95.07	0.00	95.07
10-May-17	141.14166.714301.99.54426	CBR Innovation Network Limited	Hosting of Welcome Reception - Singapore Trade Mission	INV-0332	589.68	58.97	648.65
29-May-17	141.14161.714302.99.54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	131.91	13.19	145.10
30-May-17	141.14166.714301.99.54426	Sch 2 - Credit Card	Lunch - Australian Chamber of Commerce - Singapore Trade Mission	credit card	586.98	0.00	586.98
08-Jun-17	141.14163.714302.99.99999	DSM Hospitality Pty Ltd	Icon Grant Assessment Panel	ACTG0086	59.09	5.91	65.00
08-Jun-17	141.14163.714302.99.99999	DSM Hospitality Pty Ltd	Icon Grant Assessment Panel	ACTG0081	135.27	13.53	148.80
23-Jun-17	141.14163.714302.99.99999	CBR Innovation Network Limited	Australian Cyber Security Growth Network Canberra Node Information Session	NV-0367	1186.36	118.64	1,305.00
30-Jun-17	141.14166.714301.99.54426	AustCham Hong Kong & Macau	Dinner with AustCham - Hong Kong Trade Mission	E170626	9,007.00	0.00	9,007.00
27-Jul-17	141.14161.714302.99.54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	55.36	5.54	60.90
08-Aug-17	141.14166.714302.99.99999	TopGun Catering	Refreshments for 2 Innovation Programs Meetings	INV-003918	250.00	25.00	275.00
08-Aug-17	141.14166.714301.99.54426.9999	Australian High Commission	Chief Ministers Reception - Singapore Trade Mission	18590261	4,058.00	0.00	4,058.00
19-Oct-17	141.14168.714302.99.99999	Sch 2 s2.2(a)(ii)	CISA meetings	staff reimbursement	45.73	4.57	50.30
10-Nov-17	141.14166.714301.99.54426.9999	Miramar Amusements Limited	NZ Trade Mission - Premiere Screening	INV-2337	2,334.25	0.00	2,334.25
22-Nov-17	141.14166.714301.99.54426.9999	Event Hotels (NZ) Limited	Function Event - Wellington Mission	131816	1,667.50	0.00	1,667.50
04-Dec-17	141.14163.714302.99.54435	Sch 2 s2.2(a)(iii)	IAC Adelaide -hospitality	staff reimbursement	847.45	84.75	932.20
11-Dec-17	141.14166.714301.99.54426.9999	Miramar Amusements Limited	NZ Trade Mission - Premiere Screening	INV-2386	863.50	0.00	863.50
22-Nov-17	141.14166.714302.99.54426.9999	MAC's Brew Bar, Wellington	NZ Trade Mission Nov17	Sch 2 s2.2(a)(i) - credit card	945.75	0.00	945.75
27-Nov-17	141.14161.714302.99.54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	61.55	6.16	67.71
27-Dec-17	141.14161.714302.99.54283	H2O on London	Skilled Migration Meetings Hospitality	EM c/c	13.09	1.31	14.40
27-Dec-17	141.14163.714302.99.54435	Sch 2 s2.2(a)(ii)	A NATIONAL CONVERSATION ON THE AUSTRALIAN SPACE INDUSTRY - working workshop expenses	credit card	1,583.18	158.32	1,741.50

Invoice Date	Accounting Code	Vendor (Expenses) / Customer (Revenue)	Goods/Services	Invoice Number	Expense Amount (AUS\$)	GST Amount	Total Invoice Amount
05-Feb-18	141.14166.714301.99.54486.9999	Ginger Catering	AG - Tech Roundtable (deposit)	I02389	600.00	0.00	600.00
27-Feb-18	141.14161.714302.99.54283	H2O on London	Skilled Migration Meetings Hospitality	EMaher c/c	32.45	3.25	35.70

Out of Scope

Gifts Register
Gifts Received

Date Offered	Offered To	Offered By	Reason Offered	Description of Gift	Estimated Value	Decision Regarding Gift	Authorised By
20/12/2016	Commissioner for International Engagement	Seiyong City Government, Korea	Thank you gift	Gift Hamper	160.00	Donated to Marymead	DOG-EDD
31/03/2017	Commissioner for International Engagement	General Te Papa	Official Gift	Fishes of New Zealand	230.00	Donated to ACT Public Library Service	DOG-EDD
9/05/2017	Commissioner for International Engagement		Official Gift	Notebook	25.00	Donated to CMTEDD Social Club	OE
22/05/2017	Commissioner for International Engagement		Thank you gift	Bouquet of Flowers	25.00	Retained in Office and disposed of	OE
22/06/2017	Commissioner for International Engagement	Chief Officer National Botanic Gardens of Singapore	Official Gift	Book entitled "1001 Garden Plants in Singapore"	AUD\$26.58	Given to ACT Public Library Service	OE
26/06/2017		General Invest Shenzhen	Official Gift	Ornamental Shadow Box	AUD\$75.00	Held by Commissioners Office for display purposes	DOG-EDD
27/06/2017	Commissioner for International Engagement	International Relations South China Agricultural University	Official Gift	Boxed Set of Two Bookmarks	AUD\$30.00	Donated to CMTEDD Social Club	OE
27/06/2017	Commissioner for International Engagement	General China Council for the Promotion of International Trade	Official Gift	Book entitled "Guangzhou	AUD\$26.70	Held by Commissioner's Office for display purposes	OE
28/06/2017	Commissioner for International Engagement	President International Of Nara-Helijo	Official Gift	Small Business Card Holder	AUD\$25.00	Donated to CMTEDD Social Club	OE
30/06/2017	Commissioner for International Engagement	Senior Vice President NEC Corporation	Official Gift	NEC Pen	AUD\$30.00	Donated to CMTEDD Social Club	OE
9/08/2017	Commissioner for International Engagement	CAASTRO	Official	Glass paperweight	<\$40	Held by Commissioners Office for display purposes	OE
10/08/2017	Commissioner for International Engagement	Korean Delegation	Thank you gift	Assorted souvenirs	<\$40	Retained by Commissioner for International Engagement	OE
6/09/2017	Commissioner for International Engagement	Sri Lanka Tea Board	Sample Set	Sample set of Ceylon Tea	<\$40	Retained by Commissioner for International Engagement	OE
13/09/2017	Commissioner for International Engagement	USA Delegation	Thank you gift	Assorted state souvenirs	<\$40	Retained by Commissioner for International Engagement	OE
14/09/2017	Commissioner for International Engagement	National Gallery of Australia	Official	Book	\$50	Held by Commissioners Office for display purposes	OE
20/09/2017	Commissioner for International Engagement	Chinese Delegation	Thank you gift	Tea Set and Fan	\$100	Held by Commissioners Office for display purposes	OE
22/09/2017	Commissioner for International Engagement	Ambassador for Jordan	Official	Soap	<\$40	Retained by Commissioner for International Engagement	OE
28/09/2017	Commissioner for International Engagement	Ambassador for China	Official	Box of Moon Cakes	<\$40	Distributed to EDD Staff	OE
18/10/2017	Commissioner for International Engagement	Chinese Delegation	Thank you gift	Traditional Mongolian Wall Hanging	\$75	Held by Commissioners Office for display purposes	OE
25/10/2017	Commissioner for International Engagement	French Rugby League Team	Thank you gift	Team Tie	<\$40	Retained by Commissioner for International Engagement	OE
2/11/2017	Commissioner for International Engagement	Ambassador for Jordan	Official	Tin of Traditional Jordanian Sweets	<\$40	Distributed to EDD Staff	OE
4/11/2017	Commissioner for International Engagement	Japanese Delegation	Thank you gift	A biscuit gift box	<\$40	Distributed to EDD Staff	OE
9/11/2017	Commissioner for International Engagement	SEATS	Thank you gift	Small Hamper	<\$40	Retained by Commissioner for International Engagement	OE
11/11/2017	Commissioner for International Engagement	Mayor of Toyama	Thank you gift	Traditional Paper gifts	<\$40	Retained by Commissioner for International Engagement	OE
28/11/2017	Commissioner for International Engagement		Dinner gift	Information Pack	<\$40	Retained by Commissioner for International Engagement	OE
8/02/2018	Commissioner for International Engagement	Australia Chinese Culture Centre	Official	ACCC Pin	<\$40	Retained by Commissioner for International Engagement	OE
12/02/2018	Commissioner for International Engagement	Qatar Airlines	Official	Mont Blanc Leather passport holder	\$205	Donated to Mensink	OE
12/02/2018	Commissioner for International Engagement	Qatar Airlines	Official	Govline Chocolates	<\$40	Distributed to EDD Staff	OE
21/02/2018	Commissioner for International Engagement	Korean Delegation	Thank you gift	Wallet ornamental box 2x bookmarks	\$100	Ornamental Box Retained by Commissioner for International Engagement. Wallet and Bookmarks Donated to Mensink	OE

Out of Scope

Gifts and Hospitality

Date	Event	Location	Gift/Hospitality	Estimated Cost	Additional Information
07-Jul-17	CSO VIP Morning Tea celebrating international cultural exchange	German Ambassador's Residence	Morning tea	20.00	As part of Official Duties
17-Jul-17	2017 AHA ACT Hospitality Award	QT Hotel	Dinner	190.00	As part of Official Duties
25-Jul-17	Opening night of 1984 x2	Canberra Theatre Centre	Performance	170.00	As part of Official Duties
27-Jul-17	Opening of Towers of Tomorrow	National Museum of Australia	Morning tea	20.00	As part of Official Duties
27-Jul-17	Reception for the National Day of the Arab Republic of Egypt	Embassy of the Arabic Republic of Egypt	Stand Up Refreshments	35.00	As part of Official Duties
28-Jul-17	Meeting with ANZ Executives	Ottoman Restaurant	Lunch	75.00	As part of Official Duties
29-Aug-17	Chinese Zhejiang Xiaobaihua Yue Opera Troupe - x2	Llewellyn Hall	Performance	90.00	As part of Official Duties
31-Jul-17	Reception for the National Day for the Kingdom of Morocco	Albert Hall	Stand Up Refreshments	35.00	As part of Official Duties
07-Aug-17	Meeting with Business Circle Executives	Courgette	Lunch	75.00	As part of Official Duties
08-Aug-17	Hosting Dinner in honour of 16th Delegation of Political leaders from Japan	Ottoman Restaurant	Dinner	75.00	As part of Official Duties
09-Aug-17	Reception for the National Day for Republic of Singapore	Hyatt hotel	Stand Up Refreshments	35.00	As part of Official Duties
10-Aug-17	CSO 2018 Season Launch	National Arboretum	Breakfast	35.00	As part of Official Duties
10-Aug-17	Host 6th Delegation of political leaders from the Republic of Korea	Marble & Grain	Lunch	50.00	As part of Official Duties
10-Aug-17	CBRJO Board Dinner	Hotel Kurrajong	Dinner	60.00	As part of Official Duties
15-Aug-17	Governor General's Ceremonial Welcome and a State Lunch in honour of Her Excellency Sch 2 President of the Republic of Croatia and Sch 2	Government House	Lunch		As part of Official Duties
17-Aug-17	CSO ActweAGL Llewellyn Series	Llewellyn Hall	Performance	50.00	As part of Official Duties
21-Aug-17	Reception - 98th Anniversary of Afghanistan's Independence	National Gallery of Australia	Stand Up Refreshments	35.00	As part of Official Duties
25-Aug-17	Host an event for ANZ	Boathouse Restaurant	Lunch	75.00	As part of Official Duties
05-Sep-17	Canberra Premiere of Rip Tide	National Film and Sound Archive	Performance	20.00	As part of Official Duties
06-Sep-17	70th Anniversary of Diplomatic Relations between Sri Lanka and AUS and the 150th Anniversary of Sri Lanka's world famous tea industry	Parliament House	Morning tea	35.00	As part of Official Duties
07-Sep-17	Official Brewery and Tap House Opening	Dairy Road, Fyshwick	Stand Up Refreshments	20.00	As part of Official Duties
07-Sep-17	195th Anniversary of Brazil's Independence	Chancery of the Embassy of Brazil	Stand Up Refreshments	35.00	As part of Official Duties
11-Sep-17	2017 Meniga Medal Presentation	AIS Arena	Dinner	250.00	As part of Official Duties
12-Sep-17	Reception 72nd Anniversary of the Independence of the Republic of Indonesia	Albert Hall	Stand Up Refreshments	35.00	As part of Official Duties
13-Sep-17	Reception for the American Chamber of Commerce	Chief of Mission Residence, Yarralumla	Stand Up Refreshments	35.00	As part of Official Duties
13-Sep-17	Host Auspol USA Delegates	Bellucci's	Dinner	60.00	As part of Official Duties
14-Sep-17	Official Opening Celebration of Songlines; Tracking the Seven Sisters	National Museum of Australia	Performance	35.00	As part of Official Duties
15-Sep-17	Singapore Airlines Twilight Lounge and Twilight Concert	Stage 88, Commonwealth Park	Stand Up Refreshments	50.00	As part of Official Duties
16-Sep-17	Australia vs Argentina - Hosting - x2	GIO Stadium	Stand Up Refreshments	190.00	As part of Official Duties
20-Sep-17	68th Anniversary of the Founding of the People's republic of China - With Robyn	Embassy of the People's Republic of China	Stand Up Refreshments	50.00	As part of Official Duties
20-Sep-17	Opening of Dombrovskis - Journeys into the Wild	National Library of Australia	Performance	25.00	As part of Official Duties
27-Sep-17	Chief Minister's Export Awards	Portrait Gallery of Australia	Dinner	95.00	As part of Official Duties
28-Sep-17	Pre-show VIP Fashfest	National Convention Centre	Performance	95.00	As part of Official Duties
29-Sep-17	Opening of Eirene Mort; A Livelihood	CMAG	Performance	20.00	As part of Official Duties

04-Oct-17	Reception celebrating Day of German Unity	German Residence	Stand Up Refreshments	35.00	As part of Official Duties
04-Oct-17	Crazy Horse Paris "Forever Crazy" x2	Canberra Theatre Centre	Performance	90.00	As part of Official Duties
05-Oct-17	Cool	Nishi Gallery	Stand Up Refreshments	35.00	As part of Official Duties
16-Oct-17	Reception on the occasion of the State Visit to Australia by the President of Ireland	Embassy of Ireland	Stand Up Refreshments	35.00	As part of Official Duties
17-Oct-17	Dinner and Q&A - Australia China Business Council	Parliament House	Dinner	75.00	As part of Official Duties
158/10/17	Hosting Delegation from the People's Republic of China	Walk Duck, KINGSTON	Dinner	60.00	As part of Official Duties
23-Oct-17	China National Symphony Orchestra - Exclusive concert celebrating 45th Anniversary of China-Australia Diplomatic Relations	Sydney Opera House	Performance	125.00	As part of Official Duties
25-Oct-17	CIFF opening Night of Canberra International Film Festival	National Film and Sound Archive	Performance	35.00	As part of Official Duties
27-Oct-17	Reception for the National Day of the Czech Republic	Embassy of the Czech Republic	Stand Up Refreshments	35.00	As part of Official Duties
02-Nov-17	2017 National Architecture Awards and Drinks	Albert Hall	Stand Up Refreshments	35.00	As part of Official Duties
03-Nov-17	Host Czech Delegation	QT Hotel	Stand Up Refreshments	35.00	As part of Official Duties
03-Nov-17	Rugby World Cup - Australia vs France	Canberra Stadium	Stand Up Refreshments	190.00	As part of Official Duties
08-Nov-17	Cocktail Function to discuss the future of The Cancer Support Group	The Hellenic Club	Stand Up Refreshments	35.00	As part of Official Duties
09-Nov-17	Launch of Starstruck: Australian Movie Portraits	National Portrait Gallery	Stand Up Refreshments	35.00	As part of Official Duties
09-Nov-17	Building a resilient Canberra - Celiac Aware	EY Canberra	Stand Up Refreshments	25.00	As part of Official Duties
09-Nov-17	SEATS	Vibe Hotel	Dinner	50.00	As part of Official Duties
10-Nov-17	Australian Industry Association - Digital Transformation Luncheon	National Press Club of Australia	Lunch	75.00	As part of Official Duties
10-Nov-17	World Rugby Cup - Fiji vs Italy - Complimentary x2	Canberra Stadium	Stand Up Refreshments	190.00	As part of Official Duties
13-Nov-17	Property Council forum - "Think CBR; Ideas to Shape Our Future"	National Museum of Australia	Morning tea	20.00	As part of Official Duties
25-Nov-17	Indonesia Festival - Assisting the Ambassador to open event	Indonesian Embassy	Stand Up Refreshments	20.00	As part of Official Duties
28-Nov-17	ACBC End of Year Drinks	National Press Club of Australia	Stand Up Refreshments	20.00	As part of Official Duties
28-Nov-17	Reception for the Inaugural Oration of the Konrad Adenauer Lecture Series	National Gallery of Australia	Dinner	95.00	As part of Official Duties
29-Nov-17	Reception in honour of the Birthday of His Majesty the Emperor of Japan x2	Embassy of Japan	Stand Up Refreshments	70.00	As part of Official Duties
30-Nov-17	CBRJO BOARD Meeting	Bateman's Bay	Dinner	50.00	As part of Official Duties
01-Dec-17	ANZ Event	Boathouse Restaurant	Lunch	75.00	As part of Official Duties
04-Dec-17	Dinner with the High Commissioner for Pakistan and Sch 2 s2.2(a)	Courgette	Dinner	75.00	As part of Official Duties
05-Dec-17	Australian Export Awards	Parliament House	Dinner	95.00	As part of Official Duties
06-Dec-17	Reception for the Centenary of the Republic of Finland	Embassy of Finland	Stand Up Refreshments	35.00	As part of Official Duties
06-Dec-17	Australian Hotels Association - ACT Branch Christmas Party	Canberra Rex Hotel	Stand Up Refreshments	20.00	As part of Official Duties
07-Dec-17	Dinner with Minister Counsellor Sch from Chinese Embassy	Red Chili Sichuan Restaurant	Dinner	50.00	As part of Official Duties
08-Dec-17	End of Year Drinks with Glav Corp	Canberra Rex Hotel	Stand Up Refreshments	30.00	As part of Official Duties
11-Dec-17	Irish Embassy Christmas Reception x2	Embassy of Ireland	Stand Up Refreshments	35.00	As part of Official Duties
14-Dec-17	Lunch with the Ambassador for Japan - with CM and CIE	Embassy of Japan	Lunch	75.00	As part of Official Duties
18-Dec-17	Optus Executive luncheon	Mezzalira Italian	Lunch	75.00	As part of Official Duties
07-Feb-18	NGA Industry Briefing	National Gallery of Australia	Afternoon Tea	20.00	As part of Official Duties
07-Feb-18	Australian Chinese Business Summit	Old Parliament House	Dinner	50.00	As part of Official Duties
10-Feb-18	Fed Cup - AUS vs Ukraine	Canberra Tennis Centre	Performance	95.00	As part of Official Duties
12-Feb-18	First Flight from Qatar landing	Canberra Airport	Morning tea	35.00	As part of Official Duties
13-Feb-18	Launch of Qatar Airways	Park Hyatt Hotel	Dinner		As part of Official Duties
16-Feb-18	Launch of the UNSW Defence Research Institute	ADFA Officers Mess Hall	Morning tea	20.00	As part of Official Duties
19-Feb-18	2018 Brumbies Season Launch	Canberra Rex Hotel	Breakfast	30.00	As part of Official Duties

	Aus. China Business Council ACT.				
21-Feb-18	Chinese New Year Celebration	Canberra Casino	Stand Up Refreshments	20.00	As part of Official Duties
21-Feb-18	CSO ActewAGL Llewellyn One	Llewellyn Hall	Performance	45.00	As part of Official Duties
22-Feb-18	CBRJO Board Meeting	Canberra Hyatt Hotel	Dinner	75.00	As part of Official Duties
27-Feb-18	2018 Fulbright	Parliament House	Dinner	75.00	As part of Official Duties
28-Feb-18	ANZ Board Reception	Boathouse Restaurant	Stand Up Refreshments	35.00	As part of Official Duties
01-Mar-18	2018 COX Party	Kingston Foreshore	Stand Up Refreshments	20.00	As part of Official Duties
01-Mar-18	CCB Top Secret Showcase Dinner	Australian War Memorial	Dinner	50.00	As part of Official Duties
02-Mar-18	Australia New Zealand Leadership Forum	Sydney	Lunch	75.00	As part of Official Duties
02-Mar-18	Canberra Raiders Season Launch	Hotel Realm	Stand Up Refreshments	20.00	As part of Official Duties

Out of Scope

Total				\$5,065.00	
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Rec p ent	Section	Date of Event	Description	Estimated Value	Organised on Host ng Event	Action	Comments
Sch 2 s2.2(a) (ii)	Engagement and Client Services	17/03/2016	2016 STLO D nne (Aust al an T a n ng Awa ds)	\$ 40.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Pa t of 2 day meet ng
	Engagement and Client Services	08/04/2016	2016 MBA G oup T a n ng App ent ce Awa ds	\$ 120.00	Maste Bu lde s Assoc at on	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest
	Quality Assurance and Compliance	08/04/2016	2016 MBA G oup T a n ng App ent ce Awa ds	\$ 120.00	Maste Bu lde s Assoc at on	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest
	Engagement and Client Services	19/08/2016	2016 Const act on Indust y (CTIC) Awa ds	\$ 50.00	Const act on Indust y T a n ng Council	Sk ls Canbe a ep esentat ve	Sk ls Canbe a sponso ed th s event
	Engagement and Client Services	19/08/2016	2016 Const act on Indust y (CTIC) Awa ds	\$ 50.00	Const act on Indust y T a n ng Council	Sk ls Canbe a ep esentat ve	Sk ls Canbe a sponso ed th s event
	Engagement and Client Services	19/08/2016	2016 Const act on Indust y (CTIC) Awa ds	\$ 50.00	Const act on Indust y T a n ng Council	Sk ls Canbe a ep esentat ve	Sk ls Canbe a sponso ed th s event
	D irecto 's Off ce	19/08/2016	2016 G oup T a n ng Awa ds Ce emony n Wagga Wagga	\$ 130.00	GTIS	Host Employee Rep esentat ve	
	D irecto 's Off ce	19/08/2016	2016 G oup T a n ng Awa ds Ce emony n Wagga Wagga	\$ 130.00	GTIS	Host Employee Rep esentat ve	
	Engagement and Client Services	28/10/2016	G oup T a n ng Aust al Awa ds 2016	\$ 120.00	App ent ce Employment Netwo k ACT and NSW	Sk ls Canbe a ep esentat ve	
	D irecto	28/10/2016	G oup T a n ng Aust al Awa ds 2016	\$ 120.00	App ent ce Employment Netwo k ACT and NSW	Sk ls Canbe a ep esentat ve	
	Engagement and Client Services	29/10/2016	2016 Hous ng Indust y Assoc at on Awa ds	\$ 110.00	Hous ng Indust y Assoc at on	SC ep - Judge	Judge of App ent ce and Host T a ne catego es
	Engagement and Client Services	29/10/2016	2016 Hous ng Indust y Assoc at on Awa ds	\$ 110.00	Hous ng Indust y Assoc at on	SC ep - Judge	Judge of App ent ce and Host T a ne catego es
	Engagement and Client Services	29/10/2016	2016 Hous ng Indust y Assoc at on Awa ds	\$ 110.00	Hous ng Indust y Assoc at on	SC ep - Judge	Judge of App ent ce and Host T a ne catego es
	Engagement and Client Services	14/11/2016	Welcome D nne (Aust al an T a n ng Awa ds)	\$ 30.00	Dept Educat on and T a n ng	L a son Off ce (STLO)	Fu lweek nc accommodat on, fl ghts and meals (app ox \$2500 n total) - funded by Aus Govt
	Engagement and Client Services	14/11/2016	Judges Welcome D nne (ATAs - Da w n 2016)	\$ 30.00	Dept Educat on and T a n ng	ACT Judge - student catego y	Fu lweek nc accommodat on, fl ghts and meals - funded by Aus Govt
	Engagement and Client Services	15/11/2016	Student n al sts D nne (Aust al an T a n ng Awa ds)	\$ 30.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Fu lweek nc accommodat on, fl ghts and meals (app ox \$2500 n total) - funded by Aus Govt
	Engagement and Client Services	15/11/2016	Judges D nne (Opt onal- ATAs - Da w n 2016)	\$ 50.00	Dept Educat on and T a n ng	ACT Judge - student catego y	Fu lweek nc accommodat on, fl ghts and meals - funded by Aus Govt
	D irecto	15/11/2016	Judges D nne (Opt onal- ATAs - Da w n 2016)	\$ 50.00	Dept Educat on and T a n ng	ACT Judge - O catego y	Fu lweek nc accommodat on, fl ghts and meals - funded by Aus Govt
	Engagement and Client Services	16/11/2016	All n al sts D nne (Aust al an T a n ng Awa ds)	\$ 40.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Fu lweek nc accommodat on, fl ghts and meals (app ox \$2500 n total) - funded by Aus Govt
	Engagement and Client Services	16/11/2016	Judges D nne (Opt onal- ATAs - Da w n 2016)	\$ 50.00	Dept Educat on and T a n ng	ACT Judge - student catego y	Fu lweek nc accommodat on, fl ghts and meals - funded by Aus Govt
	D irecto	16/11/2016	Judges D nne (Opt onal- ATAs - Da w n 2016)	\$ 50.00	Dept Educat on and T a n ng	ACT Judge - O catego y	Fu lweek nc accommodat on, fl ghts and meals - funded by Aus Govt
	Engagement and Client Services	17/11/2016	Aust al an T a n ng Awa ds P esentat on D nne 2016 - Da w n	\$ 120.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Fu lweek nc accommodat on, fl ghts and meals (app ox \$2500 n total) - funded by Aus Govt
	Engagement and Client Services	17/11/2016	Aust al an T a n ng Awa ds P esentat on D nne 2016 - Da w n	\$ 120.00	Dept Educat on and T a n ng	ACT Judge - student catego y	Fu lweek nc accommodat on, fl ghts and meals - funded by Aus Govt
	D irecto	17/11/2016	Aust al an T a n ng Awa ds P esentat on D nne 2016 - Da w n	\$ 120.00	Dept Educat on and T a n ng	ACT Judge - O catego y	Fu lweek nc accommodat on, fl ghts and meals - funded by Aus Govt
	Engagement and Client Services	18/11/2016	F nal sts Fa ewell B eakfast (Aust al an T a n ng Awa ds)	\$ 30.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Fu lweek nc accommodat on, fl ghts and meals (app ox \$2500 n total) - funded by Aus Govt
	Engagement and Client Services	06/04/2017	2017 STLO D nne (Aust al an T a n ng Awa ds)	\$ 40.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Pa t of 2 day meet ng
	D irecto 's Off ce	28/04/2017	2017 MBA G oup T a n ng App ent ce Awa ds	\$ 60.00	Maste Bu lde s Assoc at on	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest
	Quality Assurance and Compliance	28/04/2017	2017 MBA G oup T a n ng App ent ce Awa ds	\$ 60.00	Maste Bu lde s Assoc at on	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest
	Engagement and Client Services	28/04/2017	2017 MBA G oup T a n ng App ent ce Awa ds	\$ 60.00	Maste Bu lde s Assoc at on	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest
	Engagement and Client Services	28/04/2017	2017 MBA G oup T a n ng App ent ce Awa ds	\$ 60.00	Maste Bu lde s Assoc at on	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest
	Analys cs and Pol cy	26/06/2017	H ghle App ent cesh p Employee D nne w th Ass stant M n ste	\$ 100.00	P cewate HouseCoopes	Sk ls Canbe a ep esentat ve	ACT Govt Employee ep fo H ghle App ent cesh ps p og am
	Engagement and Client Services	30/06/2017	JobReady B thday Celeb at on	\$ 100.00	JobReady	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest
	D irecto 's Off ce	30/06/2017	JobReady B thday Celeb at on	\$ 100.00	JobReady	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest
	Analys cs and Pol cy	06/07/2017	Rotas y Club No th D nne	\$ 30.00	Rotas y Club No th	Sk ls Canbe a ep esentat ve	P esentat on on WESP T a n nesh ps In l t at ve
	Engagement and Client Services	04/08/2017	2017 Const act on Indust y (CTIC) Awa ds	\$ 50.00	Const act on Indust y T a n ng Council	Sk ls Canbe a ep esentat ve	Sk ls Canbe a sponso ed th s event
	Engagement and Client Services	04/08/2017	2017 Const act on Indust y (CTIC) Awa ds	\$ 50.00	Const act on Indust y T a n ng Council	Sk ls Canbe a ep esentat ve	Sk ls Canbe a sponso ed th s event
	D irecto	04/08/2017	2017 Const act on Indust y (CTIC) Awa ds	\$ 50.00	Const act on Indust y T a n ng Council	Sk ls Canbe a ep esentat ve	Sk ls Canbe a sponso ed th s event
	Analys cs and Pol cy	04/08/2017	Rotas y Club-Wooden Dayb eakfast	\$ 30.00	Rotas y Club-Wooden Dayb eakfast	Sk ls Canbe a ep esentat ve	P esentat on on WESP T a n nesh ps In l t at ve
	Analys cs and Pol cy	06/09/2017	NCVER - No F lls Conf - D nne #1	\$ 70.00	NCVER	Sk ls Canbe a ep esentat ve	2 Comp t ckets involvement n NCVER esea ch wo k ng g oup
	Analys cs and Pol cy	06/09/2017	NCVER - No F lls Conf - D nne #1	\$ 70.00	NCVER	Sk ls Canbe a ep esentat ve	2 Comp t ckets involvement n NCVER esea ch wo k ng g oup
	Analys cs and Pol cy	07/09/2017	NCVER - No F lls Conf - D nne #2	\$ 70.00	NCVER	Sk ls Canbe a ep esentat ve	2 Comp t ckets involvement n NCVER esea ch wo k ng g oup
	Analys cs and Pol cy	07/09/2017	NCVER - No F lls Conf - D nne #2	\$ 70.00	NCVER	Sk ls Canbe a ep esentat ve	2 Comp t ckets involvement n NCVER esea ch wo k ng g oup
	D irecto	13/10/2017	2017 NSW and ACT G oup T a n ng Awa ds	\$ 120.00	NSW	Sk ls Canbe a ep esentat ve	Sk ls Canbe a sponso ed th s event
	Engagement and Client Services	28/10/2017	2017 Hous ng Indust y Assoc at on Awa ds	\$ 110.00	Hous ng Indust y Assoc at on	SC ep - Judge	Judge of App ent ce and Host T a ne catego es
	Engagement and Client Services	28/10/2017	2017 Hous ng Indust y Assoc at on Awa ds	\$ 110.00	Hous ng Indust y Assoc at on	SC ep - Judge	Judge of App ent ce and Host T a ne catego es
	Engagement and Client Services	02/11/2017	Canbe a Bus nesh Chambe Annual Gala D nne	\$ 195.00	Canbe a Bus nesh Chambe	Sk ls Canbe a ep esentat ve	
	D irecto	20/11/2017	Judges Welcome D nne (ATAs - Canbe a 2017)	\$ 30.00	Dept Educat on and T a n ng	ACT Judge - student catego y	Fu lweek fo judg ng act v tes funded by Aus Govt
	Engagement and Client Services	20/11/2017	Welcome d nne fo students and judges (ATAs - Canbe a 2017)	\$ 30.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Fu lweek of STLO act v tes funded by Aus Govt
	D irecto	21/11/2017	Judges Opt onal D nne (ATAs - Canbe a 2017)	\$ 50.00	Dept Educat on and T a n ng	ACT Judge - student catego y	Fu lweek fo judg ng act v tes funded by Aus Govt
	Engagement and Client Services	21/11/2017	Judges Opt onal D nne (ATAs - Canbe a 2017)	\$ 50.00	Dept Educat on and T a n ng	ACT Judge - o catego y	Fu lweek fo judg ng act v tes funded by Aus Govt
Engagement and Client Services	21/11/2017	D nne fo students (ATAs - Canbe a 2017)	\$ 40.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Fu lweek of STLO act v tes funded by Aus Govt	
D irecto	22/11/2017	Judges Opt onal D nne (ATAs - Canbe a 2017)	\$ 50.00	Dept Educat on and T a n ng	ACT Judge - student catego y	Fu lweek fo judg ng act v tes funded by Aus Govt	
Engagement and Client Services	22/11/2017	Judges Opt onal D nne (ATAs - Canbe a 2017)	\$ 50.00	Dept Educat on and T a n ng	ACT Judge - o catego y	Fu lweek fo judg ng act v tes funded by Aus Govt	
Engagement and Client Services	22/11/2017	F nal sts D nne (ATAs - Canbe a 2017)	\$ 60.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Fu lweek of STLO act v tes funded by Aus Govt	
D irecto	23/11/2017	Aust al an T a n ng Awa ds P esentat on D nne 2017 - Canbe a	\$ 120.00	Dept Educat on and T a n ng	ACT Judge - student catego y	Fu lweek fo judg ng act v tes funded by Aus Govt	
Engagement and Client Services	23/11/2017	Aust al an T a n ng Awa ds P esentat on D nne 2017 - Canbe a	\$ 120.00	Dept Educat on and T a n ng	ACT Judge - o catego y	Fu lweek fo judg ng act v tes funded by Aus Govt	
Engagement and Client Services	23/11/2017	Aust al an T a n ng Awa ds P esentat on D nne - Canbe a 2017	\$ 120.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Fu lweek of STLO act v tes funded by Aus Govt	
Engagement and Client Services	24/11/2017	Fa ewell B eakfast fo students (ATAs - Canbe a 2017)	\$ 30.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Fu lweek of STLO act v tes funded by Aus Govt	
Engagement and Client Services	06/12/2017	CTIC Ch stmas lunch	\$ 50.00	Const act on Indust y T a n ng Council	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest	
Engagement and Client Services	01/03/2018	STLO D nne	\$ 40.00	Dept Educat on and T a n ng	Attended as State/Te to y L a son Off ce (STLO)	Pa t of 2 day meet ng	
D irecto 's Off ce	09/03/2018	2018 MBA G oup T a n ng App ent ce Awa ds	\$ 60.00	Maste Bu lde s Assoc at on	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest	
Engagement and Client Services	09/03/2018	2018 MBA G oup T a n ng App ent ce Awa ds	\$ 60.00	Maste Bu lde s Assoc at on	Sk ls Canbe a ep esentat ve	Inv ted as VIP guest	
Labour Ma let Analys s Team	09/03/2018	Pwc hosted Futu e of Wo k Roundtable - nc lunch	\$ 50.00	P cewate HouseCoopes	Sk ls Canbe a ep esentat ve	By nvtat on due to involvement n H ghle App ent cesh ps p lot	
Analys cs and Pol cy	09/03/2018	Pwc hosted Futu e of Wo k Roundtable - nc lunch	\$ 50.00	P cewate HouseCoopes	Sk ls Canbe a ep esentat ve	By nvtat on due to involvement n H ghle App ent cesh ps p lot	

Recipient	Section	Date of Event	Description	Estimated Value	Organization/Host/Event	Action	Comments
Sch 2 s2.2(a) (ii)	Government and Stakeholder Services	08/06/2016	2016 ACT Budget Breakfast	\$ 95.00	Canberra Business Chamber	Sk. Is. Canberra representative	
	Engagement and Client Services	08/06/2016	2016 ACT Budget Breakfast	\$ 95.00	Canberra Business Chamber	Sk. Is. Canberra representative	
	Directorate	25/08/2016	ACPET Conference Dinner	\$ 100.00	ACPET	Sk. Is. Canberra representative	Part of Conference Registration on
	Government and Stakeholder Services	25/08/2016	ACPET Conference Dinner	\$ 100.00	ACPET	Sk. Is. Canberra representative	Part of Conference Registration on
	Engagement and Client Services	17/11/2016	Australian Training Awards	\$ 125.00	Dept. Education and Training	Attended as State/ Territory Liaison Officer	Full week residential accommodation, flights (part of STLD role) - funded by Sk. Is. Canberra - most meals for week funded by Aus Govt
	Analysis and Policy Services	15/03/2017	International Women's Day Breakfast	\$ 90.00	NAWIC	Sk. Is. Canberra representative	Networking with stakeholders - Women's Tables effect on commitment
	Analysis and Policy Services	15/03/2017	International Women's Day Breakfast	\$ 90.00	NAWIC	Sk. Is. Canberra representative	Networking with stakeholders - Women's Tables effect on commitment
	Directorate	10/05/2017	2017 Federal Budget Breakfast	\$ 95.00	Canberra Business Chamber	Sk. Is. Canberra representative	
	Engagement and Client Services	10/05/2017	2017 Federal Budget Breakfast	\$ 95.00	Canberra Business Chamber	Sk. Is. Canberra representative	
	Directorate	23/08/2017	ACPET Conference Dinner	\$ 100.00	ACPET	Sk. Is. Canberra representative	Part of Conference Registration on
	Government and Stakeholder Services	23/08/2017	ACPET Conference Dinner	\$ 100.00	ACPET	Sk. Is. Canberra representative	Part of Conference Registration on
	Government and Stakeholder Services	13/09/2017	2017 VEGG Conference Dinner	\$ 80.00	VEGG Training	Sk. Is. Canberra representative	Part of Conference Registration on
	Engagement and Client Services	13/09/2017	2017 VEGG Conference Dinner	\$ 80.00	VEGG Training	Sk. Is. Canberra representative	Part of Conference Registration on
	Engagement and Client Services	15/09/2017	2017 NAWIC Awards Ceremony	\$ 180.00	NAWIC	Sk. Is. Canberra representative	Networking with stakeholders - Women's Tables effect on commitment
	Engagement and Client Services	02/11/2017	Canberra Business Chamber Annual Gala Dinner	\$ 195.00	Canberra Business Chamber	Sk. Is. Canberra representative	
	Directorate	23/11/2017	2017 Australian Training Awards	\$ 125.00	Dept. Education and Training	Sk. Is. Canberra representative	Sk. Is. Canberra representative chaired a Table of 10 app. covered by Head of Service
	Engagement and Client Services	23/11/2017	2017 Australian Training Awards	\$ 125.00	Dept. Education and Training	Sk. Is. Canberra representative	Sk. Is. Canberra representative chaired a Table of 10 app. covered by Head of Service
	Government and Stakeholder Services	23/11/2017	2017 Australian Training Awards	\$ 125.00	Dept. Education and Training	Sk. Is. Canberra representative	Sk. Is. Canberra representative chaired a Table of 10 app. covered by Head of Service
	Engagement and Client Services	23/11/2017	2017 Australian Training Awards	\$ 125.00	Dept. Education and Training	Sk. Is. Canberra representative	Sk. Is. Canberra representative chaired a Table of 10 app. covered by Head of Service
	Engagement and Client Services	23/11/2017	2017 Australian Training Awards	\$ 125.00	Dept. Education and Training	Sk. Is. Canberra representative	Sk. Is. Canberra representative chaired a Table of 10 app. covered by Head of Service
	Engagement and Client Services	23/11/2017	2017 Australian Training Awards	\$ 125.00	Dept. Education and Training	Sk. Is. Canberra representative	Sk. Is. Canberra representative chaired a Table of 10 app. covered by Head of Service
	Directorate	23/11/2017	2017 Australian Training Awards	\$ 125.00	Dept. Education and Training	Sk. Is. Canberra representative	Sk. Is. Canberra representative chaired a Table of 10 app. covered by Head of Service
	Guest	23/11/2017	2017 Australian Training Awards	\$ 125.00	Dept. Education and Training	Guest of Sk. Is. Canberra	Sk. Is. Canberra representative chaired a Table of 10 app. covered by Head of Service
Guest	23/11/2017	2017 Australian Training Awards	\$ 125.00	Dept. Education and Training	Guest of Sk. Is. Canberra	Sk. Is. Canberra representative chaired a Table of 10 app. covered by Head of Service	

Attendance at events (paid)

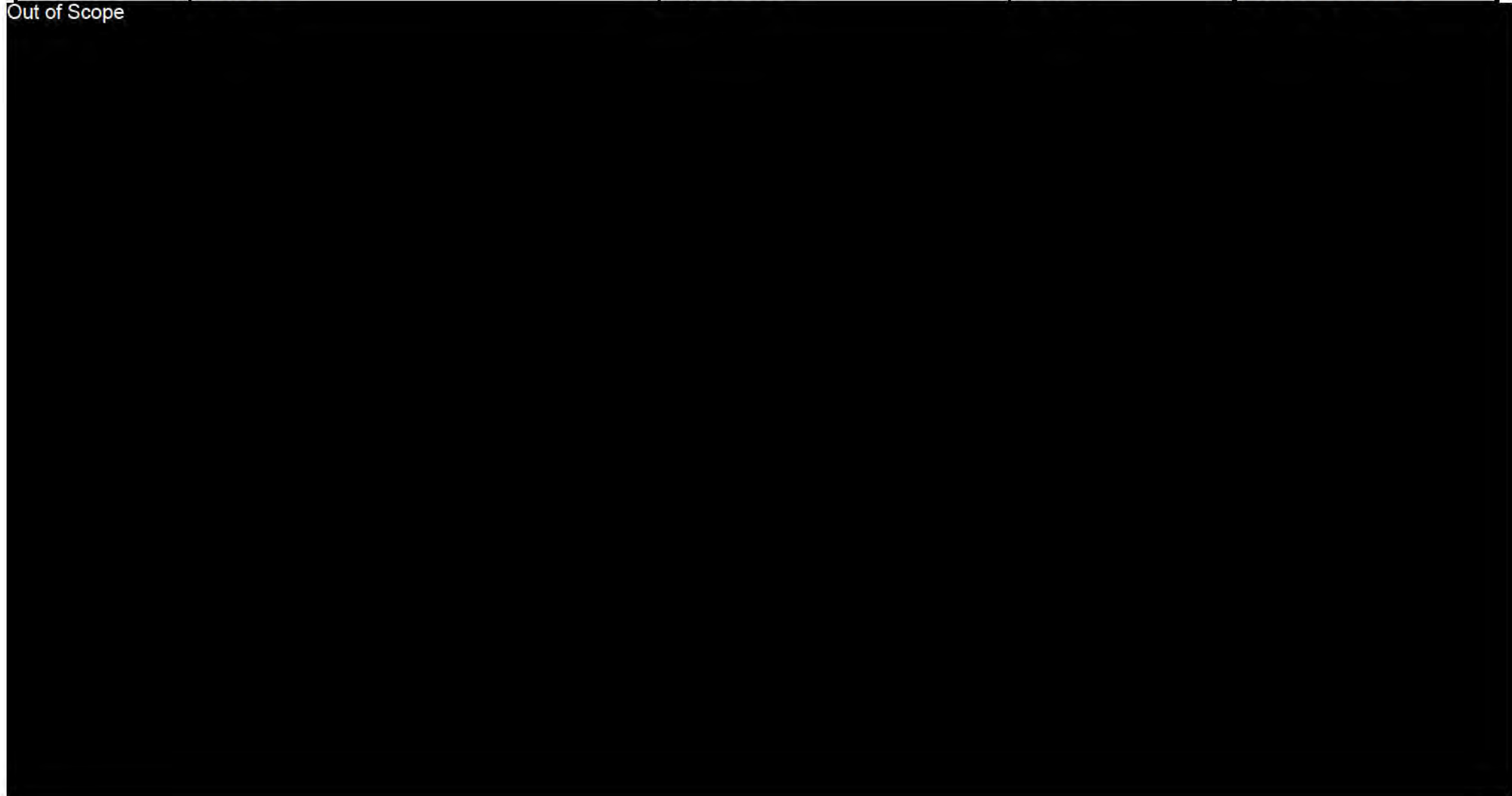
Function	Reason for Provision of Hospitality	Location	Date of event	Number of attendees			Estimated cost	Is alcohol provided, and if so the justification	Does it meet the ACTPS Healthy Food and Drink Choice Policy	A teaming event	Decisions Made	Decisions Date	Comments
				CM/TEOD	Other ACTPS	External							
2016 ACT Tanning Awards	Awards Ceremony	Hotel Realm	03/09/2016	30	10	430	Expenses - \$104,500 Income - \$80,000	Yes - The event is a celebratory evening for the industry, where a sit down dinner and beverage package is provided within the ticket cost (\$125pp)	NA	Skils Carbe a	David Dowse/Sue Hall	03/08/2016	2 course meal and beverage package
2017 ACT Tanning Awards	Awards Ceremony	QT Carbe a	31/08/2017	30	10	440	Expenses - \$110,000 Income - \$75,000	Yes - The event is a celebratory evening for the industry, where a sit down dinner and beverage package is provided within the ticket cost (\$125pp)	NA	Skils Carbe a	Head of Service	10/07/2017	3 course meal and beverage package
2016 WoSBKs Awards Ceremony	Awards Ceremony	National Gallery of Australia	13/11/2017	8	10	130	\$ 8,000.00	No	Yes	Skils Carbe a	David M Iie	NA	Light refreshments provided
2016 CBR VET Summit	Stakeholder Consultation	EPIC	31/03/2017	10	5	60	\$ 2,500.00	No	Yes	Skils Carbe a	David M Iie	NA	Light refreshments provided
2016 ACT RTO Forum - Ap 1	Stakeholder Forum	HBCTL	29/04/2016	15	10	70	\$ 1,200.00	No	Yes	Skils Carbe a	David M Iie	NA	FOC Venue. Light refreshments provided
2016 ACT RTO Forum - October	Stakeholder Forum	HBCTL	21/10/2016	15	10	60	\$ 1,200.00	No	Yes	Skils Carbe a	David M Iie	NA	FOC Venue. Light refreshments provided
2017 ACT RTO Forum - Ap 1	Stakeholder Forum	Thoroughbred Park	06/04/2017	15	20	70	\$ 2,500.00	No	Yes	Skils Carbe a	David M Iie	NA	Light refreshments provided
2017 ACT RTO Forum - October	Stakeholder Forum	EPIC	19/10/2017	15	20	80	\$ 2,500.00	No	Yes	Skils Carbe a	David M Iie	NA	Light refreshments provided
Pre-GSC 9 elections (hosted by ACT)	National meeting	Hotel Realm	02/06/2017	2	0	18	\$ 1,355.00	No	NA	Skils Carbe a	David M Iie	NA	Light refreshments only

Organisation	Description	Amount	Amount exc GST	Date Paid	Account Code	Cost Centre	Project Code
Construction Industry Training Council (CITC)	Silver Sponsorship of CITC Awards 2016	\$ 3,300.00	\$ 3,000.00	09/09/2016	740101	14115	99999
Group Training Association NSW & ACT	Sponsorship - 2017 Skills Conference	\$ 2,750.00	\$ 2,500.00	09/05/2017	740101	14115	99999
Construction Industry Training Council (CITC)	Bronze Sponsorship CITC Awards 2017	\$ 1,650.00	\$ 1,500.00	08/06/2017	740101	14115	99999
Out of Scope		\$ 10,450.00	\$ 9,500.00				

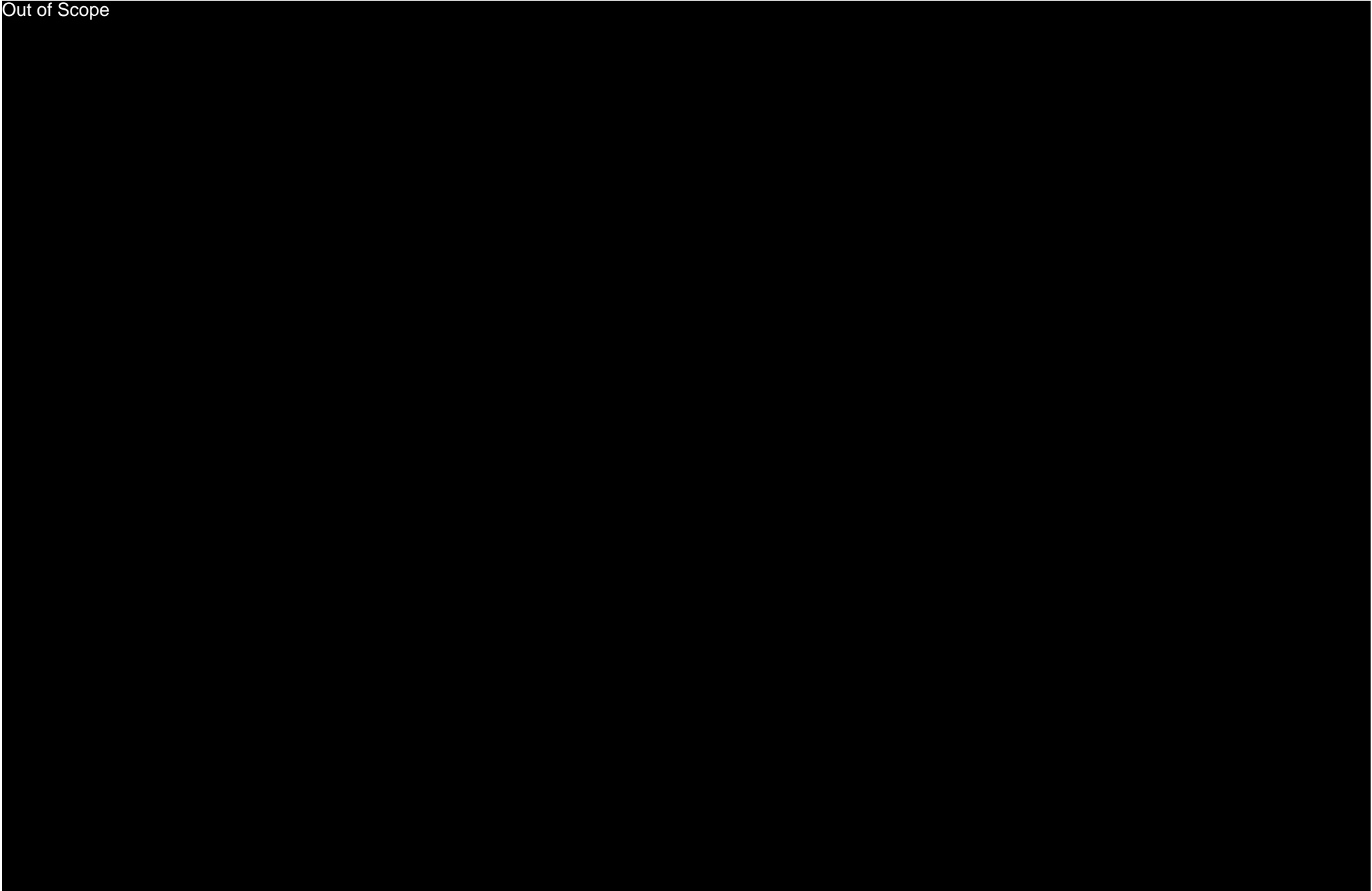
Executive Director TES Division Hospitality 2012/13				
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Date	Function	Organisation	Location	Attended Yes or No
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Out of Scope



Out of Scope



Out of Scope

20/01/2013	Australian Open 2013, President's Reserve	Tennis ACT	Melbourne	Yes
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Out of Scope

05-Jan	Day 3 Cricket at SCG	Cricket Australia	Canberra	Yes
05-Feb	Brumbies Season launch 2013	Brumbies	Canberra	No
06-Feb	Celebrate Waitangi Day	New Zealand High Commission	Canberra	No
06-Feb	ODI Cricket Match	ACT Govt	Canberra	Yes
06-Feb	ODI Cricket Match	Tradies	Canberra	No

07-Feb	Dinner National Arboretum Canberra in the new visitors centre	Canberra Business Council	Canberra	Yes
08-Feb	ABL VIP Function	ABL Cavalry	Canberra	Yes
08-Feb	Brumbies v ACT XV trial match	Brumbies	Canberra	No
13-Feb	Techfest 2013	NICTA	Canberra	No
14-Feb	Giants Boardroom luncheon chairman's Council	GWS Giants	Sydney	Yes
21-Feb	Presidents reception	Royal National Capital Agricultural Society	Canberra	Yes
24-Feb	Henry 4	Centenary of Canberra	Canberra	Yes + 1
28-Feb	Canberra Raiders Season launch 2013	Canberra Raiders	Canberra	Yes + (IH)
10-Mar	Black Opal Stakes Race Day	Thoroughbred Park	Canberra	Yes + 1
27-Feb	NRL Season launch 2013	NRL	Sydney	No
22-Feb	Capital Centenary Dinner	Canberra Capitals	Canberra	No
09-Mar	AFL Canberra Season Launch	The Tradies	Canberra	Yes
13-Mar	NEAFL Season launch	AFL Canberra	Sydney	No
27-Feb	Sportswomen's Ball on 27 February	ASC	Canberra	No
08-Mar	Giants V ESSENDON	AGL/Giants	Canberra	Yes
02-Mar	A commemorative sculpture by the Cuban renowned artist Nelson Dominguez donated to Canberra by the Republic of Cuba in its Centenary	Ambassador of Cuba	Canberra	No
28-Feb	you are here 2013 program launch	C100	Canberra	No
20-Mar	2013 Australian Bicycling Achievement Awards	Cycling Promotion Fund	Canberra	Yes
04-Mar	Nkrypt Outdoor Exhibition	Questacon	Canberra	No
07-Mar	Season launch 2013 Capital Football	Capital Football	Canberra	No
27-Mar	Sch 2 farewell	NCC	Canberra	yes
27-Mar	DB Robin Medal & SJ Moore Medal Dinner	Cricket ACT	Canberra	no
05-Mar	Canberra Confidential A century of lies, spies and scandals	Canberra Confidential	Canberra	No
13-Mar	2013 21/U National Netball Championships	Netball ACT	Canberra	Yes
22-Apr	2013 AHA ACT Hospitality Awards - Tourism Division - '100 years of Hospitality in Canberra'	Tourism	Canberra	No
30-Mar	Brumbies v Bulls	ASC	Canberra	No

07-Mar	Networking Breakfast	Basketball ACT	Canberra	No
08-Mar	National Photographic Portrait Prize	NPG	Canberra	No
21-Mar	Top Secret Dinner	CCB	Canberra	Yes
26-Mar	Asian Cup 2015 Communities	Asian Cup 2015	Canberra	No
15-Mar	Sch 2 s2.2(a)(ii) - Tourism Event	Minister for Tourism	Canberra	Yes
28-Mar	National Folk Festival	National Folk Festival	Canberra	No
03-Apr	Ten Squared 10 artists, 10 decades 100 years of glass	Canberra Glassworks	Canberra	Yes
23-Apr	Toulouse-Lautrec tickets	NGA	Canberra	Yes + 1
22-Apr	AHA ACT hospitality Awards	AHA	Canberra	No
09-Apr	NCAA Men's basketball final	The Tradies	Canberra	No
18-Apr	GWS Luncheon with Sch 2 s2.2(a)(ii)	Giants	Sydney	No
17-Apr	ACT Breathe Better Workshop 2013	From DG	Canberra	No
01-May	CCB Networking evening - brumbies	CCB	Canberra	No
11-May	Solway & Calver Medal High Performance Awards	Cricket ACT	Canberra	No
18-Apr	NPG _ Portrait Unveiling Invite	NPG	Canberra	No
02-May	2013 Tourism Awards launch	Tourism	Canberra	Yes
19-Apr	ARL test Match	ARL	Canberra	Yes
17-Apr	ARL Test Match Charity dinner	Canberra Raiders	Canberra	Yes
07-May	Frankenstein opening Night	The Street Theatre	Canberra	Yes + 1
22-May	Lord Taverners Disability Multisport Day	ACTSPORT	Canberra	No
13-May	National Volunteer Week 2013	Volunteering ACT	Canberra	Yes
04-May	British High Commission Reception to meet Rt. Hon. Sch 2 s2.2(a)(ii)	British High Commission	Canberra	Yes
10-May	Long Lunch Invite	Thoroughbred Park	Canberra	Yes
30-May	Air NZ	Air NZ	Sydney	Yes
18-May	Brumbies v Waratahs	Brumbies	Sydney	No
08-May	Minister Robertson ASC	ASC	Canberra	No
13-Jun	Sir David Attenborough Live	NCC	Canberra	postponed to 19/7/2013
31-May	Brumbies v Hurricanes	ASC	Canberra	No
14-May	The Australian Ballet - Symmetries	The Australian Ballet	Canberra	No
31-May	Turner from the Tate- The Making of a Master	NGA Opening night	Canberra	Yes + 1

31-May	2013 ACTPS Awards for Excellence Ceremony Luncheon	CMTD	Canberra	Yes
31-May	Turner from the Tate- The Making of a Master - Dinner	NGA	canberra	Yes + 1
05-Jun	State of origin game 1	TTF	Sydney	No
05-Jun	State of origin game 1	Repucom	Sydney	Yes
24-May	Special Olympics ACT Sports Lunch	Special olympics Australia	Canberra	No
25-May	How to be lowere opening night	The Street Theatre	Canberra	No
30-May	Paris to Monaro Opeing	NPG	Canberra	No
31-May	Brumbies v Hurricanes	The Canberra Times	Canberra	No
14-Jun	Australian of the year Awards 2014	ADC	Canberra	No
25-Jun	AHA Labor Friends of Tourism Netwroking Drinks	AHA	Canberra	Yes
05-Jun	Territorians Lunch	GWS Jack Masters	Canberra	No
12-Jun	The opening of Kingston Foreshore Harbour	LDA	Canberra	Yes
18-Jun	Socceroos vs Iraq 2014 FIFA World Cup Brazil Asian Qualifer	AFC Asain Cup	Sydney	No
16-Jun	Westfield Matildas v New Zealand Ferns	Capital Football	Canberra	No
11-Jun	Repucom Sports Business Leaders Forum	Repucom	Sydney	No
17-Jun	Brumbies v british & Irish lions Dinner	Brumbies	Canberra	No
14-Jun	Floating Currency	Royal Australian Mint	Canberra	No
25-Jun	Future Lab	Grey	Canberra	No
21-Jun	Gathered Together exhibition opeing Canberra Museum and Gallery	Canberra Museum	Canberra	No
16-Jun	GWS Players party	Giants	Sydney	No
27-Jun	Offical Opeing of Questacon Technology Learning Centre	Questacon	Canberra	No
27-Jun	Australia	NGA	Canberra	No

Executive Director TES Division Hospitality 2013/14				
Date	Function	Organisation	Location	Attended Yes or No
01-Jul	2014 PM's X1 Announcement	Cricket ACT	Canberra	Yes
05-Jul	ABC Radio National Big Ideas	C100	Canberra	No
07-Jul	BMFC Sponsors day	Belconnen Magpies Football Club	Canberra	Yes
10-Aug	Brumbies Gala Ball	Brumbies	Canberra	No
07-Jul	24th Australian Junior Volleyball Championships	Volleyball	Canberra	No
19-Jul	David Attenborough Live Show	NCC	Canberra	Yes + 1
24-Jul	Launch of Dialogue	ISPT	Canberra	Yes
08-Jul	2013 Kanga Cup Opening Ceremony	Capital Football	Canberra	No
12-Jul	2113 A Canberra Odyssey	Canberra Museum and Gallery	Canberra	No
30-Jul	Launch of the ICC Cricket World Cup 2015	ICC Cricket World 2015	MCG Melbourne	No
3 & 4 August 2013	Centenary Netball Matches	Netball ACT	Canberra	No
21-Aug	Think Canberra Cocktail Reception	CCB	Canberra	No
30-Aug	ACT Sport Hall of Fame Induction Ceremony and Luncheon	ACTSport	Canberra	Yes
18-Aug	2013 IBA Oceania Championships	Basketball ACT	Canberra	No
18-Aug	Canberra One River	C100	Canberra	No
04-Sep	Everyman Theatre	Canberra Theatre Company	Canberra	No
23-Aug	Maccougall Medal Dinner	Brumbies	Canberra	No
13-Sep	Mulroney Medal Lunch	AFL NSW/ACT	Canberra	No
24-Aug	One River Canberra	C100	Canberra	No
22-Aug	Opening of Richard Avedon People	NPG	Canberra	No
27-Aug	Asian Cup 500 days to go	2015 AFC Asian Cup	Sydney	No
11-Sep	2013 Meninga Medal Gala Evening	Raiders	Canberra	Yes
04-Sep	AFL Canberra Div 1 Women's Glap presentation evening	AFL Canberra	Canberra	No
20-Aug	Dinner with Sch 2	Canberra Airport	Singapore Trip	Yes
20-Aug	Meal with Sch 2	Aviation Contractor for Tourism	Singapore Trip	Yes
31-Aug	Cyndi Lauper Function and Performance	NCC	Canberra	No
13-Oct	Netball Test	Netball Australia	Canberra	Yes + 1
21-Sep	ACTEWAGL Junior league Presentation	Capital Football	Canberra	Yes
13-Sep	2013 Aust TTF Summit	TTF	Melbourne	No
09-Oct	National day of the Republic of China	Taipei Economic and Cultural office of Australia	Canberra	No
11-Sep	Brophy McKay Medal Presentation Night	Hockey ACT	Canberra	No
06-Sep	NGA Announcement of Major International Exhibitions for Summer 2013	NGA	Canberra	Yes
15-Sep	NEAFL Final	AFL	Canberra	No
19-Sep	Body of work Launch	Canberra International Film Festival	Canberra	Yes
26-Sep	NightFest VIP Sponsors invite	Events ACT	Canberra	Yes
10-Oct	Capital Football 2013 Awards Night	Capital Football	Canberra	Yes
25-Sep	Antarctica Evite	Canberra Glassworks	Canberra	Yes
20-Sep	2013 Murrumbateman Moving Feast	Canberra Glassworks	Canberra	No
23-Sep	Uncovering the Red Centre	Australian National Botanical Gardens	Canberra	No
26-Sep	PwCAFL Networking Evening	PwC	Canberra	No
10-Oct	ACT Meteors and ACT Comets Season Launch	Cricket ACT	Canberra	Yes
17-Oct	Embassy of the democratic republic of Timor-Leste Canberra	Sport Matters	Canberra	Yes
06-Dec	30 Tradies Sportstar of the Year Awards Gala Dinner	ACTSport	Canberra	Yes + 1
26-Oct	Canberra Heat Centenary match	Volleyball ACT	Canberra	No
02-Nov	Queens baton relay reception	British HC	Canberra	Yes
26-Oct	Canberra Nara Festival	CM	Canberra	No
30-Oct	CIFF opening Night	BDW	Canberra	No

31-Oct	2013 CBC Annual Gala Dinner	Cre8tive	Canberra	Yes
31-Oct	Red centre Garden	Botanical Gardens NCAA	Canberra	No
05-Nov	Coordinate Melbourne Cup office invite	Coordinate	Canberra	No
10-Nov	CIFF Closing Night	CIFF	Canberra	No
06-Jan	Ashes Test Day 4	Cricket Australia	Sydney	Yes
05-Dec	Gold and the Incas lost worlds of Peru official opening and dinner + VIP preview	NGA	Canberra	Yes
23-Nov	Voices in the Forest	Arborteam...The Village Building co.	Canberra	No
05-Dec	Gema Christmas Party	Gema Group	Sydney	No
05-Dec	Huawei Christmas party	Huawei	Sydney	No
29-Nov	2013 SRS Industry Christmas Breakfast	SRS	Canberra	No
04-Dec	InvestACT Launch	Margaret whitlam Pavilion Arboretum	Canberra	Yes
06-Dec	Elvis at 21	NPG	Canberra	Yes
27-Nov	NCAA final members meeting and Christmas drinks	NCAA	Canberra	Yes
19-Jan	Australian Open	Tennis ACT	Melbourne	No
30-Nov	Boundless Canberra 2013 Gala Dinner	KPMG	Canberra	No
06-Dec	Air New Zealand Farewell for Norm Thompson	Air New Zealand	Canberra	No
24-Jan	Government House - 2014 Australian of the year Awards National Finalist	Australia Day Council	Canberra	Yes + 1
08-Dec	VIP Invitation Canberra United v Brisbane Roar	Capital Football	Canberra	Yes
04-Dec	PM's X1 Launch	Cricket ACT	Canberra	Yes
11-Dec	Cultural facilities Corporation End of year cocktail aptry	CFC - Sch 2	Canberra	No
10-Dec	Asian Cup Dinner	asian Cup - Sch 2	Canberra	No
18-Dec	ABL All Star Game	ABL	Melbourne	No
19-Dec	BBL Season Launch	BBL	Sydney	No
11-Dec	Farewell Sch 2	Brumbies	Canberra	Yes
11-Dec	UC - Sch 2, Professor of travel and Tourism economics	UC	Canberra	No
17-Dec	Dowse Projects - Lawn Bowls	Dowse Projects	Canberra	No
16-Dec	Sch 2 farewell	AWM	Canberra	No
26-Jan	Australia Day Fireworks VIP Function	NADC	Canberra	Yes
04-Feb	Reception to celebrate Waitangi Day	NZ High Commission	Canberra	Yes
25-Jan	Australian of the year awards 2014	NADC	Canberra	Yes + 1
13-Jan	2014 National Futsal Championships Opening Ceremony	Capital Football	Canberra	yes
26-Jan	OID Adelaide	SACA	Adelaide	No
15-Jan	Enlighten Launch	Events ACT	Canberra	Yes
17-Jan	Launch of Australia Day in the Nations Capital	Events ACT	Canberra	Yes
25-Jan	Sydney Thunder v Sydney Sixers	Sydney Thunder	Sydney	Yes
09-Mar	2014 Seppelt Black Opal Stakes Race Day	Thoroughbred Park	Canberra	Yes + 1
26-Feb	Old Parliament House Members Bar	Old Parliament House	Canberra	No
18-Feb	Giants Training and Administration facility	Giants	Sydney	No
21-Feb	Centenary Time Capsule Exhibition	In the City	Canberra	No
21-Feb	Farewell to Sch 2	Canberra Glassworks	Canberra	No
20-Feb	Giants v Sydney Swans	Giants	Canberra	No
08-Feb	Brumbies v ACT XV preseason match	Brumbies	Canberra	No
08-Feb	ABL Championship Series	ABL	Perth	No
19-Feb	Caps Dinner	Canberra Capitals	Canberra	Yes
04-Mar	Silver Kris Lounge	Singapore Airlines	Sydney	Yes
24-Feb	NRL 2013 Business Review and Strategic Outlook	NRL	Sydney	Yes
14-Feb	Canberra Capitals v The West Coast waves	Canberra Capitals	Canberra	Yes
01-Feb	Canberra United v Newcastle Jets	Capital Football	Canberra	Yes
19-Feb	National Folk Festival	National Folk Festival	Canberra	No

19-Feb	Launch of AWM Centenary Program and Centenary Brand	AWM	Canberra	No
28-Feb	National Capital School Excursion Planner Launch 2014	NCETP	Canberra	No
Feb	NRL season Launch 2014	NRL	Sydney	No
23-Feb	Canberra United End of season function	Capital Football	Canberra	No
14-Mar	NPG Cocktail party for Director Sch [REDACTED]	NPG	Canberra	Yes
06-Mar	Capital Football 2014 Season launch	Capital Football	Canberra	No
26-Mar	AFC Asian Cup Final Draw	AFC Asian Cup	Sydney	Yes
07-Mar	Lights, Canberra Action	Events ACT	Canberra	Yes
07-Mar	Opening of Elioth Gruner The Texture of Light	NCAA	Canberra	No
26-Mar	Special Viewing of Gold and the incas Lost world of Peru	NGA	Canberra	No
15-Mar	Giants v Swans	GWS Giants	Sydney	No
12-Mar	St Patricks Day	Irish Ambassador	Canberra	Yes
21-Mar	National Photographic Portrait Prize 2014	NPG	Canberra	No
21-Mar	2014 AFL Canberra Season launch	AFL Canberra	Canberra	Yes
07-Mar	Au Revoir Elvis	NCAA	Canberra	No
27-Mar	Official Opening of the Gungahlin Enclosed Oval	SRS	Canberra	Yes
12-Mar	To Experience QT Canberra	QT Hotels	Canberra	Yes
22-Mar	Major League Baseball	ABL	Canberra	No

Upcoming Hospitality 27/2 to 31/3

Date	Function	Address	Host	Time	
27-Feb	Sch 2 s2.2(a)(ii) Farewell	The Ballroom	NCC	5:30 - 7:30pm	Yes
28-Feb	Canberra Raiders Season Launch 2013	National Arboretum Canberra	Raiders	6:00pm	Yes + (IH)
28-Feb	VC Parker hosting Brumbies Board Dinner	Building 24 Ann Harding Conference Centre	UC	7:00pm	Yes
08-Mar	Giants V ESSENDON	Manuka Oval	GWS	5:40pm	Yes
09-Mar	AFL Canberra Season Launch	Kippax Oval	AFL Canberra	10:00am - 12:30pm	Yes
09-Mar	Black Opal Stakes Cocktail Function	Thoroughbred Park	Thoroughbred Park	5:30pm	Yes + (AL)
09-Mar	Brumbies v Waratahs	Canberra Stadium -Corporate Box host	Sch 2 s2.2(a)(ii)	Suite open 6:10pm 7:40pm kick off	Yes
10-Mar	Black Opal Stakes Race Day	Thoroughbred Park	Thoroughbred Park	12:00 - 5:30pm	Yes + (AL)
20-Mar	2013 Australian Bicycling Achievement Awards	Members Dining Room 2 Old Parliament House King George Terrace, Canberra	Cycling Promotion Fund	7:00 - 8:45am	Yes

Deputy Director-General BTES Division Hospitality 2014/15

Date	Function	Organisation	Location	Attended Yes or No
06-Jul	Kanga Cup Opeing Ceremony	Capital Football	AIS Arena	Yes
06-Jul	25 Australian Junior Volleyball Championships - Opening Ceremc	Volleyball ACT	AIS Arena	Yes
19-Jul	Canberra Brumbies semi final - Longroom - Dinner	Brumbies	GIO Stadium Canberra	No
21-Jul	2014 AHA ACT Hospitality Awards - cocktail	AHA	QT Canberra	Yes
22-Jul	Austrade - visiting trade Commissioners in Canberra	Austrade	Canberra	yes
24-Jul	abstraction-creation - opening	NLA	Canberra	Yes
29-Jul	The Political Dimensions of PPP	AECOM	Canberra	Yes
29-Jul	Discovering ANZACS	National Archives of Australia	Canberra	Yes
31-Jul	CBES Showcase	CBEC	Regatta Point Canberra	Yes
29-Aug	NICTA TECH Showcase 2014	NICTA	Melbourne Convention Centre	No
30-Aug	Brumbies Ball 2014	Brumbies	Canberra AIS Arena	No
06-Aug	The Mandarin Code Book Launch	Harper Collins	Canberra	No
19-Aug	Premier of the importance of being earnest	Canberra Theatre	Canberra	Yes
23-Sep	2014 Toyota AFL Grand Final Lunch	Arboretum	Canberra	Yes
24-Sep	VIP Sponsors Function CBR Marquee Floriade	CBR Marquee	Canberra	Yes
25-Sep	The Waterhouse Natural Science Art Prize	National Archives of Australia	Canberra	Yes
30-Sep	Open for Business - The Wharf Revue 2014	The Playhouse	Canberra	Yes + 1
23-Oct	Rodrigo, Canberra Symphony Orchestra	Llewellyn Hall, ANU	Canberra	Yes
12-Nov	Launch of Capital Region Landkeepers Trust	Capital Region Landkeepers Trust Board	Canberra	No
19-Nov	ACTSPORT Information Seminar	actsport	Canberra	No
19-Nov	Australia V South Africa One Day International	Territory Venues and Events	Canberra	No
19-Nov	Fusion: the art of eating	crat and design centre	Canberra	No
20-Nov	Think Canberra Cocktail Function	Canberra Convention Bureay	Canberra	No
13-Nov	2014 Innaugural Gala Dinner	Canberra Business Chamber	Canberra	Yes
25-Nov	Anniversary of Qatar National Day	State of QATAR	Canberra	No
25-Nov	Keepsakes - Australians and the Great War	National Library Of Australia	Canberra	Yes + 1
27-Nov	52nd Australian Export Awards National Awards Ceremony	Australian Trade Comm	Sydney	No
29-Nov	"Locks of Love" screening launch	ScreenACT	Canberra	No
11-Dec	Ben Quilty - After Afganistan	Australian War Memorial	Canberra	Yes
10-Dec	Christmas Networking Drinks - CCB	Canberra Convention Bureau	Canberra	No
11-Dec	National Capital Authority End-of-Year Function	National Capital Authority	Canberra	No
12-Dec	James Tyrell - A Retrospective	National Gallery of Australia	Canberra	No
17-Dec	2015 Australian of the Year Exhibition	National Museum of Australia	Canberra	No

Didn't make it, urgent matter

Date of Event	Name of Giver or Host	Description of function / event	Any guests they take	Purpose of Attendance	Approximate Value	Conflict of Interest (yes/no)	Action to address Conflict of Interest
eg: 1 July 2011	XYZ Corporation	Industry Gala Awards 13 June 2017		Support the CM	\$120 per person (approx)	no	Will excuse myself from future tender processes.
22/02/2016	IPAA	GW Giant Hearts Womens Lunch 16 June 2017		Support ACT Sport	\$ 175.00	no	
31/03/2016	Paid for by ACTPS	Giants Gala Dinner 23 June 2017		Support ACT Sport	\$ 175.00	no	
28/04/2016	National Centre for Australian Children's Literature	CSO Opera Gala 7 July 2017		Support ACTArts	\$ 70.00	no	
04/05/2016	KPMG	CSO 2018 Season Launch Breakfast 9 Aug 2017		Support ACTArts	\$ 50.00	no	
08/06/2016	MBA ACT	Training Awards 31 Aug 2017		Present Awards	\$ 100.00	no	
03/08/2016	ANZSOG	Fuse dance works 7 Sept 2017	Sch 2 s2.2(a)(ii)	Support ACTArts	\$ 80.00	no	
26/10/2016	Noetic	The Wharf Revue Play 12 Sept 2017		Support ACTArts	\$ 80.00	no	
27/10/2016	Canberra Theatre Centre	Floriade Official Launch 15 Sept 2017		Support the CM	\$ 80.00	no	
02/11/2016	Canberra Theatre Centre	Fashfest 28 Sept 2017		Support ACTArts	\$ 50.00	no	
23/11/2016	Queensland Ballet	Eirene Mort 29 Sept 2017		Support ACTArts	\$ 80.00	no	
28/11/2016	Sch 2 s2.2(a)(ii)	Crazy Horse Paris 4 Oct 2017		Support ACTArts	\$ 80.00	no	
14/12/2016	IPAA	Season Launch of collected works 16 Oct 2017		Support ACTArts	\$ 80.00	no	
17/05/2017	Secretary, Attorney-General's Dept	CIT dinner with Minister 26 Oct 2017		Support CIT	\$ 100.00	no	
13/06/2017	Department of Defence	Killer Instinct feature 1 Nov 2017		Support ACTArts	\$ 50.00	no	
07/04/2017	Bells Shakespeare	The popular mechanicals play 1 Nov 2017		Support ACTArts	\$ 80.00	no	
14/06/2017	Hays -Sch 2 s2.2(a)(ii) - Director Public Sector	CBC Gala dinner 2 Nov 2017		Support the CM	\$ 120.00	no	
20/06/2017	Sir Roland Wilson Foundation - Future shapers forum	Aust v France soccer 3 Nov 2017		Support ACT Sport	\$100	no	
27/06/2017	Jeff Whalan Learning Group Event - 27 June 02017	Aust of the year awards 6 Nov 2017		Support the CM	\$ 100.00	no	
		Love Chamberlain premiere 8 Nov 2017		Support ACTArts	\$80	no	
		Fiji v Italy soccer 10 Nov 2017		Support ACT Sport	\$50	no	
		Cnb region tourism awards 17 Nov 2017		Support the CM	\$100	no	
		2017 Aust Training Awards 23 Nov 2017		Support the Minister	\$100	no	
		Cnb Calvary Baseball 24 Nov 2017		Support the Minister	\$30	no	
		ACT Violence Prevention Awards 27 Nov 2017		Represent the HoS	\$30	no	
		A song for the superior man 29 Nov 2017		Support ACTArts	\$80	no	
		Mamma Mia the musical 30 Nov 2017	Support ACTArts	\$80	no		
		Cnb Sports Awards 1 Dec 2017	Support ACT Sport	\$100	no		
		Aust Export Awards 5 Dec 2017	Support the Minister	\$100	no		
		Dinner with Sch 2 s2.2(a)(ii) 19 Dec 2017. Organised by Screen Aust	Acknowledge the success of a recent locally made film	\$120	no		
		Aust of the year awards 25 Jan 2018	Representative of the ACT Govt	\$30	no		
		Nancy Sever exhibition Gorman House 7 Feb 2018	Representative of the ACT Govt	Nil	no		
		Fed Cup Official Dinner 8 Feb 2018	Representative of the ACT Govt	\$50	no		
		Screening of Peter Rabbit 13 Feb 2018	Representative of the ACT Govt	\$40	no		
		UNSW 50th year partnership with Defence Dinner 0 16 Feb 2018	Representative of the ACT Govt	\$100	no		
		CAT Awards 17 Feb 2018	Representative of the ACT Govt	\$50	no		
		Cnb Symphony Orchestra - 21 Feb 2018	Representative of the ACT Govt	50	no		
		Switch on Enlighted - 2 March 2018	Representative of the ACT Govt	0	no		

Events Attendance Register

Eclectic music - 17 March 2018	Sch 2	Representative of the ACT Govt	Free entry	no		
Cartier Exhibition - 27 March 2018	s2.2(a) (ii)	Representative of the ACT Govt		no		

Wednesday 18 February 2015

Afghanistan v Bangladesh

	Suite	Corporate Hospitality Tickets	Category A Tickets	VIP Invitations to Official Match functions	Official Hospitality
Quantity	1	20	50	10- LOC LIST	
0	Exclusive access, exclusive of catering 15-20 people. Catering at our cost	Corporate hospitality tickets includes catering- VIP Section			
1	Reinquinsh	Sch 2 s2.2(a)(ii)	Sch 2 s2.2(a)(ii)	Sch 2 s2.2(a)(ii)	Sch 2 s2.2(a)(ii)
2					
3					
4					
5					
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23					
24					
25					
26					
27			Sport and Recreation		
28			Sport and Recreation		
29			Sport and Recreation		
30			Sport and Recreation		
31			Sport and Recreation		
32			Sport and Recreation		
33			Visit Canberra		
34			Visit Canberra		
35			Visit Canberra		
36			Visit Canberra		
37			Visit Canberra		
38			Visit Canberra		
39			Brand Canberra		
40			Brand Canberra		
41			Brand Canberra		
42			Brand Canberra		
43			Events ACT		
44			Events ACT		
45			Events ACT		
46			Events ACT		
47			Events ACT		
48			Events ACT		
49			Events ACT		
50			Events ACT		

- Trade and Investment
- Visit Canberra
- Sport and Recreation
- Events ACT
- Brand Canberra

Tuesday 24 February 2015

West Indies v Zimbabwe

	Suite	Corporate Hospitality Tickets	Category A Tickets	VIP Invitations to Official Match functions	Official Hospitality
Quantity	1	20	50	10- LOC LIST	
0	Exclusive access, exclusive of catering 15-20 people	Corporate hospitality tickets includes catering- VIP section			Sch 2 s2.2(a)(ii)
1		Sch 2 s2.2(a)(ii)		Sch 2 s2.2(a)(ii)	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15			CRVC		
16			CRVC		
17			CRVC		
18			CRVC		
19			Trade and Investment		
20			Trade and Investment		
21			Trade and Investment		
22			Trade and Investment		
23			Trade and Investment		
24			Trade and Investment		
25			Sport and Recreation		
26			Sport and Recreation		
27			Sport and Recreation		
28			Sport and Recreation		
29			Sport and Recreation		
30			Sport and Recreation		
31			Visit Canberra		
32			Visit Canberra		
33			Visit Canberra		
34			Visit Canberra		
35			Visit Canberra		
36			Visit Canberra		
37			Brand Canberra		
38			Brand Canberra		
39			Brand Canberra		
40			Brand Canberra		
41			Brand Canberra		
42			Brand Canberra		
43			Events ACT		
44			Events ACT		
45			Events ACT		
46			Events ACT		
47			Events ACT		
48			Events ACT		
49			Events ACT		
50			Events ACT		

Trade and Investment
Visit Canberra
Sport and Recreation
Events ACT
Brand Canberra
CRVC

Tuesday 3 March February 2015

South Africa v Ireland

	Suite	Corporate Hospitality Tickets	Category A Tickets	VIP Invitations to Official Match functions	Official Hospitality
Quantity	1	20	50	10- LOC LIST	
0	Exclusive access, exclusive of catering 15-20 people	Corporate hospitality tickets includes catering- VIP section			Sch 2 s2.2(a)(ii)
1		Sch 2 s2.2(a)(ii)	Trade and Investment	Sch 2 s2.2(a)(ii)	
2			Trade and Investment		
3			Trade and Investment		
4			Trade and Investment		
5			Trade and Investment		
6			Trade and Investment		
7			Trade and Investment		
8			Trade and Investment		
9			Trade and Investment		
10			Trade and Investment		
11			Trade and Investment		
12			Trade and Investment		
13			Trade and Investment		
14			Trade and Investment		
15			Trade and Investment		
16			Trade and Investment		
17			Trade and Investment		
18			Trade and Investment		
19			Trade and Investment		
20			CRVC		
21			CRVC		
22			CRVC		
23			CRVC		
24			Sport and Recreation		
25			Sport and Recreation		
26			Sport and Recreation		
27			Sport and Recreation		
28			Sport and Recreation		
29			Sport and Recreation		
30			Sport and Recreation		
31			Sport and Recreation		
32			Sport and Recreation		
33			Visit Canberra		
34			Visit Canberra		
35			Visit Canberra		
36			Visit Canberra		
37			Visit Canberra		
38			Visit Canberra		
39			Brand Canberra		
40			Brand Canberra		
41			Brand Canberra		
42			Brand Canberra		
43			Events ACT		
44			Events ACT		
45			Events ACT		
46			Events ACT		
47			Events ACT		
48			Events ACT		
49			Events ACT		
50			Events ACT		

Trade and Investment
Visit Canberra
Sport and Recreation
Events ACT
Brand Canberra

CANBERRA - TICKET AND HOSPITALITY ALLOCATION

Host City Agreement Ticket/ Hospitality Allocation											
Date	Match	Host City	Jurisdiction	Host Jurisdiction						Other Jurisdictions	
				Outdoor Corporate Box	Complimentary Tickets Category A	Complimentary Tickets Category B	Complimentary Tickets Category C	Official VIP Hospitality (Ministers) - invited guests of Organising Committee	Official VIP Hospitality (Snr Govt Officials/ Stakeholders) - invited guests of Organising Committee	Complimentary Tickets Category A	Official VIP Hospitality
Match 1				1	50	50	50	10	10		
Match 2				1	50	50	50	10	20		
Match 3				1	50	50	50	10	10		
Match 4										4	10
Match 5										0	2

Sunday 29 October 2017- Canberra Stadium

Canberra Game 1

France v Lebanon

	Outdoor Corporate Box	Complimentary Tickets Category A	Official VIP Hospitality (Ministers - guests of LOC)	Match day hospitality (in official LOC Corporate hospitality inclusive of catering)
Quantity	1	20	10	20
1	1x corporate box (15-20 pax) including catering	Events ACT	Sch 2 s2.2(a)(ii)	ACT Government- Head of Service- Sch 2
2		Events ACT		Enterprise Canberra DDG- Sch 2
3		Events ACT		Director - Events ACT- Sch 2
4		Events ACT		Director- VisitCanberra- Sch 2
5		Active Canberra		Director- Active Canberra- Sch 2
6		Active Canberra		Director- Venues Canberra- Sch 2
7		Active Canberra		Sch 2 s2.2(a)(ii)
8		Active Canberra		
9		Venues Canberra		
10		Venues Canberra		
11		Venues Canberra		
12		Venues Canberra		
13		VisitCanberra		
14		VisitCanberra		
15		VisitCanberra		
16		VisitCanberra		
17		Promotion		
18		Promotion		
19		Promotion		
20		Promotion		

Australia v France

	Outdoor Corporate Box	Complimentary Tickets Category A	Complimentary Tickets Category B	Complimentary Tickets Category C	Official VIP Hospitality (Ministers - guests of Organising Committee)	Official VIP Hospitality (Snr Govt Officials/ Stakeholders - guests of Organising Committee)
Quantity	1	50	50	50	10	20
1	1x corporate box (15-20 pax) including catering	Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Pialligo Estate - Sch 2	Sch 2 s2.2(a)(ii)	Sch 2 s2.2(a)(ii)
2		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Pialligo Estate - Sch 2		
3		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Copy Qik - Sch 2		
4		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Copy Qik - Sch 2		
5		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Sch 2 s2.2(a)(ii)		
6		Visit Canberra - Industry	Promotion Tickets - Visit Canberra			
7		Visit Canberra - Industry	Promotion Tickets - Visit Canberra			
8		Visit Canberra - Industry	Promotion Tickets - Visit Canberra			
9		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
10		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
11		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
12		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
13		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
14		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
15		Visit Canberra - Industry	Promotion Tickets - CC, Events	Enterprise Canberra		
16		Visit Canberra - Industry	Promotion Tickets - CC, Events	Enterprise Canberra		
17		Visit Canberra - Industry	Promotion Tickets - CC, Events	Enterprise Canberra		
18		Visit Canberra - Industry	Promotion Tickets - CC, Events	Enterprise Canberra		
19		Visit Canberra - Industry	Promotion Tickets - CC, Events	Enterprise Canberra		
20		Visit Canberra - Industry	Promotion Tickets - CC, Events	Cultural Canberra, Events (Host City) Sch 2		
21		Visit Canberra - Industry	Promotion Tickets - CC, Events	Cultural Canberra, Events (Host City) Sch 2		
22		Visit Canberra - Industry	Promotion Tickets - CC, Events	Cultural Canberra, Events (Host City) Sch 2		
23		Visit Canberra - Industry	Promotion Tickets - CC, Events	Cultural Canberra, Events (Host City) Sch 2		
24		Visit Canberra - Industry	Promotion Tickets - CC, Events	Cultural Canberra, Events (Host City) Sch 2		
25		Promotion Tickets - Visit Canberra	Promotion Tickets - CC, Events	Cultural Canberra, Events (Host City) Sch 2		
26		Promotion Tickets - Visit Canberra	Promotion Tickets - CC, Events	Ministerial Staff		
27		Promotion Tickets - Visit Canberra	Promotion Tickets - CC, Events	Ministerial Staff		
28		Promotion Tickets - Visit Canberra	Promotion Tickets - CC, Events	Ministerial Staff		
29		Promotion Tickets - Visit Canberra	Nara Candle Festival - Sch 2	Ministerial Staff		
30		Promotion Tickets - Visit Canberra	Nara Candle Festival - Sch 2	Ministerial Staff		
31		Promotion Tickets - Events ACT	Innovate Canberra Sch 2	Ministerial Staff		
32		Promotion Tickets - Events ACT	Innovate Canberra Sch 2	Active Canberra		
33		Promotion Tickets - Events ACT	Innovate Canberra Sch 2	Active Canberra		
34		Promotion Tickets - Events ACT	Innovate Canberra Sch 2	Active Canberra		
35		Cultural Canberra, Events - Sponsors	Innovate Canberra Sch 2	Active Canberra		
36		Cultural Canberra, Events - Sponsors	Innovate Canberra Sch 2	Active Canberra		
37		Cultural Canberra, Events - Sponsors	Innovate Canberra Sch 2	Active Canberra		
38		Cultural Canberra, Events - Sponsors	Innovate Canberra Sch 2	Active Canberra		
39		Cultural Canberra, Events - Sponsors	Innovate Canberra Sch 2	Active Canberra		
40		Cultural Canberra, Events - Sponsors	Innovate Canberra Sch 2	Active Canberra		
41		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
42		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
43		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
44		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
45		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
46		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
47		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
48		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
49		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
50		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		

Promotion Tickets - Events ACT
Visit Canberra - Industry
Promotion Tickets - Visit Canberra
Ministerial Staff
Innovate Canberra
Cultural Canberra, Events (Host City)
Cultural Canberra, Events - Sponsors
Not yet allocated
Venues Canberra - GIO
Venues Canberra - Stakeholders
Active Canberra
Contingency
Enterprise Canberra

Corporate Box	GUEST	TIX Numbers	Pax Numbers	Date passes distributed to Host
HOST1	Sch 2	Tix Numbers: 1-20	Pax Numbers: 5016-5035	
HOST2				
GUESTS				
3				
4				
5				
6				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Friday 10 November 2017- Canberra Stadium

Canberra Game 3

Fiji v Italy

Quantity	Outdoor Corporate Box	Complimentary Tickets Category A	Complimentary Tickets Category B	Complimentary Tickets Category C	Official VIP Hospitality (Ministers - guests of Organising Committee)	Official VIP Hospitality (Snr Govt Officials/ Stakeholders - guests of Organising Committee)
Quantity	1	50	50	50	10	10
1	1x corporate box (15-20 pax) including catering	Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra	Sch 2 s2.2(a)(ii)	Sch 2 s2.2(a)(ii)
2		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
3		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
4		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
5		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
6		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
7		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
8		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
9		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
10		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
11		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
12		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
13		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
14		Visit Canberra - Industry	Promotion Tickets - Visit Canberra	Enterprise Canberra		
15		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Enterprise Canberra		
16		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Enterprise Canberra		
17		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Enterprise Canberra		
18		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Enterprise Canberra		
19		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Enterprise Canberra		
20		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Cultural Canberra, Events (Host City) Sch 2 s2.2(a)(ii)		
21		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Cultural Canberra, Events (Host City) Sch 2 s2.2(a)(ii)		
22		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Cultural Canberra, Events (Host City) Sch 2 s2.2(a)(ii)		
23		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Cultural Canberra, Events (Host City) Sch 2 s2.2(a)(ii)		
24		Visit Canberra - Industry	Promotion Tickets - Cultural Canberra, Events	Cultural Canberra, Events (Host City) Sch 2 s2.2(a)(ii)		
25		Promotion Tickets - Visit Canberra	Promotion Tickets - Cultural Canberra, Events	Cultural Canberra, Events (Host City) Sch 2 s2.2(a)(ii)		
26		Promotion Tickets - Visit Canberra	Promotion Tickets - Cultural Canberra, Events	Ministerial Staff		
27		Promotion Tickets - Visit Canberra	Promotion Tickets - Cultural Canberra, Events	Ministerial Staff		
28		Promotion Tickets - Visit Canberra	Promotion Tickets - Cultural Canberra, Events	Ministerial Staff		
29		Promotion Tickets - Visit Canberra	Promotion Tickets - Cultural Canberra, Events	Ministerial Staff		
30		Promotion Tickets - Visit Canberra	Promotion Tickets - Cultural Canberra, Events	Ministerial Staff		
31		Promotion Tickets - Cultural Canberra, Events	Innovate Canberra	Ministerial Staff		
32		Promotion Tickets - Cultural Canberra, Events	Innovate Canberra	Active Canberra		
33		Promotion Tickets - Cultural Canberra, Events	Innovate Canberra	Active Canberra		
34		Promotion Tickets - Cultural Canberra, Events	Innovate Canberra	Active Canberra		
35		Cultural Canberra, Events - Sponsors	Innovate Canberra	Active Canberra		
36		Cultural Canberra, Events - Sponsors	Innovate Canberra	Active Canberra		
37		Cultural Canberra, Events - Sponsors	Innovate Canberra	Active Canberra		
38		Cultural Canberra, Events - Sponsors	Innovate Canberra	Active Canberra		
39		Cultural Canberra, Events - Sponsors	Innovate Canberra	Active Canberra		
40		Cultural Canberra, Events - Sponsors	Innovate Canberra	Active Canberra		
41		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
42		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
43		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
44		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
45		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
46		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
47		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
48		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
49		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		
50		Venues Canberra - GIO	Venues Canberra - Stakeholders	Contingency		

Promotion Tickets - Cultural Canberra, Events
Visit Canberra - Industry
Promotion Tickets - Visit Canberra
Ministerial Staff
Innovate Canberra
Cultural Canberra, Events- Sponsors
Cultural Canberra, Events (Host City)
Not yet allocated
Venues Canberra - GIO
Venues Canberra - Stakeholders
Active Canberra
Enterprise Canberra

Corporate Box			
	GUEST	TIX Numbers	Pax Numbers
HOST1	Sch 2	Tix Numbers- 1-20	1700-1719
HOST2			
GUESTS	Sch 2 s2.2(a)(ii)		
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Saturday 18 November 2017 - Wellington Regional Stadium

Quarter Final

Complimentary Tickets Category A		Official VIP Hospitality (Guests of Organising Committee)
Quantity	4	10
1	Promotion Tickets - VisitCanberra	Canberra Week in Wellington delegation (Office of International Engagement to provide details)
2	Promotion Tickets - VisitCanberra	
3	Promotion Tickets - VisitCanberra	
4	Promotion Tickets - VisitCanberra	
5		
6		
7		
8		
9		
10		

Saturday 2 December 2017 - Brisbane Stadium Final

	Official VIP Hospitality (guests of LOC)	
Quantity	2	
1	Sch 2 s2.2(a)(ii)	
2		

EVENT DATE	EVENT NAME	PURPOSE	ATTENDEES	HOSPITALITY	GIFT	BENEFIT	ACTION	OUTCOME	FURTHER INFORMATION
01/11/2016	Melbourne Cup Function - Marque and Albert Hall	nil business related	Sch 2 s2.2(a)(ii)		Complimentatry tickets		Notification form to DD-G	Not approved	Notification form sent to SERBIR due to conflicts at D-G office
11/11/2016	2016 Canberra Region Tourism Awards Gala Presentation	Floriade 2015 nominated for an award		4 tickets purchased - catering and alcohol			Notification form to DD-G	Approved	nil
19/11/2016	A very Canberra Comedy Festival Christmas		Sch 2 plus one		2 tickets @ \$39each		Notification form to DD-G	Approved	nil

EPIC - GIFT REGISTER

Exhibition Park Corporation

Date Received	Item	From Whom	To Whom	Approximate Value
13/12/2013	Box of Roses Chocolates	Sch 2 s2.2(a)	Camping Receptionist	\$ 5 00
18/12/2013	1 leg ham - 8 kg	(i)	Senior Corporate Manager	\$ 60 00



Gift, Benefit and Hospitality Notification Form

(In relation to attendance at events and acceptance of hospitality this form may be used for individual or group submissions. For group submissions names of all staff members attending an event or being provided with hospitality must be included, but may be completed by just one of the recipients).

Part 1 Who Received the Gift/Offer

(to be filled in by Recipient)

Name of Recipient: Sch 2 s2.2(a)(ii) 3 x ACT Government EventsACT representatives directly connected to the external stakeholders.	Position Title Director, Cultural Canberra TBA
Business Unit Cultural Canberra / Enterprise Canberra	Phone Number Sch 2 s2.2(a)

Part 2 Details of Gift/Offer


(to be filled in by Recipient)

Date of offer 28 May 2016	Estimated Value \$776 (estimated)
Basis of valuation 4 VIP tickets (equivalent to Platinum tickets \$76.46 each), catering and staff costs (\$470)	
Name of Giver	Name of Giver's Organisation Venues Canberra
Description of Offer Access to the ACT Government corporate suite at GIO Stadium to see the Brumbies vs Sunwolves rugby match.	
Circumstances of Offer Rotational access to the ACT Government corporate suite.	

Details of any potential conflicts of interest, and how will they be addressed	
Nil known	
Proposed Action (eg retain for personal use, display in office, donate)	
Nil known	
Signature of Recipient	Date

Part 3 Decision (Only complete for Gifts or Benefits)

(to be completed by Decision Maker)

Decision on Offer	
Recipient informed of decision	Date recipient informed
Name of Decision Maker	Title
Jeff House	Alg Director General Economic Development
Signature of Decision Maker	Date
	- May - 2016

Part 4 Register

(to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Gifts, Benefits and Hospitality – Notification Form

(In relation to attendance at events and acceptance of hospitality this form may be used for individual or group submissions. For group submissions names of all staff members attending an event or being provided with hospitality must be included, but may be completed by just one of the recipients).

Part 1 Who Received the Gift/Offer - (to be filled in by Recipient)

Name of Recipient Sch 2 s2.2(a)(ii)	Position Title Senior Manager Events ACT
Business Unit Events ACT Cultural Canberra	Phone Number Sch 2 s2.2(a)(ii)

Part 2 Details of Gift/Offer - (to be filled in by Recipient)

Date of offer 11-Nov-2016	Estimated Value \$975 6 tickets purchased by business units 3 tickets gifted by Ginger Catering
Basis of valuation Ticket cost \$195 each.	
Name of Giver:	Name of Giver's Organisation: Ginger Catering (3 tickets only)
Description of Offer: Four (4) Events ACT and five (5) National Arboretum Canberra staff to attend the 2016 Canberra Region Tourism Awards hosted by the National Capital Attractions Association. Three (3) tickets have been provided by Ginger Catering who are the provider of catering services at the National Arboretum Canberra. The following staff are nominated to attend: Events ACT: <ul style="list-style-type: none"> • Sch 2 s2.2(a)(ii) • [Redacted] • [Redacted] • [Redacted] National Arboretum: <ul style="list-style-type: none"> • Sch 2 s2.2(a)(ii) • [Redacted] • [Redacted] • [Redacted] • [Redacted] 	
Circumstances of Offer: Floriade 2015 has a submission in the Best Event in the region category and in 2015 Floriade won the award for best event in the region. The National Arboretum Canberra is a co-sponsor of the Business Events Venues category and Sch 2 s2.2(a)(ii) is presenting this award. The other Arboretum staff work cooperatively with Ginger Catering in providing venue hire and event coordination service at an operational level. The region category winners go on to be included in the Australian Tourism Awards.	
Details of any potential conflicts of interest, and how will they be addressed: The staff accepting the gifted tickets are not directly involved in the decision making process for catering services for the National Arboretum Canberra.	
Proposed Action (eg retain for personal use, display in office, donate): n/a	
Signature of Recipient* Sch 2 s2.2(a)(ii)	Date 10/11/16



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Part 3 Decision (only complete for Gifts or Benefits) - (to be completed by Decision Maker)

Decision on Offer <i>Approved</i>	
Recipient informed of decision <i>Yes</i>	Date recipient informed <i>10-NOV-2016</i>
Name of Decision Maker <i>Jeff House</i>	Title <i>DDG-Enterprise Canberra</i>
Signature of Decision Maker <i>[Signature]</i>	Date <i>10/11/16</i>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 4 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Gifts, Benefits and Hospitality – Notification Form

(In relation to attendance at events and acceptance of hospitality this form may be used for individual or group submissions. For group submissions names of all staff members attending an event or being provided with hospitality must be included, but may be completed by just one of the recipients).

Part 1 Who Received the Gift/Offer - (to be filled in by Recipient)

Name of Recipient: Sch 2 s2.2(a)(ii)	Position Title: Program Officer
Business Unit: Events ACT	Phone Number: Sch 2

Part 2 Details of Gift/Offer - (to be filled in by Recipient)

Date of offer: 29 Oct 2016	Estimated Value: 2 tickets @ \$39.00 each
Basis of valuation: Paid ticketed event (website)	
Name of Giver: Sch 2	Name of Giver's Organisation: Comedy Company
Description of Offer: 2 tickets A very Canberra Comedy Festival Christmas	
Circumstances of Offer: Working with Sch 2 s2.2(a)(ii) with support and promotion of his event through the administration of the ACT Event Fund.	
Details of any potential conflicts of interest, and how will they be addressed: Nil identified (staff only undertake administrative function for the Fund).	
Proposed Action (eg retain for personal use, display in office, donate) To attend function.	
Signature of Recipient: Sch 2 s2.2(a)(ii)	Date: 8/11/16

Part 3 Decision (only complete for Gifts or Benefits) - (to be completed by Decision Maker)

Decision on Offer ACCEPT	
Recipient informed of decision YES	Date recipient informed 14.11.16
Name of Decision Maker JEFF HOUSE	Title DEPUTY DIRECTOR - GENERAL
Signature of Decision Maker	Date 14-11-16

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 4 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Receipt of Gift Notification Form

Part 1 Who Received the Gift/Offer

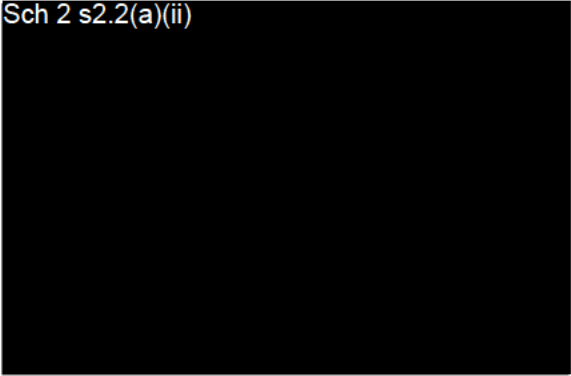
(to be filled in by Recipient)

Name of Recipient: Sch 2 s2.2(a)(ii)	Position Title Deputy Director-General, Enterprise Canberra Executive Director, Innovate Canberra Senior Officer - Policy and Strategy
Business Unit Enterprise Canberra Innovate Canberra Innovate Canberra	Phone Number Sch 2 s2.2(a)(ii)

Part 2 Details of Gift/Offer

(to be filled in by Recipient)

Date gift offered 29 September 2017	Estimated Value \$132 per person per game
Basis of valuation Price of ticket provided by Events ACT.	
Name of Giver Events, Culture Canberra	Name of Giver's Organisation Events, Culture Canberra
Description of Offer Tickets to three games of the Rugby League World Cup that will be held at GIO Stadium, Canberra, on Sunday 29 October, Friday 3 November and Friday 10 November 2017.	
Circumstances of Offer	

<p>These games provide the opportunity for the Deputy Director-General, Executive Director and Senior Officer - Policy and Strategy to network with senior business representatives from key capability industries and discuss the ACT Government's broader economic development program and objectives. It is also an opportunity to engage with senior members of the local and national business community supporting economic development programs.</p>	
<p>Details of any potential conflicts of interest, and how will they be addressed</p> <p>n/a</p>	
<p>Proposed Action (eg retain for personal use, display in office, donate)</p> <p>Retain for use</p>	
<p>Signature of Recipient</p> <p>Sch 2 s2.2(a)(ii)</p> 	<p>Date</p> <p>17 October 2017</p> <p>17 October 2017</p> <p>17 October 2017</p>

Part 3 Decision

(to be completed by Decision Maker)

<p>Decision on Offer</p>	
<p>Recipient informed of decision</p>	<p>Date recipient informed</p>
<p>Name of Decision Maker</p> <p>Sue Hall</p>	<p>Title</p> <p>Senior Executive Responsible for Business Integrity and Risk</p>
<p>Signature of Decision Maker</p>	<p>Date</p>

Where relevant, any further action	



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function: Event NYE in the City – Dinner at Mr Wei’s restaurant for 4 people	
Purpose/Nature of Event: This request is for the provision of hospitality as part of the Mix 106.3 FM marketing/advertising campaign for the ACT Government New Year’s Eve in the City event. To promote, support and encourage attendance to the ACT Government event a competition is to be run by the radio station and the prize is dinner for four at Mr Wei’s Restaurant, Civic Square Canberra. Included in the prize is a four person banquet at \$50 per head and an allocation of \$25 per head for beverages, these may be alcoholic or non-alcoholic. This purchase of this will be using an ACTGOV Corporate Credit Card and will not exceed \$300.	
Date and time of Event 31 December 2016	Location of Event Mr Wei’s - Civic Square
Number of Attendees CMTEDD/other ACTPS/External / / 4	Reason for providing hospitality Part of a competition prize
Is alcohol to be provided* Yes	If Yes, how much is being spent on providing alcohol for the event? \$25 per head total \$100
If alcohol is to be provided, what is the justification for providing it? It would be reasonable that beverages are included in the package – responsible serving of alcohol is the responsibility of the restaurateur.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct. * If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to 14206	Estimated cost of event \$300 (total cost)



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Name of person filling in form <i>Rennie</i>	Business Unit of person filling in form Events ACT
Signature of person filling in form <i>[Signature]</i>	Date <i>14-12-2016</i>

Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality <i>approved.</i>	
Recipient informed of decision	Date recipient informed
Name of Decision Maker <i>David Dawes</i>	Title <i>DG, ED.</i>
Signature of Decision Maker <i>[Signature]</i>	Date <i>14/12/16.</i>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

Supported by Jeff Hulse
[Signature]
14/12/16



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event Enlighten 2017 Launch	
Purpose/Nature of Event Promote Enlighten 2017 to industry partners and media	
Date and time of Event 12pm 31/01/2017	Location of Event Canberra Theatre Centre
Number of Attendees CMTEDD/other ACTPS/External 9 / / 71	Reason for providing hospitality Official launch of Enlighten 2017
Is Alcohol to be provided* Yes	
If alcohol is to be provided, what is the justification for providing it? Official hospitality to event sponsors, participating cultural institutions & supporting media.	
Cost centre/s event charge to 14206	Estimated cost of event \$1389
Name of person filling in form Melissa Holcroft	Business Unit of person filling in form Events ACT
Signature of person filling in form 	Date 24/1/2017

* If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development or the Under Treasurer as appropriate.

Part 2 Decision - (to be completed by Decision Maker)

Ian Hill / ED Cultural Canberra
25/1/17

Decision on provision of Hospitality approved	
Recipient informed of decision	Date recipient informed
Name of Decision Maker David Dawes	Title DG, ED
Signature of Decision Maker 	Date 25/1/17

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

25/1/17



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Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Event name: Floriade Opening Twilight Concert - Singapore Airlines Lounge & Lawns	
Purpose: 2 VIP launch events to host and sponsor important Floriade stakeholders and prize winners. The events are facilitated by the ACT Government and hosted and funded by Singapore Airlines sponsorship.	
Date and Time: Friday, 15 September 2017; 5:00pm – 8:00pm	Location of Event: Floriade: Stage 88, Commonwealth Park
Number of Attendees: 260 in total CMTEDD/ other ACTPS/ External 10 / 0 / 250 External attendees include: <ul style="list-style-type: none"> • Singapore Airlines guests; • industry leaders invited by Sch 2 • Floriade Sponsors; • interstate media; and • prize winners. A list of guests is attached to this form, for your information.	Reason for providing hospitality 2 VIP Events: <u>Twilight Lounge event</u> is an opportunity for Singapore Airlines & ACT Government to thank key sponsors and network with important stakeholders at the Inaugural Floriade Twilight concert. <u>Lawn event</u> is an opportunity for Singapore Airlines & ACT Government to thank important stakeholders and loyal consumers (prize winners) at the Inaugural Floriade Twilight concert.
Is alcohol to be provided* Yes.	If Yes, how much is being spent on providing alcohol for the event? \$ 8,200.
If alcohol is to be provided, what is the justification for providing it? This is an evening non-staff event– where canapés and drinks will be served. The 3 hour food & beverage package was negotiated and funded by Singapore Airlines for a total cost of \$21,200. This event will host VIP guests from our major sponsor Singapore Airlines as well as current & potential sponsors for future ACT events as well as key stakeholders and prize winners. Singapore Airlines is the	



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host of the event however Events ACT will be facilitating its execution.

As advised by Ashleigh Savage (A/g Executive Officer, Office of the Deputy Director-General, Enterprise Canberra) Kareena Arthy (DDG, Enterprise Canberra) is able to approve unlimited alcohol as the function is not a 'internal staff event'

It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.

* If alcohol is to be provided then the Decision Maker **must** be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.

Cost centre/s event charge to 14206	Estimated cost of event \$21,200 (food & beverage package)
Name of person filling in form Zerlina Burns	Business Unit of person filling in form Events ACT
Signature of person filling in form	Date 5 / 9 / 2017

Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality <i>Approved</i>	
Recipient informed of decision	Date recipient informed
Name of Decision Maker Kareena Arthy	Title Deputy Director-General, Enterprise Canberra
Signature of Decision Maker <i>K Arthy</i>	Date <i>14/09/17</i>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

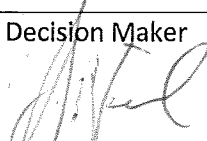
Name of Function/Event Lights Canberra Action VIP Function	
Purpose/Nature of Event Gathering of VIP guests pre-event for registered filmmakers, judges and sponsors involved with the event.	
Date and time of Event 7-7.45pm Friday 9th March	Location of Event Senate Rose Gardens
Number of Attendees CMTEDD/other ACTPS/External 8/ 0 / 60 (estimated)	Reason for providing hospitality Event welcome and an acknowledgment of support and time contribution given to LICIA!
Is alcohol to be provided* Yes/No Yes	If Yes, how much is being spent on providing alcohol for the event? \$12.50 per person includes Service staff and supplies
If alcohol is to be provided, what is the justification for providing it? Stakeholder servicing	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. Invited Guest will only be provided 1 drink per person * If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to 14206, Lights! Canberral Action!	Estimated cost of event \$875
Name of person filling in form Sarah Anning	Business Unit of person filling in form EVENTS ACT
Signature of person filling in form <i>for Sarah Anning</i>	Date 27/2/2018

Jo Verden
Jo Verden

27/2/18

Part 2 Decision

(to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker David Nicol	Title A/g Head of Service
Signature of Decision Maker 	Date 28/2/18

Part 3 Register

(to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event Mix 106.3 First look at Floriade Outside Broadcast	
Purpose/Nature of Event Promotion of Floriade 2017	
Date and time of Event Friday 15 September 2017	Location of Event Vista Cafe - Floriade
Number of Attendees CMTEDD/other ACTPS/External / / 30 26 Competition winners 2 x Mix 106.3 breakfast crew 2 x Canberra FM promotional staff	Reason for providing hospitality Competition through Mix 106.3 for a first look at Floriade including breakfast. Competition concludes on Thursday 14/09 & winner's names will be provided.
Is the hospitality being provided within the scope of the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> Yes/No - Yes	If No, explain why it is out of the scope of the policy
If yes, does it abide <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> Yes/No - Yes If Yes proceed to Part 1.2 (leave Part 1.1 blank). If No go to Part 1.1 then Part 1.2	
Part 1.1 Exemption from <u>ACT Public Sector Healthy Food and Drink Choices Policy</u>	


Provide details of why the event cannot comply with the Policy	
What actions are being taken to make the event healthier	
What action will be taken to ensure that the event will comply with the Policy in future	
What exemption have previously been provided to your business unit under the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u>	
Part 1.2 Provision of Alcohol	
Is alcohol to be provided* Yes/No - No (If no proceed to Part 1.3)	If Yes, how much is being spent on providing alcohol for the event? For example, \$22 per head or \$2,200 for 100 people.
If alcohol is to be provided, what is the justification for providing it?	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct. * If alcohol is to be provided then the Decision Maker must be the Director-General or the Deputy Director-General Enterprise Canberra.	
Under the Public Sector Management Standards an officer must not without prior approval consume alcohol while on duty. Please provide the names of any CMTEDD staff that will be attending the event. (Approval of the provision of hospitality as outlined on this form by the Director General or Deputy Director-General Enterprise Canberra, as appropriate, will be taken to include approval for the nominated staff to consume alcohol while on duty in accordance with ACT Government Policies see section 2.2.8 of this policy)	

Part 1.3	
Cost centre/s event charge to 141/14206/54215	Estimated cost of event \$960
Name of person organising hospitality Melissa Holcroft	Business Unit of person organising hospitality Events ACT
Signature of person filling in form 	Date 12/9/17

Part 2 Decision

(to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker	Title
Signature of Decision Maker	Date
Where relevant, any further action	

Supported

 Dianne Ireland
 Sr Mgr Events ACT. 12/9/17.



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Event name: Raiders V Sea Eagles game – Executive Suite at GIO Stadium	
Purpose: Corporate hospitality for prospective Floriade sponsors	
Date and Time: Friday 21 April 2017; 7 – 9pm	Location of Event: GIO Stadium Canberra
Number of Attendees 16 in total CMTEDD/other ACTPS/External 1 / 0 / 15	Reason for providing hospitality To meet with and entertain prospective sponsors for Floriade 2017
Is alcohol to be provided* Yes	If Yes, how much is being spent on providing alcohol for the event? \$1160 for the Corporate Box
If alcohol is to be provided, what is the justification for providing it? This is an evening sporting event – where dinner and drinks will be served. The use of the executive suite at GIO Stadium enables Events ACT the opportunity to entertain and negotiate with prospective sponsors for Floriade in a casual setting. Events ACT will be sending proposals to each of the invited organisations, requesting participation in Floriade by way of cash or value in kind services, ranging in value from \$10K to \$100k per annum.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct. * If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to	Estimated cost of event \$1160
Name of person filling in form	Business Unit of person filling in form



ACT
Government

Chief Minister, Treasury and
Economic Development

Helena Cataldo	Cultural Canberra / Events ACT
Signature of person filling in form <i>Helena Cataldo</i>	Date 18 / 4 / 2017

Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality <i>Agreed.</i>	
Recipient informed of decision <i>Yes.</i>	Date recipient informed <i>21 April</i>
Name of Decision Maker <i>David Dawes</i>	Title <i>Director - General</i>
Signature of Decision Maker <i>[Signature]</i>	Date <i>21/4/2017</i>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

SUP PORTED

ADAM STANKEVICIUS

[Signature] *21/4/17-*



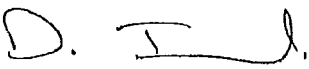
ACT
Government

Chief Minister, Treasury and
Economic Development

Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event	Floriade 2016 Official Launch		
Purpose/Nature of Event	Media and Industry launch of the 2016 Floriade event		
Date and time of Event	16-Sep-2016		Location of Event Vista Cafe, Floriade, Commonwealth Park
Number of Attendees Invited: 400 Estimated attendance: 200 CMTEDD*/other ACTPS*/External 25 / 30 / 145 (estimated)	Reason for providing hospitality Media and Industry preview of Floriade 2016 prior to general admssion opening.		
Is alcohol to be provided Yes/No	If Yes, how much is being spent on providing alcohol for the event? n/a		
If alcohol is to be provided, what is the justification for providing it? n/a			
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. n/a			
Cost centre/s event charge to 14206	Estimated cost of event \$2,000 (In kind sponsorship)		
Name of person filling in form Dianne Ireland – Senior Manager Events ACT	Business Unit of person filling in form Cultural Canberra – Events ACT		
Signature of person filling in form 	Date 14-Sep-2016		

* Please find attached the CMTEDD and other ACTPS guest list.

*Supported by Jeff House
15/9/2016*



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Chief Minister, Treasury and
Economic Development

Part 2 Decision - (to be completed by Decision Maker)

Director-General, Economic Development endorsement

Decision on provision of Hospitality APPROVED / NOT APPROVED / PLEASE DISCUSS	
Name of Decision Maker David Dawes	Title Director-General, Economic Development
Signature of Decision Maker 	Date 16/9/16.

Decision Maker for approval of Hospitality endorsement

Decision on provision of Hospitality <u>APPROVED</u> / NOT APPROVED / PLEASE DISCUSS	
Recipient Informed of decision 16/9/16	Date recipient informed 16/9/16.
Name of Decision Maker Sue Hall 	Title CMTEDD Senior Executive Responsible for Business Integrity and Risk
Signature of Decision Maker 	Date 16/9/16 -

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

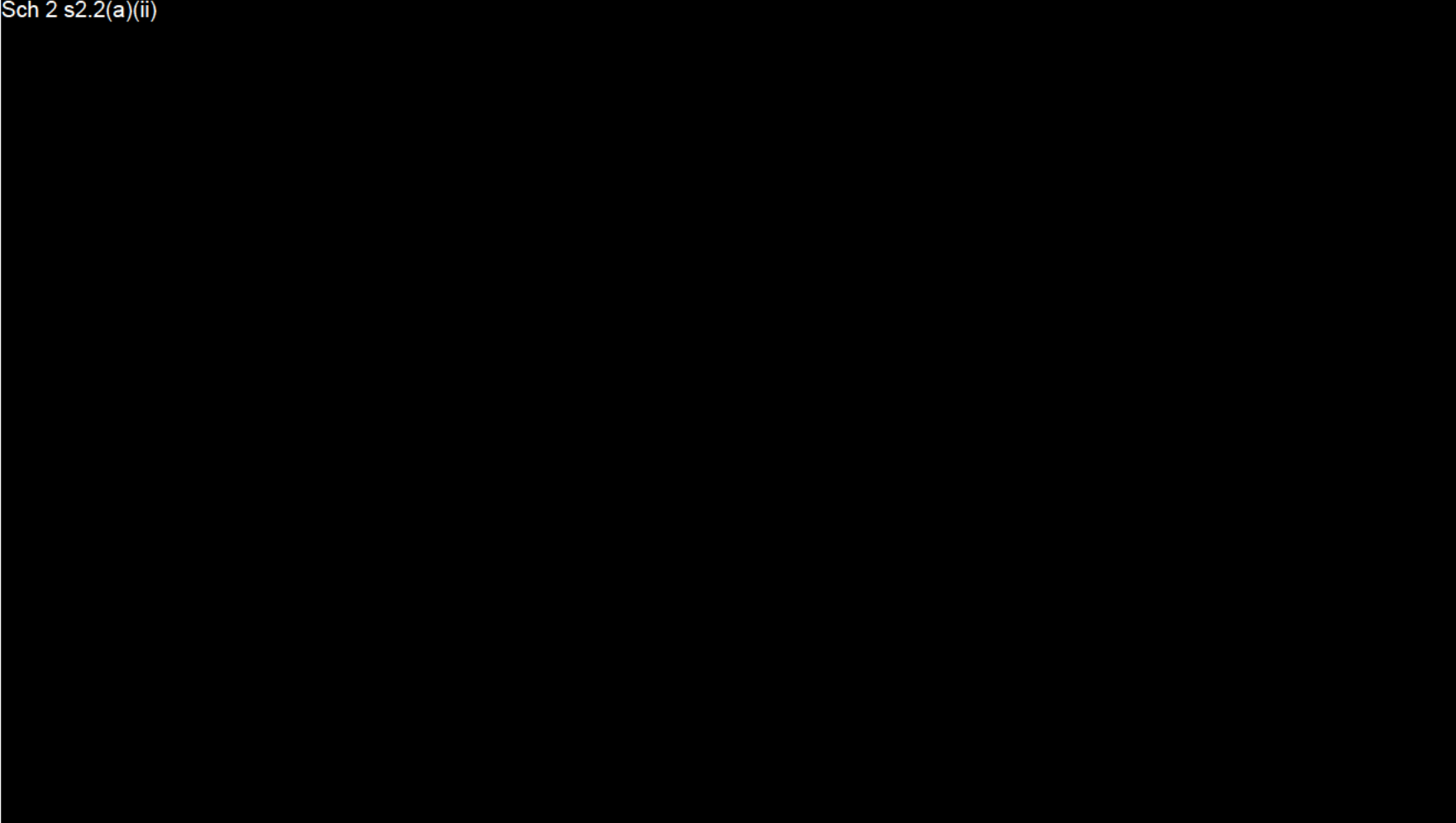
Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

EDD STAFF

CMTEDD Officers

Sch 2 s2.2(a)(ii)



Sch 2 s2.2(a)(ii)

ED ←



Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event Lights Canberra Action VIP Function	
Purpose/Nature of Event Gathering of VIP guests pre-event for registered filmmakers, judges and sponsors involved with the event.	
Date and time of Event 7-7.45pm Friday 9th March	Location of Event Senate Rose Gardens
Number of Attendees CMTEDD/other ACTPS/External 8/ 0 / 60 (estimated)	Reason for providing hospitality Event welcome and an acknowledgment of support and time contribution given to LICIA!
Is alcohol to be provided* Yes/No Yes	If Yes, how much is being spent on providing alcohol for the event? \$12.50 per person includes Service staff and supplies
If alcohol is to be provided, what is the justification for providing it? Stakeholder servicing	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. Invited Guest will only be provided 1 drink per person	
* If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to 14206, Lights! Canberra! Action!	Estimated cost of event \$875
Name of person filling in form Sarah Anning	Business Unit of person filling in form EVENTS ACT
Signature of person filling in form <i>for [Signature]</i>	Date 27/2/2018

Jo Verden
Jo Verden

27/2/18

Part 2 Decision

(to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker	Title
Signature of Decision Maker	Date

Part 3 Register

(to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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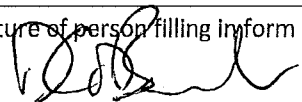
Chief Minister, Treasury and
Economic Development

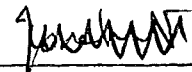
Provision of Hospitality Approval Form


Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: Rugby League World Cup (RLWC)	
Purpose/Nature of Event: The RLWC 2017 Local Organising Committee has provided Events ACT with an allocation of complimentary tickets to distribute across ACT Government Stakeholders. VisitCanberra will be hosting a corporate box and inviting key tourism industry stakeholders (Invitation list attached).	
Date and time of Event: Sunday 29 October	Location of Event: Canberra Stadium
Number of Attendees CMTEDD/other ACTPS/External 2 / / 18	Reason for providing hospitality: VisitCanberra will be hosting a corporate box for the RLWC, which will facilitate networking and relationship building with key tourism stakeholders.
Is the hospitality being provided within the scope of the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> No	If No, explain why it is out of the scope of the policy Catering is provided by an external caterer, which makes it outside of the scope of the ACT Healthy Food and Choices policy.
If yes, does it abide <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> If Yes proceed to Part 1.2 (leave Part 1.1 blank). If No go to Part 1.1 then Part 1.2	
Part 1.1 Exemption from <u>ACT Public Sector Healthy Food and Drink Choices Policy</u>	
Provide details of why the event cannot comply with the Policy The catering will be provided by an external caterer, which makes it outside of the scope of the ACT Healthy Food and Choices policy. It is part of a set catering package provided by the caterers at the Canberra Stadium. Events ACT and VisitCanberra are not offered the opportunity to select menu items. A Minute for the Rugby League World Cup – Ticket and Hospitality allocations has been signed off by the Head of Service. (minute attached).	

Part 1.3	
Cost centre/s event charge to 14206	Estimated cost of event: \$2400
Name of person organising hospitality David Barker and Michael Salmon	Business Unit of person organising hospitality VisitCanberra
Signature of person filling in form 	Date 17/10/2017

Part 2 Decision Endorsed: 
 (to be completed by Decision Maker) J. Kobus - A/g Director VC

Decision on provision of Hospitality	
<i>Supported as a key event.</i>	
Recipient informed of decision	Date recipient informed
Name of Decision Maker <i>KAREN ARMY</i>	Title <i>DDG</i>
Signature of Decision Maker 	Date <i>24/10/17</i>
Where relevant, any further action	

RLWC France v Lebanon 29 October

	Accept	Decline	Guest	
Sch 2 s2.2(a)(ii)	VisitCanbe x2			Sch 2 s2.2(a)(ii)
	Abode x2			Plus 4 x tickets for Oz match Sch 2
	QT x2			
	Doma x2			
	Mantra x2			
	East	y		
	Novotel x2			
	Mercure x2			
	Vibe x2			
	Capital x2			




ACT
Government

Chief Minister, Treasury and
Economic Development

Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.


Part 1 Request to Provide Hospitality

Name of Function/Event Brumbies vs Sunwolves rugby match	
Purpose/Nature of Event Host Sponsors and suppliers at the match to develop and strengthen relationships for 2017 events season in the ACT Government corporate suite.	
Date and time of Event 28/05/2016	Location of Event GIO Stadium
Number of Attendees CMTEDD/other ACTPS/External 4 / 0 / 12	Reason for providing hospitality Included in the corporate venue package
Is Alcohol to be provided* Yes/No Yes/No	
If alcohol is to be provided, what is the justification for providing it? Alcohol is available at the venue and it is anticipated guests will avail themselves of this service.	
Cost centre/s event charge to 14206	Estimated cost of event \$560.00
Name of person filling in form Dianne Ireland	Business Unit of person filling in form EventsACT
Signature of person filling in form 	Date 26/5/16

* If alcohol is to be provided then the Decision Maker **must** be the Director-General, Director-General Economic Development or the Under Treasurer as appropriate.

Part 2 Decision

(to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed - May - 2016
Name of Decision Maker Jeff House	Title Alg Director General Economic Development
Signature of Decision Maker 	Date - May - 2016

Part 3 Register

(to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



ACT
Government

Chief Minister, Treasury and
Economic Development

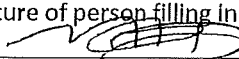
Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

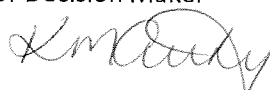
Name of Function/Event Mix 106.3 First look at Floriade Outside Broadcast	
Purpose/Nature of Event Promotion of Floriade 2017	
Date and time of Event Friday 15 September 2017	Location of Event Vista Cafe - Floriade
Number of Attendees CMTEDD/other ACTPS/External / / 30 26 Competition winners 2 x Mix 106.3 breakfast crew 2 x Canberra FM promotional staff	Reason for providing hospitality Competition through Mix 106.3 for a first look at Floriade including breakfast. Competition concludes on Thursday 14/09 & winner's names will be provided.
Is the hospitality being provided within the scope of the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> Yes/No - Yes	If No, explain why it is out of the scope of the policy
If yes, does it abide <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> Yes/No - Yes If Yes proceed to Part 1.2 (leave Part 1.1 blank). If No go to Part 1.1 then Part 1.2	
Part 1.1 Exemption from <u>ACT Public Sector Healthy Food and Drink Choices Policy</u>	

Provide details of why the event cannot comply with the Policy	
What actions are being taken to make the event healthier	
What action will be taken to ensure that the event will comply with the Policy in future	
What exemption have previously been provided to your business unit under the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u>	
Part 1.2 Provision of Alcohol	
Is alcohol to be provided* Yes/No - No (If no proceed to Part 1.3)	If Yes, how much is being spent on providing alcohol for the event? For example, \$22 per head or \$2,200 for 100 people.
If alcohol is to be provided, what is the justification for providing it?	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct. * If alcohol is to be provided then the Decision Maker must be the Director-General or the Deputy Director-General Enterprise Canberra.	
Under the Public Sector Management Standards an officer must not without prior approval consume alcohol while on duty. Please provide the names of any CMTEDD staff that will be attending the event. (Approval of the provision of hospitality as outlined on this form by the Director General or Deputy Director-General Enterprise Canberra, as appropriate, will be taken to include approval for the nominated staff to consume alcohol while on duty in accordance with ACT Government Policies see section 2.2.8 of this policy)	

Part 1.3	
Cost centre/s event charge to 141/14206/54215	Estimated cost of event \$960
Name of person organising hospitality Melissa Holcroft	Business Unit of person organising hospitality Events ACT
Signature of person filling in form 	Date 12/9/17

Part 2 Decision

(to be completed by Decision Maker)

Decision on provision of Hospitality Approved	
Recipient informed of decision	Date recipient informed
Name of Decision Maker Kareena Arthy	Title Deputy Director - General, Enterprise
Signature of Decision Maker 	Date 13/09/17
Where relevant, any further action	

Supported



Diana Ireland

Sr Mgr Events Act. 12/9/17



ACT
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Chief Minister, Treasury and
Economic Development

Gift, Benefit and Hospitality Notification Form

(In relation to attendance at events and acceptance of hospitality this form may be used for individual or group submissions. For group submissions names of all staff members attending an event or being provided with hospitality must be included, but may be completed by just one of the recipients).

Part 1 Who Received the Gift/Offer

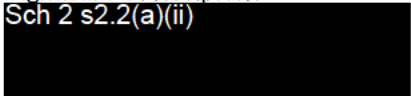
(to be filled in by Recipient)

Name of Recipient: Sch 2 s2.2(a)(ii)	Position Title Manager, Visitor Services
Business Unit Canberra and Region Visitors Centre	Phone Number Sch 2

Part 2 Details of Gift/Offer

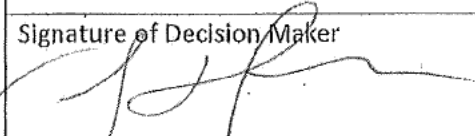
(to be filled in by Recipient)

Date of offer Friday 25 November	Estimated Value \$75
Basis of valuation Adult ticket price @ \$75.00	
Name of Giver Sch 2 s2.2(a)	Name of Giver's Organisation East Hotel
Description of Offer Invitation to attend Circus 1903.	
Circumstances of Offer I have been invited to attend a performance of Circus 1903 at the Canberra Theatre on Friday 2 nd December. We have a fantastic working relationship with the property and I would like to accept the offer to encourage the development of our working relationship.	
Details of any potential conflicts of interest, and how will they be addressed	

Nil conflict of interest	
Proposed Action (eg retain for personal use, display in office, donate)	
Retain for personal use.	
Signature of Recipient Sch 2 s2.2(a)(i)	Date
	28-11-2016

Part 3 Decision (Only complete for Gifts or Benefits)

(to be completed by Decision Maker)

Decision on Offer	
Approved.	
Recipient Informed of decision	Date recipient informed
Yes	29/11/16
Name of Decision Maker	Title
Jeff House	DDG - Enterprise Canberra
Signature of Decision Maker	Date
	29/11/16

Part 4 Register

(to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



ACT
Government

Chief Minister, Treasury and
Economic Development

Receipt of Gift Notification Form

Part 1 Who Received the Gift/Offer

(to be filled in by Recipient)

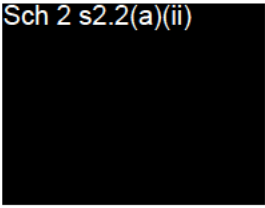
Name of Recipient: Sch 2 [REDACTED]	Position Title: Exec Director, Cultural Canberra/VisitCanberra/Active Canberra
Business Unit: Enterprise Canberra	Phone Number: Sch 2 [REDACTED]

Did
Not
Attend.

Part 2 Details of Gift/Offer

(to be filled in by Recipient)

Date gift offered 3/11/17	Estimated Value No commercial value – invitation only function
Basis of valuation	
Name of Giver: Sch 2 s2.2(a)(ii) Chairman and Sch 2 [REDACTED] CEO	Name of Giver's Organisation: Rugby League World Cup 2017
Description of Offer: Attendance at VIP function – RLWC match Australia v France – 3 November 2017. The RLWC is funded through our programs and exposure to the event is part of our business development activity.	
Circumstances of Offer Invitation from Rugby League World Cup 2017	

Details of any potential conflicts of interest, and how will they be addressed Nil	
Proposed Action (eg retain for personal use, display in office, donate): Retain for personal use	
Signature of Recipient Sch 2 s2.2(a)(ii) 	Date 27/10/17

Part 3 Decision

(to be completed by Decision Maker)

Decision on Offer <i>Supported</i>	
Recipient informed of decision	Date recipient informed
Name of Decision Maker Kareena Arthy	Title DDG Enterprise Canberra
Signature of Decision Maker <i>K Arthy</i>	Date <i>07/11/17</i>
Where relevant, any further action	



ACT
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Chief Minister, Treasury and
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Receipt of Gift Notification Form

Part 1 Who Received the Gift/Offer

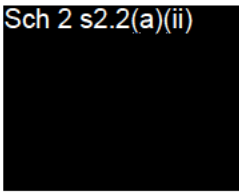
(to be filled in by Recipient)

Name of Recipient: Sch 2	Position Title: Exec Director, Cultural Canberra/VisitCanberra/Active Canberra
Business Unit: Enterprise Canberra	Phone Number: Sch 2 62 2(6)

Part 2 Details of Gift/Offer

(to be filled in by Recipient)

Date gift offered 30/11/17	Estimated Value No commercial value – invitation only event.
Basis of valuation –	
Name of Giver: Canberra Theatre Centre	Name of Giver's Organisation: Canberra Theatre Centre
Description of Offer: 2 tickets to Mamma Mia premiere – 30 November 2017. Mamma Mia is funded through our programs and exposure to the event is part of our business development activity.	
Circumstances of Offer Invitation from Canberra Theatre Centre	

Details of any potential conflicts of interest, and how will they be addressed Nil	
Proposed Action (eg retain for personal use, display in office, donate): Retain for personal use	
Signature of Recipient Sch 2 s2.2(a)(ii) 	Date 27/10/17

Part 3 Decision

(to be completed by Decision Maker)

Decision on Offer <i>Supported</i>	
Recipient informed of decision	Date recipient informed
Name of Decision Maker Kareena Arthy	Title DDG Enterprise Canberra
Signature of Decision Maker <i>KM Arthy</i>	Date <i>07/11/17</i>
Where relevant, any further action	



Receipt of Gift Notification Form

Part 1 Who Received the Gift/Offer

(to be filled in by Recipient)

Name of Recipient: Sch 2 s2.2(a)(ii)	Position Title: Acting Director, VisitCanberra
Business Unit: Enterprise Canberra	Phone Number: Sch 2

Part 2 Details of Gift/Offer

(to be filled in by Recipient)

Date gift offered 2/11/17	Estimated Value No commercial value – Invitation only function
Basis of valuation	
Name of Giver: Sch 2 s2.2(a)(ii)	Name of Giver's Organisation: National Gallery of Australia
Description of Offer: Attendance at a dinner to celebrate the official announcement of Cartler – The Exhibition. Cartler – The Exhibition is funded through our programs and exposure to the event is part of our business development activity.	
Circumstances of Offer Invitation from National Gallery of Australia	

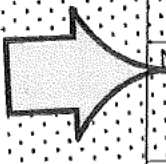
Details of any potential conflicts of interest, and how will they be addressed Nil	
Proposed Action (eg retain for personal use, display in office, donate): Retain for personal use	
Signature of Recipient Sch 2 s2.2(a)(ii)	Date 27/10/17

Part 3 Decision

(to be completed by Decision Maker)

Decision on Offer	
Recipient informed of decision	Date recipient informed
Name of Decision Maker Kareena Arthy <i>Km Arthy</i>	Title DDG Enterprise Canberra
Signature of Decision Maker Kareena Arthy	Date 01/11/17
Where relevant, any further action	

HERE





Receipt of Gift Notification Form

Part 1 Who Received the Gift/Offer

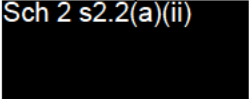
(to be filled in by Recipient)

Name of Recipient: Sch 2 s2.2(a)(ii)	Position Title A/G Director VisitCanberra
Business Unit VisitCanberra	Phone Number Sch 2

Part 2 Details of Gift/Offer

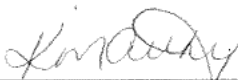
(to be filled in by Recipient)

Date gift offered 21.9.17	Estimated Value \$20
Basis of valuation Retail value online (Sanity.com)	
Name of Giver Sch 2 s2.2(a)(ii)	Name of Giver's Organisation Screen Canberra
Description of Offer DVD – Season 1 of <i>Secret City</i>	
Circumstances of Offer Included with quarterly update from Screen Canberra, showcasing their new name and branding.	
Details of any potential conflicts of interest, and how will they be addressed Nil	

Proposed Action (eg retain for personal use, display in office, donate)	
Retain for personal use	
Signature of Recipient Sch 2 s2.2(a)(ii)	Date
	21 September 2017

Part 3 Decision

(to be completed by Decision Maker)

Decision on Offer	
Retain for personal use	
Recipient informed of decision	Date recipient informed
Name of Decision Maker	Title
Kareena Arthy	DIG, Enterprise Canberra
Signature of Decision Maker	Date
	26/09/17
Where relevant, any further action	



ACT
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Chief Minister, Treasury and
Economic Development



E-MAILED

07/07/17

Gift, Benefit and Hospitality Notification Form

(In relation to attendance at events and acceptance of hospitality this form may be used for individual or group submissions. For group submissions names of all staff members attending an event or being provided with hospitality must be included, but may be completed by just one of the recipients).

Part 1 Who Received the Gift/Offer

(to be filled in by Recipient)

Name of Recipient: Sch 2 226 and guest	Position Title: Executive Director, VisitCanberra/Cultural Canberra and Active Canberra
Business Unit: VisitCanberra	Phone Number: Sch 2 226

Part 2 Details of Gift/Offer

(to be filled in by Recipient)

Date of offer : 5 July 17	Estimated Value: \$138
Basis of valuation: Advertised price of 2 x tickets at \$69 each	
Name of Giver: Canberra Theatre Centre	Name of Giver's Organisation: Canberra Theatre Centre
Description of Offer: Complimentary attendance for two at the opening night of performance of <i>Bennelong</i> . <i>Please put date of event in future forms</i> K.	
Circumstances of Offer: In capacity as Executive Director of VisitCanberra, Cultural Canberra and Active Canberra	

Details of any potential conflicts of interest, and how will they be addressed; Nil	
Proposed Action (eg retain for personal use, display in office, donate): N/A	
Signature of Recipient: <small>Sch 2 s2.2(a)(ii)</small> Sch 2 s2.2(a)(ii)	Date: 6 July 2017

Part 3 Decision (Only complete for Gifts or Benefits)

(to be completed by Decision Maker)

Decision on Offer <i>Approved</i>	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kareena Arthy	Title: Deputy Director General, Enterprise Canberra
Signature of Decision Maker <i>Km Arthy</i>	Date <i>07/07/17</i>

Part 4 Register

(to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



ACT
Government

Chief Minister, Treasury and
Economic Development

Gifts, Benefits and Hospitality – Notification Form

(In relation to attendance at events and acceptance of hospitality this form may be used for individual or group submissions. For group submissions names of all staff members attending an event or being provided with hospitality must be included, but may be completed by just one of the recipients).

Part 1 Who Received the Gift/Offer - (to be filled in by Recipient)

Name of Recipient: Sch 2 s2.2(a)(ii)	Position Title: Deputy-Director General
Business Unit: Enterprise Canberra	Phone Number: Sch 2 s2.2(a)(ii)

Part 2 Details of Gift/Offer - (to be filled in by Recipient)

Date of offer: 2 September 2016	Estimated Value: \$195.00
Basis of valuation: Table of 10 costs \$1950, divided \$1950 by 10.	
Name of Giver: Sch 2	Name of Giver's Organisation: GWS Giants
Description of Offer: 'On behalf of the GIANTS I would like to invite you to attend the event below as our guest.'	
2016 Toyota AFL Grand Final Luncheon on 29 Sept at Arboretum	
Circumstances of Offer: External stakeholder of Enterprise Canberra.	
Details of any potential conflicts of interest, and how will they be addressed: N/A	
Proposed Action (eg retain for personal use, display in office, donate): Attend event.	
Signature of Recipient: Sch 2 s2.2(a)(ii)	Date: 5 September 2016

Part 3 Decision (only complete for Gifts or Benefits) - (to be completed by Decision Maker)

Decision on Offer: Approved attendance.	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: David Dawes	Title: Director General, Economic Development
Signature of Decision Maker	Date: 6/9/16

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 4 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: **VisitCanberra / Cultural Canberra Networking Meeting**

Date of Function	Venue Location	Purpose of the Function
28/9/16	CRVC Regatta Point	An opportunity for staff of VisitCanberra and Cultural Canberra to meet each other informally and share thoughts and ideas around the opportunities ahead as our key portfolio areas are now merged under one Executive Director. Areas of shared focus will include strategy development and good alignment to business plans, building teamwork, values and behaviours, and partnerships and collaborations that add value. Light refreshments, including alcohol, will be offered.

Total Number of People Attending: Approximately 60	Estimated Cost: Approximately \$600
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Number of Non-EDD Employees:	Number of EDD Employees: See attached list

Cost Centre	14207/54192/ 711607	/99/ /9999 (FBT staff)	\$
2 nd Cost Centre If required	/ /	/99/ /9999	\$
Total			\$

Declaration

I, **Judy MacLachlan** (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Judy MacLachlan

Date **20.9.16**

Name of Business Unit **VisitCanberra**

Official hospitality endorsed Date *20/9/16* *Deane Vard* Deputy Director (Assessor)

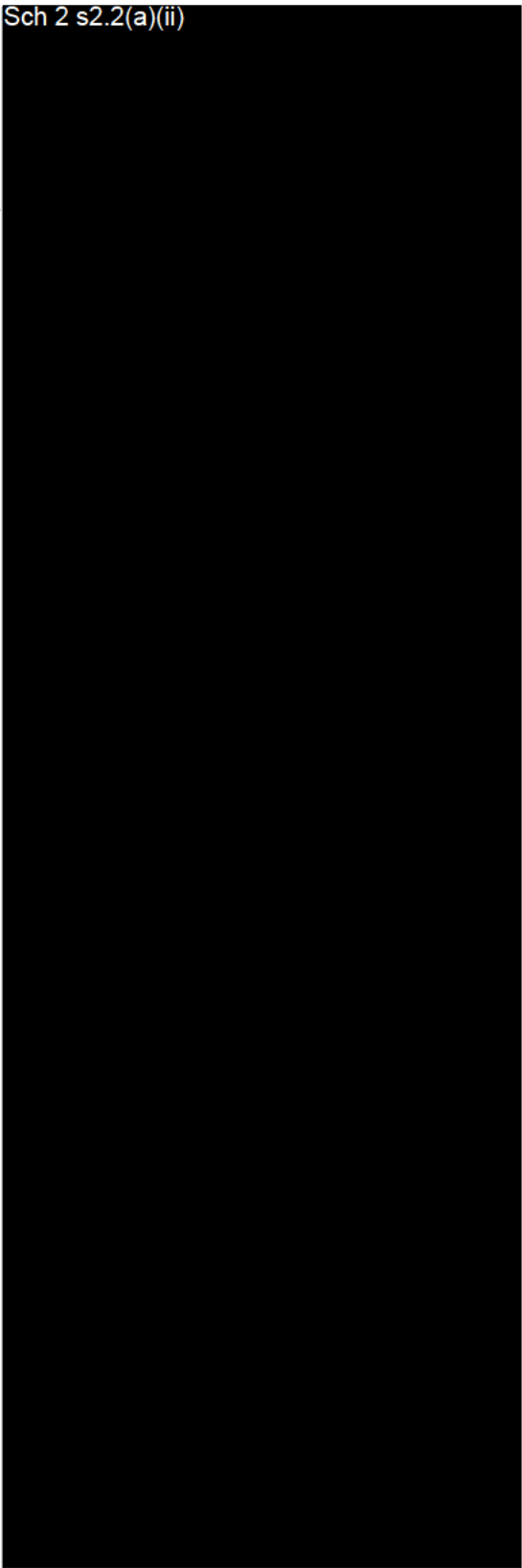
Official hospitality approved Date *20/9/16* Executive Director (Delegated Authority) *Daniel*

Alcohol consumption approved Date *23/9/16* EDD D-G / LDA CEO / delegate *[Signature]*

OK - Jeff House *[Signature]* *22/9/2016*

CMTEDD, VisitCanberra;#CMTEDD, Arboretum;#CMTEDD, artsACT;#CMTEDD, Events;

Sch 2 s2.2(a)(ii)





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CANBERRA FIRST

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: VisitCanberra and The Works Sydney Planning Day

Date of Function	Venue Location	Purpose of the Function
Tuesday 12 April 2016	QT Canberra	Marketing platform planning day

Total Number of People Attending: 12	Estimated Cost: \$420
--------------------------------------	-----------------------

Number of Non-EDD/LDA Employees: 3 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 9 (Please list names or attach a document listing names)
1. List attached	1. List attached
2.	2.
3.	3.
4.	4.
5.	5.

Cost Centre	141/ 14203 / /99/54298/9999	\$ _____
2 nd Cost Centre if required	141/ 14203 / /99/54298/9999	\$ _____
Total		\$ 420

Declaration

I, Nicole Turnbull (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 1/04/16

NO ALCOHOL - JUST FOOD / TEA CATERING

Name of Business Unit VisitCanberra

Official hospitality endorsed *[Signature]* Date 1/4/16 Manager/Director (Assessor) Law Hill

Official hospitality approved *[Signature]* Date 1/4/16 Executive Director (Delegated Authority) Jeff House

Alcohol consumption approved _____ Date _____ EDD D-G /LDA CEO / delegate



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Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: AAA 2013 National Awards for Excellence.

Date of Service	Venue Location	Purpose of the Function
2/10/13	Hotel Realm, Canberra	The Human Brochure campaign is nominated for an award at the AAA National Awards for Excellence.

Total Number of People Attending: <u>10</u>	Estimated Cost: \$ <u>2050</u>
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Number of Non-EDD Employees: <u>5</u> (Please list names or attach a document listing names)	Number of EDD Employees: <u>5</u> (Please list names or attach a document listing names)
1.	1. Sch 2 s2.2(a)(ii)
2. <u>TBC</u>	2. [Redacted]
3.	3. [Redacted]
4.	4. [Redacted]
5.	5. [Redacted]
6.	6. [Redacted]
7.	7.

Cost Centre	<u>41 / 14207 / 714301 / 99 / 54192 / 9999 (FBT)</u>	\$ <u>1025</u>
2 nd cost centre if required	<u>41 / 14207 / 714302 / 99 / 54192 / 9999 (no-FBT)</u>	\$ <u>1025</u>
Total		\$ <u>2050</u>

Declaration

I, Jonathan Kobus (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

Date 3/09/13

Name of Business Unit Australian Capital Tourism

Official hospitality endorsed
Manager/Director

Jonathan Kobus

Date 5/9/13

Official hospitality approved
Delegated authority

[Signature]

Date 3/9/13



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Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: Singapore Business Case Taskforce.

Date of Service	Venue Location	Purpose of the Function
24 July 13	Pavilion on Northbourne	Debrief meeting regarding Singapore Business Case.

Total Number of People Attending: <u>5</u>	Estimated Cost: \$ <u>50</u>
--	------------------------------

Number of Non-EDD Employees: <u>1</u> (Please list names or attach a document listing names)	Number of EDD Employees: <u>4</u> (Please list names or attach a document listing names)
1. <u>Sch 2 s2.2(a)(ii)</u>	1. <u>Sch 2 s2.2(a)(ii)</u>
2. <u>[Redacted]</u>	2. <u>[Redacted]</u>
3. <u>[Redacted]</u>	3. <u>[Redacted]</u>
4. <u>[Redacted]</u>	4. <u>[Redacted]</u>
5. <u>[Redacted]</u>	5. <u>[Redacted]</u>
6. <u>[Redacted]</u>	6. <u>[Redacted]</u>
7. <u>[Redacted]</u>	7. <u>[Redacted]</u>

Cost Centre	<u>141 / 14207 / 714301 / 99/54192/9999</u>	\$ <u>40</u>
2 nd cost centre if required	<u>141 / 14207 / 714302 / 99/54192/9999</u>	\$ <u>10</u>
Total		\$ <u>50</u>

Declaration

I, Jonathan Kobus (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

Date 23-08-13

Name of Business Unit Australian Capital Tourism

Official hospitality endorsed Manager/Director

[Signature]

Date 23-8-13

Official hospitality approved Delegated authority

Date 26/8/13



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Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: ACT Budget Breakfast

Date of Service	Venue Location	Purpose of the Function
5/06/13	National Press Club	Canberra Business Council ACT Budget Breakfast

Total Number of People Attending: 2

Estimated Cost: \$ 170

Number of Non-EDD Employees: _____ (Please list names or attach a document listing names)	Number of EDD Employees: <u>2</u> (Please list names or attach a document listing names)
1.	1. Sch 2 s2.2(a)(ii)
2.	2. [Redacted]
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

Cost Centre 2 nd cost centre if required	<u>141 / 14207 / 714301 / 99 / 54192 / 9999</u>	\$ <u>170</u>
	<u> / / / 99 / / 9999</u>	\$ _____
Total		\$ <u>170</u>

Declaration

I, Jonathan Kobus (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

Date 23/05/13

Name of Business Unit ACTOURISM

Official hospitality endorsed
Manager/Director

Jonathan Kobus

Date _____

Official hospitality approved
Delegated authority

[Signature]

Date 23-5-13

Shane - can you please co-sign

Sch 2 s2.2(a)(ii)

Sch 2 s2.2(a)(ii)

Thank you!

28/5



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Chief Minister, Treasury and
Economic Development

Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: VisitCanberra 2017 Winter Photo Shoot	
Purpose/Nature of Event: A photo shoot to fill gaps in the VisitCanberra image library	
Date and time of Event: Friday 7 July, 9am-7pm Saturday 8 July, 9am-7pm Sunday 9 July, 9am-7pm	Location of Event: Monster Kitchen and Bar National Zoo & Aquarium National Arboretum Canberra Bar Rochford Ona Manuka Urban Pantry Public, Manuka Rye Lonsdale Street Café Hotel Kurrajong Ostani Teddy Pickers The Pedlar QT Hotel Parlour Wine Room
Number of Attendees: 3 Sch 2 s2.2(a)(ii) PR & Media Officer, VisitCanberra (7-8 July) Sch 2 s2.2(a)(ii) Marketing Officer, VisitCanberra (9 July) Sch 2 s2.2(a)(ii) photographer (external)	Reason for providing hospitality: Some hospitality items may be purchased for use in photographs, for example, food at Ona Manuka or coffees at Monster Kitchen and Bar.
Is alcohol to be provided* No	If Yes, how much is being spent on providing alcohol for the event? N/A
If alcohol is to be provided, what is the justification for providing it? N/A	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.	
It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service	




ACT
Government

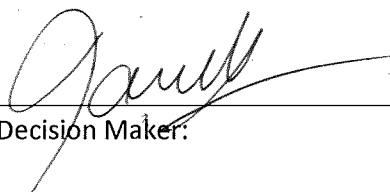
Chief Minister, Treasury and
Economic Development

of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.

* If alcohol is to be provided then the Decision Maker **must** be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.

Cost centre/s event charge to: 14203/54199	Estimated cost of event: \$200
Name of person filling in form: Naomi Fallon, Senior PR & Media Officer	Business Unit of person filling in form: VisitCanberra
Signature of person filling in form: 	Date: 06/07/2017

Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision:	Date recipient informed: 06/07/2017
Name of Decision Maker: Ian Hill 	Title: Executive Director, Visit Canberra, Active Canberra and Cultural Canberra, CMTEDD
Signature of Decision Maker:	Date: 6/7/2017

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Land Development Agency
CANNBERRA FIRST

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: VisitCanberra Singapore and Malaysia Sales Mission 2016

Date of Function	Venue Location	Purpose of the Function
Thursday 13 October 2016	ParkRoyal Jalan Sultan Ismail, 50250 Kuala Lumpur,	B2B Workshop and Lunch (without alcohol) Tourism delegates will meet decision makers and product managers from key distribution partners in a 10 minute workshop format. This event will provide an opportunity for delegates to create awareness of their product and negotiate inclusion in future consumer campaigns.
Friday 14 October 2016	ParkRoyal Jalan Sultan Ismail, 50250 Kuala Lumpur	Canberra on show presentation (without alcohol) Tourism delegates will present their product/service to frontline retail travel agents and reservation staff as part of an overall presentation on Canberra. This event will provide an opportunity for delegates to raise awareness of their product to travel agents on the front line. At the conclusion of the presentations delegates will be able to network with agents.
Friday 14 October 2016	Venue TBC	VIP Trade and Media High Tea (with alcohol) Hosted event targeting key media and VIP trade partners to promote and raise awareness of Canberra.

Total Number of People Attending: B2B Workshop and Lunch: 60pax Canberra on Show presentation: 80-100 pax VIP Trade and Media Lunch: 60 pax	Estimated Cost: AUD \$15,000
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Number of Non-EDD/LDA Employees: <u>154</u> (Please list names or attach a document listing names)	Number of EDD/LDA Employees: <u>3</u> (Please list names or attach a document listing names)
1. Canberra Tourism Operators	1. Sch 2 s2.2(a)
2. Malaysia Travel Trade and Media	2. (ii)
3.	3.
4.	4.
5.	5.

Cost Centre 141/14205/714301/99/54213/9999

AUD \$15,000.00

Total

AUD\$ 15,000.00

Declaration

I, Jacque Roberts (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidellnes for Hospltality, Gifts and Benefits* requirements and may attract FBT.

Date 29/8/16

Name of Business Unit Visit Canberra

Official hospitality endorsed [Signature] Date 5/9/16 Jacque Roberts
Manager/Director (Assessor)

Official hospitality approved [Signature] Date 5/9/16 Law Hill
Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 1/9/16 EDD D-G /LDA CEO / delegate

TBC Trade, Media and VIPs:	
Name of Company	Name
Airlink Travel & Tours Sdn Bhd	Sch 2 s2.2(a)(ii)
Apple vacations (MICE)	
Apple vacations (MICE)	
Apple Signature Holidays Sdn Bhd	
Corporate Information Travel Sdn Bhd	
Corporate Information Travel Sdn Bhd	
Golden Deluxe Travel Service Agency Sdn Bhd	
Golden Tourworld Travel (M) Sdn Bhd	
Golden Tourworld Travel (M) Sdn Bhd	
Golden Tourworld Travel (M) Sdn Bhd	
Harpers Travel (M) Sdn Bhd	
Harpers Travel (M) Sdn Bhd	
Holiday Tours & Travel Sdn Bhd	
Malaysian Harmony Tour and Travel Sdn Bhd	
Malaysian Harmony Tour and Travel Sdn Bhd	
PNL Travel Sdn Bhd	
Reliance Shipping & Travel Agencies Sdn Bhd	
Sedunia Travel Services Sdn Bhd	
Sunway Travel Sdn Bhd	
Sunway Travel Sdn Bhd	
Aam Travel Planner Sdn Bhd	
Ace Altair Travels Kuala Lumpur	
Apple Signature Holidays	
Apple Signature Holidays	
Apple vacations	
Apple vacations	
Asianworld Holidays Sdn.Bhd	
Asianworld Holidays Sdn.Bhd	
Asiaone Holidays Sdn Bhd	
Asiaone Holidays Sdn Bhd	
Austen Mice Tours Sdn Bhd	
Austen Mice Tours Sdn Bhd	
Bestour & Travel (M) Sdn Bhd	
Boustead Travel Services Sdn. Bhd.	
Charisma Vacation Sdn Bhd	
Chiu Travel Sdn Bhd	
Chiu Travel Sdn Bhd	
Citytan Holidays & Limousine Sdn Bhd	
Citytan Holidays & Limousine Sdn Bhd	
COLOSSUS TRAVEL & TOURS SDN. BHD.	
Corporate Information Travel Sdn Bhd	
Corporate Information Travel Sdn Bhd	
Exciting Outing Travel & Tours S/B	
Exciting Outing Travel & Tours S/B	
Fantastic World Leisure Vacations Sdn Bhd	
Fantastic World Leisure Vacations Sdn Bhd	
Farhan Travel and Tour	
Go Tranet Holiday Sdn Bhd	

Holiday Pacific Pty Ltd	Sch 2 s2.2(a)(ii)
Tourism Australia	
Tourism Australia	
TF Travis Holidays	
Nanyang Tours & Travel	
Heritage One Stop	
Singapore Airlines	
Singapore Airlines	
Malaysia Airlines	
Airlink Travel & Tours Sdn Bhd	
Apple Signature Holidays	
Corporate Information Travel Sdn Bhd (CIT)	
Golden Deluxe Travel Service Agency Sdn Bhd	
Golden Tourworld Travel (M) Sdn Bhd	
Holiday Tours & Travel Sdn Bhd	
Malaysian Harmony Tour and Travel Sdn Bhd	
PNL Travel Sdn Bhd	
Sedunia Travel Services Sdn Bhd	
Tourism Australia	
New Straits Times	
Going Places	
Malaysianinsider.com	
Malaysianinsider.com	
Malaysianinsider.com	
ParGolf	
Robb Report Malaysia	
TRAVEL WRITE	
TTG Asia	
Tourism Australia	

TBC Industry List:

Name of Company	First Name	Last Name
Accor Hotels Canberra	Sch 2 s2.2(a)(ii)	
Australian Institute of Sport		
Balloon Aloft		
Canberra Convention Bureau		
Canberra Helicopters		
Canberra Premium Experience		
Canberra Rex Hotel & Serviced Apartments		
East Hotel		
Eurobodalla Tourism		
Island Charters Narooma		
Jamala Wildlife Lodge		
National Capital Education Tourism Project		
National Convention Centre & Crowne Plaza Canberra		
National Gallery of Australia		
National Gallery of Australia		
National Museum of Australia		
National Portrait Gallery of Australia		
Pialligo Estate		
QT Canberra		
Robyns Nest Boutique Resort		
Roundhouse Hotels		
Rydges Capital Hill		
Sapphire Coast, NSW		
Sydney Melbourne Touring		
Tanja Lagoon Camp		
Tanja Lagoon Camp		
TFE Hotels		
Tourism Snowy Mountains		



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: **VisitCanberra Singapore and Malaysia Sales Mission 2016**

Date of Function	Venue Location	Purpose of the Function
Monday 10 October 2016	ParkRoyal on Pickering, 3 Upper Pickering St, Singapore	B2B Workshop and Lunch (without alcohol) Tourism delegates will meet decision makers and product managers from key distribution partners in a 10 minute workshop format. This event will provide an opportunity for delegates to create awareness of their product and negotiate inclusion in future consumer campaigns.
Tuesday 11 October 2016	ParkRoyal on Pickering, 3 Upper Pickering St, Singapore	Canberra on show presentation (without alcohol) Tourism delegates will present their product/service to frontline retail travel agents and reservation staff as part of an overall presentation on Canberra. This event will provide an opportunity for delegates to raise awareness of their product to travel agents on the front line. At the conclusion of the presentations delegates will be able to network with agents.
Tuesday 11 October 2016	Venue TBC	VIP Trade and Media Cocktail Event (with alcohol) Hosted event targeting key media and VIP trade partners to promote and raise awareness of Canberra.

Total Number of People Attending: B2B Workshop and Lunch: 60pax Canberra on Show presentation: 75-90 pax VIP Trade and Media Lunch: 65-70 pax	Estimated Cost: AUD\$25,000
---	------------------------------------

Number of Non-EDD/LDA Employees: <u>132</u> (Please list names or attach a document listing names)	Number of EDD/LDA Employees: <u>3</u> (Please list names or attach a document listing names)
1. Canberra Tourism Operators (see attached list)	1. Sch 2 s2.2(a)
2. Singapore Travel Trade and Media (see attached list)	2. (ii)
3.	3.
4.	4.
5.	5.

Cost Centre 141/14205/714301/99/54213/9999

AUD\$ 25,000.00

Total

AUD\$ 25,000.00

Declaration

I, Jacquie Roberts (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 29/8/16

Name of Business Unit Visit Canberra

Official hospitality endorsed [Signature] Date 5/9/16 Jacquie Roberts
Manager/Director (Assessor)

Official hospitality approved [Signature] Date 5/9/16 Ian Hill
Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 6/9/16 EDD D-G / LDA CEO / delegate

TBC Industry List:

Name of Company	First Name	Last Name
Accor Hotels Canberra	Sch 2 s2.2(a)(ii)	
Australian Institute of Sport		
Balloon Aloft		
Canberra Convention Bureau		
Canberra Helicopters		
Canberra Premium Experience		
Canberra Rex Hotel & Serviced Apartments		
East Hotel		
Eurobodalla Tourism		
Island Charters Narooma		
Jamala Wildlife Lodge		
National Captial Education Tourism Project		
National Convention Centre & Crowne Plaza Canberra		
National Gallery of Australia		
National Gallery of Australia		
National Museum of Australia		
National Portrait Gallery of Australia		
Pialligo Estate		
QT Canberra		
Robyns Nest Boutique Resort		
Roundhouse Hotels		
Rydges Capital Hill		
Sapphire Coast, NSW		
Sydney Melbourne Touring		
Tanja Lagoon Camp		
Tanja Lagoon Camp		
TFE Hotels		
Tourism Snowy Mountains		

TBC Trade List:

Name of Company	Name
Chan Brothers Travel Pte Ltd	Sch 2 s2.2(a)(ii)
Chan Brothers Travel Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Dynasty Travel International Pte Ltd	
Dynasty Travel International Pte Ltd	
Euro-Asia Holidays Pte Ltd	
Flight Centre Group (FCM Singapore Pte Ltd)	
Holiday Tours & Travel (Qantas Holidays)	
Misa Travel	
Misa Travel	
Pacific Arena Pte Ltd	
SA Tours	
Scenic Travel Pte Ltd	
enic Travel Pte Ltd	
UOB Travel	
Airelated Travel Pte Ltd	
American Lloyd Travel	
Travix Travel Singapore Pte Ltd (CheapTickets.sg)	
Air Sino-Euro Associates Travel Pte Ltd	
Air Sino-Euro Associates Travel Pte Ltd	
Chan Brothers MICE and Travel Pte Ltd	
CHAN'S WORLD HOLIDAYS PTE LTD	
Classic Travel Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Excellence Travel	
Euro-Asia Holidays Pte Ltd	
arrosa Holiday Tours (S) PL	
Gasi	
Gasi	
Holiday Tours & Travel Pte Ltd	
Hong Thai Travel Services (S) Pte Ltd	
Hong Thai Travel Services (S) Pte Ltd	
One Adventure Pte Ltd	
One Adventure Pte Ltd	
One Adventure Pte Ltd	
One Adventure Pte Ltd	
Misa Travel	
Misa Travel	
Nam Ho Travel Service (Singapore) Pte Ltd	
Pacific Arena Pte Ltd / PriceBreaker	
Safe2Travel Pte Ltd	
UOB	

UOB	Sch 2 s2.2(a)(ii)
UOB	
Wel Travel	
Experience Tours Australia	
Perfect Tours Australia	
Tourism Australia	
AD Travel Sdn Bhd	
Chia Sin Travel Service Sdn Bhd	
Chia Sin Travel Service Sdn Bhd	
Holiday Tours & Travel Sdn Bhd	
Holiday Tours & Travel Sdn Bhd	
K.H. Travel (M) Sdn Bhd	
Overseas Tours & Travel Sdn Bhd	
Chan Brothers	
Cheap Tickets/Travix Travel	
CTC Travel	
Dynasty Travel	
Euro Asia	
Euro-Asia Holidays Pte Ltd	
Farmosa	
Global Travel Pte Ltd	
MISA Travel	
MISA Travel	
UOB travel	
STA Travel	
Singapore Airlines	
Singapore Airlines	
Singapore Airlines	
Jetstar	
Jetstar	
Silk Air	
Tourism Australia	
Tourism Australia	
Tourism Australia	
Destination NSW	
Aust trade	
Australian Trade Commission	
Guest of VisitCanberra	
Brumbies	
Brumbies	
Brumbies	
Singapore Sports Hub	
Singapore Sports Hub	
Singapore Sports Hub	
TTG Asia	
Travel Weekly Asia	
Regent Media	

Asian Journeys	Sch 2 s2.2(a)(ii)
Silver Kris	
The Edge	
SG Traveller	
SG Magazine	
Asia City Media Group	
M&C Asia	
Contributor to Robb Report, Destinasian and Meetings & Conferences Mag	
TODAY	
TODAY	
The Weekender	



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Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: **VisitCanberra Wellington, New Zealand Sales Mission 2016**
VisitCanberra will lead a Tourism Industry Sales Mission to facilitate productive introductions to key travel trade and media stakeholders through business to business workshops, travel agent activities, networking events and market briefings. The mission will assist businesses with market development activities, introductions to decision makers and encourage long-term partnerships with Wellington travel distribution and media partners.

Date of Function	Venue Location	Purpose of the Function
Thursday 2 June 2016	Museum Art Hotel, 90 Cable Street, Wellington, New Zealand	Networking Lunch and B2B Workshop Tourism delegates will meet decision makers and product managers from key distribution partners in a 10 minute workshop format. This event will provide an opportunity for delegates to create awareness of their product and negotiate inclusion in future consumer campaigns.
Thursday 2 June 2016	Museum Art Hotel, 90 Cable Street, Wellington, New Zealand	Canberra Travel Expo Tourism delegates will present their product/service to frontline retail travel agents and reservation staff as part of an overall presentation on Canberra. This event will provide an opportunity for delegates to raise awareness of their product to travel agents on the front line. At the conclusion of the presentations delegates will be able to network with agents. Food and beverage will be served including wine.
Friday 3 June 2016	Museum Art Hotel, 90 Cable Street, Wellington, New Zealand	VIP Trade and Media Lunch Hosted event targeting key media and VIP travel trade partners to promote and raise awareness of Canberra. Food and beverages will be served, including wine.

Total Number of People Attending: B2B Workshop and Lunch: 26pax Canberra Travel Expo: 80 pax VIP Trade and Media Lunch: 50 pax	Estimated Cost: NZ\$10,000
---	----------------------------

Number of Non-EDD Employees: (Please list names or attach a document listing names)	Number of EDD Employees: <u>4</u> (Please list names or attach a document listing names)
1. Please see list of Canberra operators attached	1. Sch 2 [redacted] Senior Int'l Partnerships Manager
2. Decision makers, product managers, VIP and media - tbc	2. Sch 2 [redacted] Director
3. Approximately 156 delegates in total	3. Sch 2 [redacted] Campaign Marketing Manager
4.	4. Sch 2 [redacted] International Partnership Executive
5.	

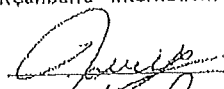
Cost Centre	14205/714301/54213/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre if required.	14205/714302/54213/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$


Declaration


I, Donna Ciaccia (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 12/5/16

Name of Business Unit Visit Canberra - International Partnerships

Official hospitality endorsed  Date 13/5/16 Manager/Director (Assessor)

Official hospitality approved  Date 13/5/16 Executive Director (Delegated Authority)

Alcohol consumption approved  Date 16/5/16 EDD D-G / LDA CEO / delegate

WELLINGTON SALES MISSION - 1-4 JUNE 2016

Company Name	First Name	Surname	Position
Australian Institute of Sport	Sch 2 s2.2(a)(ii)		Assistant Director Marketing
Capital Hotel Group			Sales Executive
Canberra Convention Bureau			General Manager
Canberra Convention Bureau			Business Development Manager
Canberra Airport			Head of Marketing and Communications
East Hotel			Director of Sales
Eurobodalla Tourism			Executive Manager Tourism
Jamala Wildlife Lodge			Executive Services Officer
National Capital Education Tourism Project			Marketing Officer
National Museum of Australia			Head of Communications, Marketing & Partnerships
National Portrait Gallery of Australia			Director of External Relations
Roundhouse Hotels			Director of Sales & Marketing
Rydges Capital Hill			Director of Sales & Marketing
Sapphire Coast Tourism			General Manager
Sydney Melbourne Touring			Marketing Executive - Asia Pacific
VisitCanberra			Director
VisitCanberra			Senior Manager International Partnerships
VisitCanberra			Group Marketing Manager
VisitCanberra			International Partnership Executive

E-MAILED
23.3.16



ACT
Government
Economic Development



Land
Development
Agency
CANNBERRA FIRST

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: **VisitCanberra Singapore Sales Mission 2016**

Date of Function	Venue Location	Purpose of the Function
Thursday 17 th March 2016	Grand Hyatt 10 Scotts Road, Singapore	B2B Workshop and Lunch (without alcohol) Tourism delegates will meet decision makers and product managers from key distribution partners in a 10 minute workshop format. This event will provide an opportunity for delegates to create awareness of their product and negotiate inclusion in future consumer campaigns.
Thursday 17 th March 2016	Grand Hyatt 10 Scotts Road, Singapore	Canberra on show presentation (without alcohol) Tourism delegates will present their product/service to frontline retail travel agents and reservation staff as part of an overall presentation on Canberra. This event will provide an opportunity for delegates to raise awareness of their product to travel agents on the front line. At the conclusion of the presentations delegates will be able to network with agents.
Friday 18 th March 2016	Grand Hyatt 10 Scotts Road, Singapore	VIP Trade and Media Lunch (with alcohol) Hosted event targeting key media and VIP trade partners to promote and raise awareness of Canberra.

Total Number of People Attending: B2B Workshop and Lunch: 55pax Canberra on Show presentation: 150 pax VIP Trade and Media Lunch: 80 pax	Estimated Cost: SGD\$21,000
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Number of Non-EDD/LDA Employees: _____ (Please list names or attach a document listing names)	Number of EDD/LDA Employees: <u>3</u> (Please list names or attach a document listing names)
1. Please see list attached	1. Sch 2 s2.2(a)
2. Up to 280 pax.	2. (ii)
3.	3. [REDACTED]
4.	4.
5.	5.

E-MAILED

Cost Centre	141/14205/714301/99/54213/9999	SGD\$ 210.00
2 nd Cost Centre If required	141/14205/714302/99/54213/9999	SGD\$ 20,790.00
Total		SGD\$ 21,000.00

Declaration

I, Jacque Roberts (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 7/3/16 Visit Canberra

Name of Business Unit International Partnerships

Official hospitality endorsed [Signature] Date 8/3/16 [Signature] Manager/Director (Assessor)

Official hospitality approved [Signature] Date 10/3/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 4/3/16 EDD D-G /LDA CEO / delegate

Name of Company	Name
Morning B2B Workshop	
Chan Brothers Travel Pte Ltd	Sch 2 s2.2(a)(ii)
Chan Brothers Travel Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Dynasty Travel International Pte Ltd	
Dynasty Travel International Pte Ltd	
Euro-Asia Holidays Pte Ltd	
Flight Centre Group (FCM Singapore Pte Ltd)	
Holiday Tours & Travel (Qantas Holidays)	
Misa Travel	
Misa Travel	
Pacific Arena Pte Ltd	
SA Tours	
Scenic Travel Pte Ltd	
Scenic Travel Pte Ltd	
UOB Travel	
Afternoon - Canberra On Show Presentation	
Name of Company	Name
Alrelated Travel Pte Ltd	Sch 2 s2.2(a)(ii)
American Lloyd Travel	
Travix Travel Singapore Pte Ltd (CheapTickets.sg)	
Alr Sino-Euro Associates Travel Pte Ltd	
Alr Sino-Euro Associates Travel Pte Ltd	
Chan Brothers MICE and Travel Pte Ltd	
CHAN'S WORLD HOLIDAYS PTE LTD	
Classic Travel Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Commonwealth Travel Service Corporation Pte Ltd	
Excellence Travel	
Euro-Asia Holidays Pte Ltd	
Farmosa Holiday Tours (S) PL	
Gasi	
Gasi	
Holiday Tours & Travel Pte Ltd	
Hong Thal Travel Services (S) Pte Ltd	
Hong Thal Travel Services (S) Pte Ltd	
One Adventure Pte Ltd	
One Adventure Pte Ltd	
One Adventure Pte Ltd	
One Adventure Pte Ltd	
Misa Travel	
Misa Travel	
Nam Ho Travel Service (Singapore) Pte Ltd	

Pacific Arena Pte Ltd / PriceBreaker	Sch 2 s2.2(a)(ii)
Safe2Travel Pte Ltd	
UOB	
UOB	
UOB	
Wel Travel	
Experience Tours Australia	
Perfect Tours Australia	
Tourism Australia	
JB AGENTS	
AD Travel Sdn Bhd	
Chia Sin Travel Service Sdn Bhd	
Chia Sin Travel Service Sdn Bhd	
Holiday Tours & Travel Sdn Bhd	
Holiday Tours & Travel Sdn Bhd	
K.H. Travel (M) Sdn Bhd	
Overseas Tours & Travel Sdn Bhd	
Event Management staff	Manager
Event Manager	Sch 2 s2.2(a)(ii)
Event Manager	
Event Manager	
Event Manager	

VIP Trade & Media Lunch - Invited Guests

Name of Company	Name
Travel agents	
Chan Brothers	Sch 2 s2.2(a)(ii)
Cheap Tickets/Travix Travel	
CTC Travel	
Dynasty Travel	
Euro Asia	
Euro-Asia Holidays Pte Ltd	
Farmosa	
Global Travel Pte Ltd	
MISA Travel	
MISA Travel	
UOB travel	
STA Travel	
AIRLINES	
Singapore Airlines	
Singapore Airlines	
Singapore Airlines	
Jetstar	
Jetstar	
Silk Air	
TA/DNSW	
Tourism Australia	
Tourism Australia	
Tourism Australia	
Destination NSW	
High Comm/Aust Trade	
Aust trade	
Austrian Trade Commission	
CANBERRA	
Guest of VisitCanberra	
Guest of VisitCanberra	
Brumbies	
Brumbies	
Brumbies	
Singapore Sports Hub	
Singapore Sports Hub	
Singapore Sports Hub	
MEDIA	
TTG Asia	
Travel Weekly Asia	
Regent Media	
Asian Journeys	
Silver Kris	
The Edge	
SG Traveller	



ACT
Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: Canberra and Region Visitors Centre Volunteer Christmas Party

Date of Function	Venue Location	Purpose of the Function
01/12/2016	Pacific Suites 100 Northbourne Avenue Canberra	The volunteer program is an integral part of the effective operation of the Canberra and Region Visitors Centre and was initiated in September 1995. The commitment, hard work and support of our volunteers contributes greatly to the information and customer service we provide to local as well as interstate visitors to Canberra. The warm welcome, high level of service and abundance of information delivered by volunteers enables tourists to make the most of their stay in the nation's capital. In recognition and appreciation of the volunteer contribution to the daily operations of the Canberra and Region Visitors Centre an annual Christmas function is held. Canapés and limited alcohol will be served at the function

Total Number of People Attending: 34 persons	Estimated Cost: \$1000.00
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Number of Non-EDD Employees: 29	Number of EDD Employees: 5
Please see attached list	Sch 2 s2.2(a)(ii)


Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre if required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

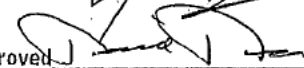
I, Michael Salmon declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 11/11/2016

Name of Business Unit CMTEDD Visit Canberra (Canberra and Region Visitors Centre)

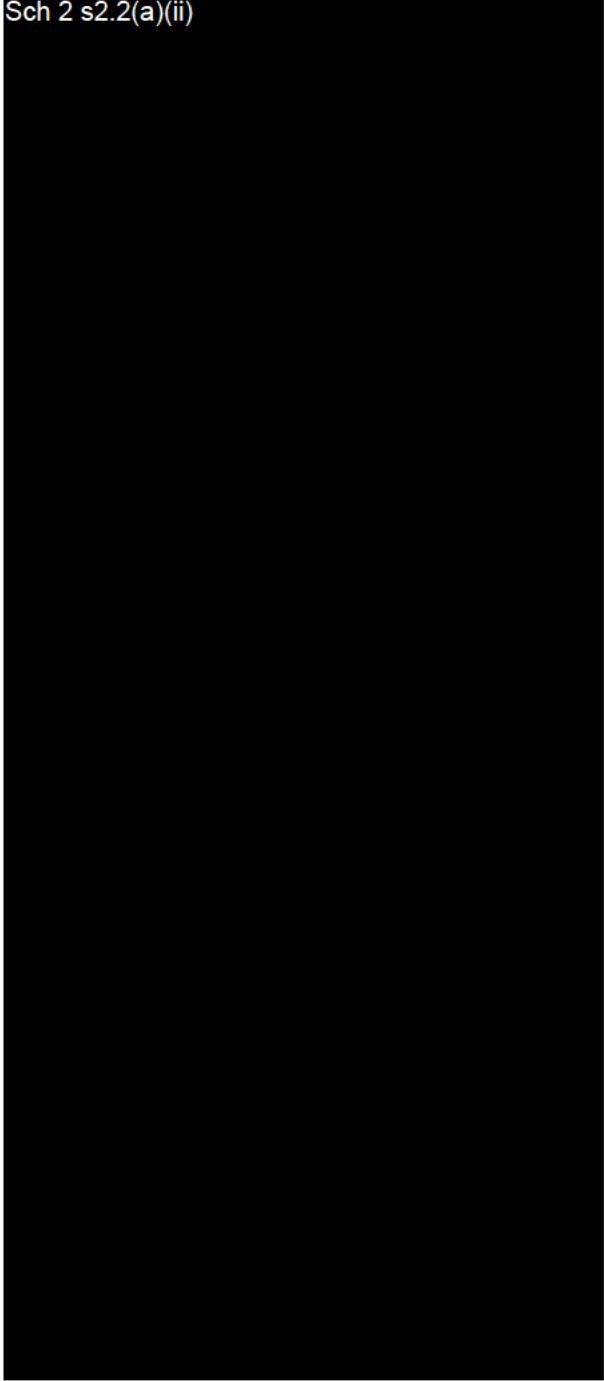
Official hospitality endorsed  Date 14/11 Manager

Official hospitality approved  Date 15/11/16 Executive Director (Delegated Authority)

Alcohol consumption approved  Date 16/11/16 EDD D-G /LDA CEO / delegate

Non-EDD Employees Canberra and Region Visitors Centre Christmas Party 1st Dec 2016

Sch 2 s2.2(a)(ii)





Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: Hosting Councillor **Sch 2 s2.2(a)** from Wellington City Council for lunch during his visit to Canberra on the occasion of the A-League soccer match between Wellington Phoenix and Central Coast Mariners to be played at GIO Stadium on 12 November. **Sch 2 s2.2(a)(ii)** is also Director of Wellington International Airport and this lunch meeting will be the opportunity to discuss aviation and trade related matters to further cement mutually beneficial relationships between Canberra and Wellington as part of the Sister City Agreement between the two cities.

Date of Function	Venue Location	Purpose of the Function
11 November 2016	A-Baker Restaurant	Please see above.

Total Number of People Attending: 4	Estimated Cost: Approx \$300
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Number of Non-EDD Employees: 1	Number of EDD Employees: 3
Sch 2 s2.2(a) - Councillor Wellington City Council and Director of Wellington Airport	Sch 2 s2.2(a) - Office of International Engagement - Exec Director, Enterprise Canberra - Innovate Canberra

Cost Centre	14169 / 71430 / / 99/ /9999 (Non FBT)	\$
2 nd Cost Centre if required	/ / / 99/ /9999	\$
Total		\$

Declaration

I, Emma Gowling (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 10 November 2016

Name of Business Unit Office of International Engagement

Official hospitality endorsed Date 10/11/16 **Sch 2 s2.2(a)** Manager/Director (Assessor)

Official hospitality approved Date 10/11/16 DDG (Delegated Authority)

Alcohol consumption approved Date _____ EDD D-G /LDA CEO / delegate _____



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Name of event/group: Canberra Region Tourism Awards Gala Presentation and Dinner

Date of Function	Venue Location	Purpose of the Function
Friday 11 November 2016	National Arboretum Canberra	Gala Dinner to celebrate the 2016 Canberra Region Tourism Awards which will include wine.

Total Number of People Attending: Approx 350	Estimated Cost: \$ 120pp
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Number of Non-EDD Employees: (Please list names or attach a document listing names)	Number of EDD Employees: (Please list names or attach a document listing names)
<p>The invitation to the Gala Dinner was sent to industry members, including Award entrants, sponsors, judges and industry associations. The exact list of attendees will not be confirmed until 2 November. Tentative List attached.</p> <p style="text-align: center;"><i>as at 1/11/16 - SOLD OUT - 350 pax.</i></p> <p><i>Annual Event and industry night of nights.</i></p>	<p>A number of CMTEDD staff will be invited to attend, including the executive of VisitCanberra. The following people have been invited to attend the event</p> <ol style="list-style-type: none"> 1. Sch 2 s2.2(a)(ii) 2. [REDACTED] 3. [REDACTED] 4. [REDACTED] 5. [REDACTED] 6. [REDACTED] 7. [REDACTED] 8. [REDACTED] 9. [REDACTED] 10. [REDACTED] 11. [REDACTED] <p style="text-align: right;"><i>not available</i></p>

Cost Centre	141/14202/711606/99/54186/9999	\$ 32,400
2 nd Cost Centre if required	141/14202/711607/99/54186/9999	\$ 1,080
Total		\$ 40,800 (approx)

Declaration

I, Nicole Turnbull (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 01/11/2016

Name of Business Unit VisitCanberra

Official hospitality endorsed  Date 1/11/16 Manager/Director (Assessor)

Official hospitality approved  Date 1/11/16 *Law Hill* Executive Director (Delegated Authority)

Alcohol consumption approved  Date 1/11/16 *David Dawes* EDD D-G /LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: Launch of Singapore Airlines Inaugural Flights – Cocktail Reception

VisitCanberra and Invest Canberra are jointly coordinating a cocktail reception to celebrate the launch of Singapore Airlines flights into Canberra. The event will be hosted by the Commissioner for International Engagement, Mr Brendan Smyth, and will bring together key partners and stakeholders of the inaugural flights. This will include Canberra business and tourism industry leaders, government officials, and VIP travel trade, business and media guests arriving on the first flight.

The event will be a stand-up cocktail reception held at Plalligo Estate for approximately 180 guests. This will include the serving and consumption of food and alcoholic beverages. Plalligo Estate will provide complimentary sponsorship for 60 guests to the value of \$3,000.

Date of Function	Venue Location	Purpose of the Function
21 September	Plalligo Estate	Celebration of the launch of Singapore Airlines flights

Total Number of People Attending: 180	Estimated Cost: Approx. \$6,000 (cost to be covered by VisitCanberra and Invest Canberra) (Plalligo Estate sponsorship = \$3,000)
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Number of Non-EDD Employees: 158 (Please list names or attach a document listing names) Please see attached list	Number of EDD Employees: 22 (Please list names or attach a document listing names) Please see attached list

Cost Centre	To be confirmed (cost to be split between VisitCanberra and Invest Canberra)	\$
2 nd Cost Centre If required	To be confirmed (cost to be split between VisitCanberra and Invest Canberra)	\$
Total		\$ 6,000

Declaration

I, Allison Beer (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 08/09/16

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 08/09/16 Jaquie Roberts Manager/Director (Assessor)

Official hospitality approved [Signature] Date 08/09/16 Ian Hill Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 9/9/16 EDD D-G /LDA CEO / delegate

[Signature] (SUE HALL)
CHIEF FINANCIAL OFFICER
12/9/16

First Flight - VIP Cocktail Reception - Invest Canberra Guests

Organization	Title	Name	Position
ACT Government		Sch 2 s2.2(a)(ii)	Head of Service
ACT Government			Chief of Staff
ACT Government			Commissioner for International Engagement
Economic Development			Director - General
Enterprise Canberra			Deputy Director - General
Innovate Canberra			Executive Director
Innovate Canberra			Senior Invest Manager
Innovate Canberra			Senior Manager
Innovate Canberra			Manager International Programs
Innovate Canberra			Senior Manager
Innovate Canberra			Senior Manager
Brand Strategic Advisory Board			
CBR Innovation Network			CEO
			Local Industry Advocate
Business and Industry Leaders			
Cogito Group		Manager	
Australian National University		Vice Chancellor	
Australian National University		Pro-VC (International & Outreach)	
Australian National University			
University of Canberra		Vice Chancellor	
University of Canberra		Vice President Global	
Australian Catholic University		Campus Dean - Canberra	
Charles Sturt University		CEO - Centre for Customs & Excise Studies	
Charles Sturt University (Wagga)		Pro-VC Int'l Ed & Partnerships	
University of NSW		Associate Dean (International)	
CIT		CEO	
CIT		Deputy CEO	
Aspen Medical		CEO	
Shaw Vineyard Estate		Director	
DAMSmart		Manager	
Academy for Interactive Entertainment		Executive Chairman	
Mobilic		CEO	
Helm Wines			
Seeling Machines		CEO	
Smartword		CEO	
Ereflect		Director	
Mineral Carbonation International		CEO	
Centify		CEO	
Screencraft		Partner	
Intellex		Co-founder	
On The Go Sports		CEO	
Cidatel Group Ltd		CEO	
ScreenACT		Director	
Centre for Internet Security		CEO	
iSimulate		CEO	
Canberra Business Chamber		CEO	
Windlab		CEO	
Link Digital		CEO	
CBRIN Board			
QUINTESSENCE LABS PTY LTD			
Jones Long LaSelle		Director Sales and Investments	
King and Wood Mollason		Partner	
Brand Canberra Advisory Board		Chair	
ANU			
Lockhead Martin			
ANU Mt Stromlo			
Austrade			
Austrade			
CSIRO			
CEA Technologies			
Westpac			
Hindmarsh Group			
Molonglo Group			
Bulum Group			
Canberra Data Centres			
Northrop Grumman			
EOS			
BAE Systems			
Airbus			
Bell Helicopters			
Foreign Government		Sch 2 s2.2(a)(ii)	High Commissioner
Singapore High Commission			First Secretary
Singapore High Commission			Second Secretary (Political)
New Zealand High Commission			High Commissioner
New Zealand High Commission			First Secretary, Economic
New Zealand High Commission			
Flight Objects			
City of Australia Alumni Singapore	Mr		CIMB & Australian Alumni Singapore
Nanyang Technological University	Professor		Nanyang Technological University
National University of Singapore	Professor		National University of Singapore

First Flight - VIP Cocktail Reception - VisitCanberra Guests (Industry)

Organisation	First Name	Last Name	Position
Operator			
Balloon Aloft	Sch 2 s2.2(a)(ii)		Director
Canberra Helicopters	Sch 2 s2.2(a)(ii)		Operations Manager/Senior Pilot
Casino Canberra	Sch 2 s2.2(a)(ii)		Vice President & General Manager
Dave's Brewery Tours	Sch 2 s2.2(a)(ii)		Partner
National Zoo and Aquarium	Sch 2 s2.2(a)(ii)		General Manager
National Gallery of Australia	Sch 2 s2.2(a)(ii)		Director
National Gallery of Australia	Sch 2 s2.2(a)(ii)		Deputy Director
National Gallery of Australia	Sch 2 s2.2(a)(ii)		Assistant Director
National Library of Australia	Sch 2 s2.2(a)(ii)		Director General
National Museum of Australia	Sch 2 s2.2(a)(ii)		Head of Communications, Marketing & Partnerships
National Museum of Australia	Sch 2 s2.2(a)(ii)		Director
National Portrait Gallery	Sch 2 s2.2(a)(ii)		Director
National Portrait Gallery of Australia	Sch 2 s2.2(a)(ii)		Director of External Relations
Australian National Botanic Gardens	Sch 2 s2.2(a)(ii)		General Manager
Australian War Memorial	Sch 2 s2.2(a)(ii)		Director
Cultural Facilities Corporation	Sch 2 s2.2(a)(ii)		Chief Executive Officer
Canberra Theatre	Sch 2 s2.2(a)(ii)		Director
Cockington Green Gardens	Sch 2 s2.2(a)(ii)		
King O'Malley's	Sch 2 s2.2(a)(ii)		Managing Director
Museum of Australian Democracy at Old Parliament House	Sch 2 s2.2(a)(ii)		Director
National Arboretum Canberra	Sch 2 s2.2(a)(ii)		Executive Manager
National Archives of Australia	Sch 2 s2.2(a)(ii)		Director, National Development and Communications
National Dinosaur Museum	Sch 2 s2.2(a)(ii)		Manager
Parliament House Department of Parliamentary Services	Sch 2 s2.2(a)(ii)		Assistant Secretary, Parliamentary Experience Branch
Questacon - The National Science & Technology Centre	Sch 2 s2.2(a)(ii)		Director
Royal Australian Mint	Sch 2 s2.2(a)(ii)		CEO
Tidbinbilla Nature Reserve & Namadgi National Park	Sch 2 s2.2(a)(ii)		Regional Manager
Murrays	Sch 2 s2.2(a)(ii)		Director
Murrays	Sch 2 s2.2(a)(ii)		Chairman
Accommodation			
QT Canberra	Sch 2 s2.2(a)(ii)		Sales Manager
QT Canberra	Sch 2 s2.2(a)(ii)		General Manager
Roundhouse Hotels	Sch 2 s2.2(a)(ii)		Director of Sales & Marketing
Rydges Capital Hill	Sch 2 s2.2(a)(ii)		General Manager
Rydges Capital Hill	Sch 2 s2.2(a)(ii)		Director of Sales & Marketing
TFE Hotels	Sch 2 s2.2(a)(ii)		Director of Sales
Canberra Rex Hotel	Sch 2 s2.2(a)(ii)		Assistant Manager
Capital Hotel Group	Sch 2 s2.2(a)(ii)		Group General Manager
East Hotel	Sch 2 s2.2(a)(ii)		General Manager
East Hotel	Sch 2 s2.2(a)(ii)		Director of Sales
Jamala Wildlife Lodge	Sch 2 s2.2(a)(ii)		Executive Services Officer
Crowne Plaza Canberra	Sch 2 s2.2(a)(ii)		General Manager
Doma Group	Sch 2 s2.2(a)(ii)		Director
Forrest Hotel and Apartments	Sch 2 s2.2(a)(ii)		Director of Sales and Marketing
Hotel Hotel	Sch 2 s2.2(a)(ii)		General Manager
Hyatt Hotel Canberra	Sch 2 s2.2(a)(ii)		General Manager
Ibis Styles Canberra	Sch 2 s2.2(a)(ii)		General Manager
Mantra Group	Sch 2 s2.2(a)(ii)		National Sales Manager - Government
Mercure Canberra	Sch 2 s2.2(a)(ii)		General Manager
Novotel Canberra	Sch 2 s2.2(a)(ii)		General Manager
Viba Hotel Canberra Airport	Sch 2 s2.2(a)(ii)		Hotel General Manager
Tourism Industry Guests - regional			
Hilltops Council	Sch 2 s2.2(a)(ii)		Manager Comms and Economic Development
Yass Valley Council	Sch 2 s2.2(a)(ii)		Tourism Manager
Poachers Pantry	Sch 2 s2.2(a)(ii)		Managing Director
Tourism Snowy Mountains	Sch 2 s2.2(a)(ii)		Executive Officer
Sapphire Coast Tourism	Sch 2 s2.2(a)(ii)		General Manager
Tanja Lagoon Camp	Sch 2 s2.2(a)(ii)		Operations Manager
Robyns Nest Boutique Resort	Sch 2 s2.2(a)(ii)		Assistant Manager
Eurobodalla Tourism	Sch 2 s2.2(a)(ii)		Executive Manager Tourism
Island Charters Narooma	Sch 2 s2.2(a)(ii)		Owner/Operator

First Flight - VIP Cocktail Reception - VisitCanberra Guests

Organization	Title	Name	Position
Flight Guests	Mr	Sch 2 s2.2(a)(ii)	Group Managing Director
Dynasty Travel	Mr		Chief Executive Officer
Wisa Travel	Ms		Chief Executive Officer
Global Times	Ms		SQ/VG Media family
National Geographic Traveller China	Ms		SQ/VG Media family
Target	Mr		SQ/VG Media family
Jie Min	Mr		SQ/VG Media family
Singapore Airlines	Ms		SQ/VG Media family
Tourism Australia	Ms		SQ/VG Media family
Tourism & Business Leaders			
Tourism Australia	Mr		Managing Director
Tourism Australia	Ms		Executive General Manager of International
Australian Tourism Export Council	Mr		Chairman
Australian Tourism Export Council	Mr		Managing Director
Australian Tourism Export Council	Ms		Chair, ACT Branch
Australian Tourism Export Council	Mr		Vice Chair - ACT Branch
Australian Tourism Export Council	Ms		ATEC - ACT Branch Manager
Australian Hotels Association	Ms		General Manager
Australian Hotels Association	Mr		President
Canberra Business Chamber	Mr		Director of Programs
Canberra Business Chamber	Mr		Chairman - ACT Tourism Industry Advisory Council
Canberra Convention Bureau	Mr		Chief Executive Officer
Canberra Convention Bureau	Ms		Director of Marketing & Communications
Canberra Convention Bureau	Ms		General Manager, Sales
Canberra Region Joint Organisation	Cr		Mayor of Yass Valley Council and Interim Chair of Canberra Region Jo
Canberra Region Joint Organisation	Ms		CEO
Canberra in the City	Ms		CEO
Canberra District Wine Industry Association	Mr		President
Tourism & Transport Forum	Mrs		Chief Executive Officer
Kim Heng Offshore & Marine Holdings	Mr		Lead Independent Director
Canberra Airport Group	Mr		CEO
Canberra Airport Group	Mr		Owner
Canberra Airport Group	Mr		Head of Aviation
Canberra Airport Group	Ms		Manager - Commercial & Retail Marketing
Canberra CBD	Ms		CEO
National Capital Attractions Association	Mr		President
National Capital Authority	Mr		Chief Executive
Canberra District Wine Industry Association	Mr		President
CBR International Riesling Challenge	Ms		Executive Officer
Canberra Institute of Technology	Ms		Director CIT Business Tourism and Accounting
Plaligo Estate	Mr		Director
National Capital Education Tourism Project	Mr		Project Leader
National Convention Centre	Mr		Manager
Singapore Airlines			
Singapore Airlines	Mr		Regional Vice President South West Pacific
Singapore Airlines	Mr		Manager NSW & ACT
Singapore Airlines	Mr		PR and Media Manager
Singapore Airlines	Mr		Executive Vice President Commercial
Singapore Airlines	Mr		Manager ACT
Virgin Australia	Mr		Head of State and Federal Government Sales and ACT Regional
VisitCanberra			
VisitCanberra	Mr		Executive Director
VisitCanberra	Ms		Deputy Director
VisitCanberra	Ms		Senior Manager International Partnerships
VisitCanberra	Ms		Group Manager, Marketing
VisitCanberra	Mr		Industry Development Manager
VisitCanberra	Ms		Media and PR Manager
VisitCanberra	Mr		Manager - CRVC
VisitCanberra	Ms		Research and Consumer Insights Manager



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Launch of Singapore Airlines Inaugural Flights - VIP Dinner

VisitCanberra and Invest Canberra will jointly host a private dinner at Plallgo Estate. This will follow the cocktail reception and will include a select group of VIP travel trade and business guests from Singapore, being hosted by the ACT Government. This dinner is in celebration of the launch of Singapore Airlines flights into Canberra.

The event will be sit-down private dinner held at Plallgo Estate for approximately 22 guests. This will include the serving and consumption of food and alcoholic beverages.

Date of Function	Venue Location	Purpose of the Function
21 September	Plallgo Estate	Celebration of the launch of Singapore Airlines flights

Total Number of People Attending: 22	Estimated Cost: \$4,000
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Number of Non-EDD Employees: 18 (Please list names or attach a document listing names)	Number of EDD Employees: 4 (Please list names or attach a document listing names)
Please see attached list	Please see attached list

Cost Centre	To be confirmed (cost to be split between VisitCanberra and Invest Canberra)	\$
2 nd Cost Centre If required	To be confirmed (cost to be split between VisitCanberra and Invest Canberra)	\$
Total		\$ 4,000

Declaration

I, Allison Beer (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 08/09/16

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 08/09/16 Jacqueline Roberts
Manager/Director (Assessor)

Official hospitality approved [Signature] Date 08/09/16 Ian Hill
Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 9/9/16 EDD D:G / LDA CEO / delegate

[Signature] (SVC HALL CANberra SERVICES)

12/9/16

VIP Dinner

Organisation	Title	Name	Position
CIMB & Australian Alumni Singapore	Mr	Sch 2 s2.2(a)	CIMB & Australian Alumni Singapore
Nanyang Technological University	Professor	(ii)	Nanyang Technological University
National University of Singapore	Professor		National University of Singapore
Chan Brothers	Mr		Group Managing Director
Dynasty Travel	Mr		Chief Executive Officer
Misa Travel	Ms		Chief Executive Officer
Plailigo Estate	Mr		Director
Canberra Airport Group	Mr		CEO
Australian National University	Prof.		Vice Chancellor
University of Canberra	Prof.		Vice Chancellor
Singapore Airlines	Mr		Regional Vice President South West Pacific
Singapore Airlines	Mr		Manager ACT
Kim Heng Offshore & Marine Holdings	Mr		Lead Independent Director
ACT Government	Mr		Commissioner for International Engagement
Economic Development			Director- General
VisitCanberra	Mr		Executive Director
Innovate Canberra	Mr		Executive Director
Enterprise Canberra			Deputy Director- General
Canberra Convention Bureau	Mr		Chief Executive Officer
Canberra Region Joint Organisation	Cr		Mayor of Yass Valley Council and Interim Chair of Canberra R
Tourism Australia	Mr		Managing Director
Casino Canberra	Ms		Vice President & General Manager



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Name of event/group: ATDW Content and User Group Meeting

Date of Function	Venue Location	Purpose of the Function
8/9/2016	QT Canberra	Full day quarterly ATDW Content and User Group Meeting to discuss and plan for the continual improvements needed to the national tourism database that houses the content for all Government Tourism Organisations' websites. This is only the second time that Canberra has hosted this meeting in the last 10 years. No alcohol will be provided.

Total Number of People Attending: 8	Estimated Cost: \$600
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Number of Non-EDD/LDA Employees: 6 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 2 (Please list names or attach a document listing names)
1. Sch 2 - ATDW	1. Sch 2 s2.2(a)
2. s2.2(a)(ii) ATDW	2. (ii)
3. - TEQ	
4. - TVIC	
5. TTAS	
6. SATC	

Cost Centre	141/14203/714301/99/54193/9999	\$ 150
2nd Cost Centre if required	141/14203/714302/99/54193/9999	\$ 450
Total		\$ 600

Declaration

I, Cherie Glanville (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 6/9/2016

Name of Business Unit VisitCanberra/Marketing/Digital Marketing

Official hospitality endorsed

Date 6/9/16

Manager/Director (Assessor)

Official hospitality approved

Date 7/9/16

Executive Director (Delegated Authority)

Alcohol consumption approved

Date

EDD D-G /LDA CEO / delegate



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Name of event/group: VisitCanberra Raiders V Parramatta

Date of Function	Venue Location	Purpose of the Function
21 August 2016	GIO Stadium	Following the official opening of the new CRVC on 5 August 2016 we will be discussing partnership and advertising opportunities with General Managers from Abode Hotels, Mantra Hotel, Crown Plaza and Novotel. Alcohol will be available for consumption.
		<i>Please note these general managers partners (or guests) are also invited.</i>
Total Number of People Attending: 12		Estimated Cost: \$700 <i>employees partners to also attend.</i>

Number of Non-EDD/LDA Employees: (Please list names or attach a document listing names)	Number of EDD/LDA Employees: (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(ii)	1. Sch 2 s2.2(a)
2. +1	2. (ii)
3. +1	3.
4. +1	4.
5. +1	5.

Cost Centre	141 / 14208 / 54234	\$ _____
2 nd Cost Centre if required	____/____/____/99/____/9999	\$ _____
Total		\$ _____

Declaration

I, Michael Salmon (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 16 August 2016

Name of Business Unit VisitCanberra

Official hospitality endorsed *Jo Verden* Date 17/8/16 Manager/Director (Assessor) Jo Verden

Official Hospitality approved *approved by e-mail* Date 18/8 Executive Director (Delegated Authority) Jeff House

Alcohol consumption approved *[Signature]* Date 19/8/16 EDD D-G / LDA CEO / delegate

Pre-Approved
via email
18/8/16



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Name of event/group: VisitCanberra Raiders V Parramatta

Date of Function	Venue Location	Purpose of the Function
21 August 2016	GIO Stadium	Following the official opening of the new CRVC on 5 August 2016 we will be discussing partnership and advertising opportunities with General Managers from Abode Hotels, Mantra Hotel, Crown Plaza and Novotel. Alcohol will be available for consumption.

Total Number of People Attending: 12	Estimated Cost: \$700
--------------------------------------	-----------------------

Number of Non-EDD/LDA Employees: _____ (Please list names or attach a document listing names)	Number of EDD/LDA Employees: _____ (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(ii) [redacted]	1. Sch 2 s2.2(a) [redacted]
2. [redacted] + 1	2. (ii) [redacted]
3. [redacted] + 1	3. [redacted]
4. [redacted] + 1	4. [redacted]
5. [redacted] + 1	5. [redacted]

Cost Centre	141 / 14208 / 54234	\$ _____
2 nd Cost Centre if required	____/____/____/99/____/9999	\$ _____
Total		\$ _____

Declaration

I, Michael Salmon (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 16 August 2016

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 17/8/16 Manager/Director (Assessor) Jo Verden

Official hospitality approved [Signature] Date _____ Executive Director (Delegated Authority) Jeff House

Alcohol consumption approved _____ Date _____ EDD D-G /LDA CEO / delegate



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Name of event/group: **Launch of new CRVC for industry**

Date of Function	Venue Location	Purpose of the Function
Monday 15 August 2016	Canberra and Region Visitors Centre (CRVC), Regatta Point	CRVC opening at Regatta Point for industry. Chief Minister will be the keynote speaker. Attendees will be updated on the key achievements against the ACT's Tourism 2020 Strategy (Invitation attached). This is followed by industry networking, where refreshments will be provided (wine/beer/non-alcoholic beverages and canapés).

Total Number of People Attending: 120	Estimated Cost: \$5,400
---------------------------------------	-------------------------

Number of Non-EDD/LDA Employees: 110 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 10 (Please list names or attach a document listing names)
1. List to be confirmed	1. List to be confirmed
2.	2.
3.	3.
4.	4.
5.	5.

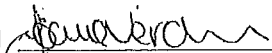
Cost Centre	141 / 14208 / 211207 /99/ 54757 /9999	\$ 5,400
2 nd Cost Centre if required	/ / /99/ /9999	\$ _____
Total		\$ 5,400


Declaration

I, Michael Salmon (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 09/08/16

Name of Business Unit Visit Canberra

Official hospitality endorsed  Date 9/8/16 Manager/Director (Assessor)

Official hospitality approved  Date 9/8/16 Executive Director (Delegated Authority)

Alcohol consumption approved  Date 9/8/16 EDD D-G / LDA CEO / delegate



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Name of event/group: **VisitCanberra Industry Planning Session**

Date of Function	Venue Location	Purpose of the Function
Thursday 28 July 2016	National Gallery of Australia	Inform and collaborate with industry about 2016-17 marketing and sales opportunities. The session runs from 3.30pm - 4.30pm, followed by an optional half an hour of industry networking, where refreshments will be served (wine/beer/non-alcoholic beverages and canapés).

Total Number of People Attending: 90	Estimated Cost: \$3,500
--------------------------------------	-------------------------

Number of Non-EDD/LDA Employees: 75 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 15 (Please list names or attach a document listing names)
1. List to be confirmed	1. List to be confirmed
2.	2.
3.	3.
4.	4.
5.	5.

Cost Centre	14202/54187/_____/99/_____/9999	\$ 3,500
2 nd Cost Centre if required	_____/_____/99/_____/9999	\$ _____
Total		\$ 3,500

Declaration

I, Nicole Turnbull (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 13/7/16

Name of Business Unit VisitCanberra

Official hospitality endorsed Date 15/7/16 Director

Official hospitality approved Date 19/7/16 DDG Enterprise Canberra

Alcohol consumption approved Date 19/7/16 EDD D-G/LDA CEO /Delegate



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Name of event/group: **Export Ready 101 workshop**

Date of Function	Venue Location	Purpose of the Function
Tuesday 2 August 2016	Hyatt Hotel Canberra	Collaboration with Destination NSW to educate tourism operators in the Canberra Region about opportunities associated with International flights to Canberra and becoming 'export ready'.

Total Number of People Attending: 30	Estimated Cost: \$2,000
--------------------------------------	-------------------------

Number of Non-EDD/LDA Employees: 25 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 5 (Please list names or attach a document listing names)
1. List to be confirmed	1. List to be confirmed
2.	2.
3.	3.
4.	4.
5.	5.

Cost Centre	14202/54187/_____/99/_____/9999	\$ 2,000
2 nd Cost Centre if required	_____/_____/_____/99/_____/9999	\$ _____
Total		\$ 2,000

Declaration

I, Nicole Turnbull (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 13/7/16

Name of Business Unit VisitCanberra

Official hospitality endorsed Date 13/7/16 Ian Hill Manager/Director (Assessor)

Official hospitality approved Date 13/7/16 DDA Enterprise Canberra Executive Director (Delegated Authority)

Alcohol consumption approved _____ Date 13/7/16 EDD D-G /LDA CEO / delegate



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Name of event/group: *Corporate Box hosting : Brumbies v Highlanders*

Date of Function	Venue Location	Purpose of the Function
22 July 2016	GIO Stadium	Hosting senior personnel from the Singapore and New Zealand High Commissions, as well as senior representatives from Singapore Airlines for networking and relationship building around aviation and international partnerships.

Total Number of People Attending: 10	Estimated Cost: \$580 (approx)
--------------------------------------	--------------------------------

Number of Non-EDD Employees: 7 See attached list	Number of EDD Employees: 3 See attached list
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Cost Centre	14207 / 54192 / 714301 / 99 / 9999 (FBT staff)	\$
2 nd Cost Centre if required	/ / / 99 / 9999 (FBT staff)	\$
Total		\$

Declaration

I, Judy MacLachlan (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 22/7/2016

Name of Business Unit Visit Canberra

Official hospitality endorsed Ian Hill Date 22/7/16 Director

Official hospitality approved Jeff House Date 22/7/16 DDG Enterprise Canberra

Alcohol consumption approved David Dawes Date 22/7/16 EDD D-G

BRUMBIES V HIGHLANDERS

GIO STADIUM – FRIDAY 22 JULY 2016

Invited		RSVP
Sch 2 s2.2(a)(ii)	Deputy High Commissioner New Zealand High Commission Second Secretary Political New Zealand High Commission	YES x 2
	First Secretary (Political) HC of the Republic of Singapore Senior Manager, Singapore Tourism Board Station Manager (Canberra), Singapore Airlines	YES x 3
	Commissioner for International Engagement	YES x 2
	Senior Manager, Invest Canberra	YES x 2
	Director, VisitCanberra	YES x 1



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Name of event/group: VisitCanberra

Date of Function	Venue Location	Purpose of the Function
Saturday 16 th July 2016	GIO Stadium	Promotion of the new Canberra and Region Visitors Centre

Total Number of People Attending: 14	Estimated Cost: \$1000
--------------------------------------	------------------------

Number of Non-EDD/LDA Employees: <u>12</u> (Please list names or attach a document listing names)	Number of EDD/LDA Employees: <u>2</u> (Please list names or attach a document listing names)
1. Sch 2	1. Sch 2 s2.2(a)(ii)
2. s2.2(a)(ii)	2. [Redacted]
3. [Redacted] + 1	3. [Redacted]
4. [Redacted] + 1	4. [Redacted]
5. [Redacted] + 1	5. [Redacted]
6. [Redacted] + 1	6. [Redacted]
7. [Redacted] + 1	7. [Redacted]

Cost Centre	14208/714301/54234	\$ 1000
2 nd Cost Centre If required	____/____/____/99/____/9999	\$ _____
Total		\$ 1000

Declaration

I, Britt Nichols (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 13/7/16

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 13/7/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date _____ DEPUTY GENERAL, ENTERPRISE Executive Director (Delegated Authority) CANBERRA

Alcohol consumption approved [Signature] Date 13/7/16 EDD D-G /LDA CEO/ delegate



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Name of event/group: Canberra ad Region Visitors Centre / Volunteer farewell function

Date of Function	Venue Location	Purpose of the Function
23 June 2016	Canberra and Region Visitors Centre, 330 Northbourne Avenue	An opportunity for management and staff to farewell volunteers as the Canberra and Region Visitors Centre closes its doors at 330 Northbourne Avenue and relocates to The Regatta Point Precinct. Light refreshments including alcohol will be offered

Total Number of People Attending: 60	Estimated Cost: \$400
---	------------------------------

Number of Non-EDD/LDA Employees: 54 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 5 (Please list names or attach a document listing names)
1. Please see attached document	1. Sch 2 s2.2(a)
	2. (ii)
	3.
	4.
	5.

Cost Centre	141 / 14208 / 54234	\$ _____
2nd Cost Centre if required	____ / ____ / ____ /99 / ____ /9999	\$ _____
Total		\$ _____

Declaration

I, Michael Salmon (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 2316 August 2016

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 31/10/16 Manager/Director (Assessor) *Note: Manager has been reminded of the approval process and requirements for entertainment and hospitality. Jo Vaden 31/10/16*

Official hospitality approved [Signature] Date 4/11/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 15/11/16 EDD D-G /LDA CEO / delegate

CRVC FAREWELL
Thursday 23 JUNE 2016
5:30pm - 7:30pm
RSVP BY Thursday 16 JUNE

ACCEPTANCE

Sch 2 s2.2(a)(ii)		Sch 2 s2.2(a)(ii)	
1		39	
2		40	
3		41	
4		42	
5		43	
6		44	
7		45	
8		46	
9		47	
10		48	
11		49	
12		50	
13		51	
14		52	
15		53	
16		54	
17			

APOLOGIES
Sch 2 s2.2(a)(ii)

Sch 2 s2.2(a)(ii)		Sch 2 s2.2(a)(ii)	
18		1	
19		2	
20		3	
21		4	
22		5	
23		6	
24		7	
25		8	
26		9	
27		10	
28		11	
29		12	
30		13	
31		14	
32		15	
33		16	
34		17	
35		18	
36		19	
37		20	
38			



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Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: VisitCanberra - Raiders v Manly

Date of Function	Venue Location	Purpose of the Function
Friday 3 rd June 2016	GIO Stadium	Promotion of the new Canberra and Region Visitors Centre

Total Number of People Attending: <u>14</u>	Estimated Cost: \$700
---	-----------------------

Number of Non-EDD/LDA Employees: <u>10</u> (Please list names or attach a document listing names)	Number of EDD/LDA Employees: <u>2</u> (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)	1. Sch 2 s2.2(a)(ii)
2. (ii)	2. [Redacted]
3. + 1, Canberra Rex Hotel	3. [Redacted]
4. + 1, National Zoo & Aquarium	4. [Redacted]
5. -1, Forrest Hotel & Apartments	5. [Redacted]
6. + 1, Roundhouse Group	6. [Redacted]
7. + 1, Australian War Memorial	7. [Redacted]

Cost Centre	141/14208/54234	\$ 700
2 nd Cost Centre if required	____/____/____/99/____/9999	\$ _____
Total		\$ 700

Declaration

I, Britt Nichols (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 13/7/16

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 13/7/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 22/7/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 27/7/16 EDD D-G /LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: Lunch at Plalligo Estate for visiting Wellington delegation hosted by VisitCanberra. There is a possibility that alcohol will be consumed.

Date of Function	Venue Location	Purpose of the Function
29 April	Plalligo Estate	Hosting Wellington delegation as part of their visit with the Mayor of Wellington to Canberra

Total Number of People Attending: 8	Estimated Cost: \$400 approx
-------------------------------------	------------------------------

Number of Non-EDD Employees: 6	Number of EDD Employees: 2
<ul style="list-style-type: none"> • Sch 2 Chief Executive Officer Wellington Council • s2.2(a)(ii) Chief Executive of the Wellington Regional Economic Development Agency • Sch 2 Chief Planning Officer • s2.2(a)(ii) Director Strategy and Communications • Head of the Office of the Chief Executive • Sch 2 Owner, Plalligo Estate 	<ul style="list-style-type: none"> • Sch 2 Director VisitCanberra • Sch 2 s2.2(a) International Partnerships Manager, VisitCanberra

Cost Centre	/ / /99/ /9999 (FBT staff)	\$
2 nd Cost Centre	/ / /99/ /9999 (FBT staff)	\$
If required	NB: This will be coming out of ITI budget – codes TBA	
Total		\$

Declaration

I, **Judy MacLachlan** (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 28 April 2016

Name of Business Unit VisitCanberra

Official hospitality endorsed Date 28/4/16 Deputy Director (Assessor)

Official hospitality approved Date 28/4/16 Executive Director (Delegated Authority)

Alcohol consumption approved Date 28/4/16 EDD D-G /LDA CEO / delegate



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Name of event/group: Australian Tourism Exchange (ATE) ACT Industry Thank You Dinner

VisitCanberra along with Chief Minister Andrew Barr MLA, will host a Thank You dinner function for ACT tourism industry partners participating in ATE on Tuesday 17 May 2016. This annual event is to show appreciation to industry partners for supporting and participating in ATE. The dinner will include the serving and consumption of alcoholic beverages.

VisitCanberra in conjunction with 10 industry partners will participate in ATE from the 16 – 19 May 2016 at the Gold Coast. The ACT contingent attending ATE will have an opportunity to showcase Canberra to a global audience and influence itinerary planning with the aim of driving overnight visitation and expenditure to the ACT economy.

ATE is Australia's largest annual travel and tourism business-to-business event. ATE brings together Australian tourism businesses in a forum to promote their products directly with approximately 600 international buyers from around the world including key distribution partners that will be supporting new direct international flights.

Date of Function	Venue Location	Purpose of the Function
17 May 2016	Cucina Vivo, Broadbeach Island, Broadbeach, QLD	ATE Industry thank you dinner

Total Number of People Attending: 28	Estimated Cost: \$3,500
--------------------------------------	-------------------------

Number of Non-EDD Employees: 21 (Please list names or attach a document listing names)	Number of EDD Employees: 7 (Please list names or attach a document listing names)
Please see attached list	Please see attached list

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre if required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration
I, Donna Ciaccia (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.
Date 21/4/16

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 21/4/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 27/4/16 Executive Director (Delegated Authority) DEG ABEST

Alcohol consumption approved [Signature] Date 27/4/16 EDD D-G /LDA CEO / delegate

ATE Industry Partners' Dinner

First Name	Surname	Company Name
Non-CMEDD Employees:		
1	Sch 2 s2.2(a)(ii)	Abode Hotels
2		Abode Hotels
3		Round House
4		Round House
5		East Hotel and Apartments
6		East Hotel and Apartments
7		Balloon Aloft Canberra
8		Balloon Aloft Canberra
9		Canberra Rex Hotel & Serviced Apartments
10		Canberra Rex Hotel & Serviced Apartments
11		Capital Hotel Group
12		Doma Hotels
13		Doma Hotels
14		Jamala - National Zoo & Aquarium
15		Jamala - National Zoo & Aquarium
16		National Gallery of Australia
17		National Gallery of Australia
18		National Museum of Australia
19		National Museum of Australia
20		National Museum of Australia
21		Tourism Australia
CMEDD Employees		
22	Sch 2 s2.2(a)(ii)	VisitCanberra
23		VisitCanberra
24		VisitCanberra
25		VisitCanberra
26		VisitCanberra
27		ACT Government
28		ACT Government



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Hosting invited industry/aviation/tourism VIPs at the Brumbies vs Hurricanes game on 26 February. This is a networking and relationship building event and includes invitees from national attractions, destination marketing partners, Canberra airport, Tourism New Zealand, Destination NSW and other regional tourism operators as well as inbound tourism operators. The emphasis will be on building and growing partnerships associated with with the introduction of international flights to and from Singapore and Wellington from September 2016. Alcohol will be available for consumption during the event.

Date of Function	Venue Location	Purpose of the Function
26.2.16	GIO Stadium, Canberra	Catering will be provided during the match.

Total Number of People Attending: 10	Estimated Cost: Approx \$1,000
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Number of Non-EDD Employees: Sch 2 s2.2(a) (ii) Others TBA - still awaiting RSVPs	Number of EDD Employees: Sch 2 Possible others - TBA
---	---

Cost Centre	14207/ 714301/ 54192 /99/ /9999	\$
2 nd Cost Centre If required	1414207/ 714302/54192 /99/ /9999	\$
Total		\$

Declaration

I, Ian Hill (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 23.2.16

Ian Hill:

Name of Business Unit VisitCanberra

Official hospitality endorsed Jo Verden - Deputy Director Date 23/2/16 Deputy Director (Assessor)

Official hospitality approved Jeff House, DDG ABEST Date 24/2/16 Executive Director (Delegated Authority)

Alcohol consumption approved David Dawes, DG CMTEDD Date 24/2/16 EDD D-G/LDA CEO / delegate

could I please have a list of who will be attending please. We need to ensure that we have external rather than...



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Australia vs India One Day International Cricket Match

Date of Function	Venue Location	Purpose of the Function
20 Jan 2016	Manuka Oval	To host key industry stakeholders with the purpose of generating destination awareness and canvassing business opportunities aimed at international engagement.

Total Number of People Attending: 10	Estimated Cost: \$4950.00
--------------------------------------	---------------------------

Number of Non-EDD Employees: 8 (Please list names or attach a document listing names)	Number of EDD Employees: (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)	1. Sch 2 s2.2(a)
2. (ii)	2. (ii)
3.	
4.	
5.	
6.	
7.	
8.	

Cost Centre	141/ 14205/ 54213 /99/ 714301 /9999	\$3960.00
2 nd Cost Centre If required	141/ 14205/ 54213 /99/ 714302 /9999	\$990.00
Total		\$4950.00

Declaration

I, Allanah Case-Laverick (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 11/01/2016

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 12/1/16 Ian Hill
Manager/Director (Assessor)

Official hospitality approved [Signature] Date 14/1/16 Jeff House
Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 14/1/16 EDD D-G /LDA-CEO / delegate



ACT
Government
Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: **Canberra Region Tourism Awards Gala Presentation and Dinner**

Date of Function	Venue Location	Purpose of the Function
Thursday 10 December 2015	National Convention Centre	Gala Dinner to celebrate the 2015 Canberra Region Tourism Awards

Total Number of People Attending: Approx 280	Estimated Cost: \$ 120pp
--	--------------------------

Number of Non-EDD Employees: (Please list names or attach a document listing names)	Number of EDD Employees: (Please list names or attach a document listing names)
The invitation to the Gala Dinner will be sent to industry members, including Award entrants, sponsors, judges and industry associations. The exact list of attendees will not be confirmed until closer to the event, with tickets on sale until 30 November.	A number of CMTEDD staff will be invited to attend, including the executive of VisitCanberra. The following people have been invited to attend the event <ol style="list-style-type: none"> 1. Sch 2 s2.2(a)(ii) 2. [REDACTED] 3. [REDACTED] 4. [REDACTED] 5. [REDACTED] 6. [REDACTED] 7. [REDACTED] 8. [REDACTED] 9. [REDACTED] 10. [REDACTED]

Cost Centre	141/14202/711606/99/54186/9999	\$ 32,400
2 nd Cost Centre If required	141/14202/711607/99/54186/9999	\$ 1,200
Total		\$

Declaration

I, ANGELA JACOBSEN (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 12/11/15

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 13/11/15 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 19/11/15 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 22/11/15 EDD D-G / LDA CEO / delegate

E-MAILED

12.11.15

Visit Canberra



ACT Government Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Canberra Region Tourism Awards judging

Table with 3 columns: Date of Function, Venue Location, Purpose of the Function. Row 1: Wednesday 2 December 2015, Taj Agra Dickson, To provide dinner to the panel of volunteer judges and committee members who assist with the Canberra Region Tourism Awards

Table with 2 columns: Total Number of People Attending: 14, Estimated Cost: \$ 600

Table with 2 columns: Number of Non-EDD/LDA Employees: 11, Number of EDD/LDA Employees: 3. Lists names or Sch 2 s2.2(a) and (ii) for each employee.

Table with 3 columns: Cost Centre, Amount, Total. Rows: 141/14202/711606/99/54186/9999 \$ 500, 2nd Cost Centre 141/14202/711607/99/54186/9999 \$ 100, Total \$ 600

Declaration I, ANGELA JACOBSEN (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 5/11/15

Name of Business Unit VISIT CANBERRA

Official hospitality endorsed [Signature] Date 10/11/15 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 11/11/15 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 12/11/15 EDD D-G/LDA CEO / delegate

Note: Wine will be served from the existing Tourism Awards wine supply. Corkage will be charged by the restaurant for wine consumed. See attached minute for further detail.



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Brunbies v Chiefs

Date of Function	Venue Location	Purpose of the Function
19/07/14	G10 Stadium	To host key industry members.

Total Number of People Attending: <u>16</u>	Estimated Cost: \$ <u>1500 (approx)</u>
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Number of Non-EDD/LDA Employees: <u>13</u> (Please list names or attach a document listing names)	Number of EDD/LDA Employees: <u>3</u> (Please list names or attach a document listing names)
1. <u>See attached</u>	1. <u>Sch 2 s2.2(a)(ii)</u>
2. <u> </u>	2. <u> </u>
3. <u> </u>	3. <u> </u>
4. <u> </u>	4. <u> </u>
5. <u> </u>	5. <u> </u>

Cost Centre	<u>141 / 14202 / 714301/99/54187/9999</u>	\$ <u>200</u>
2 nd Cost Centre if required	<u>141 / 14202 / 714302/99/54187/9999</u>	\$ <u>1300</u>
Total	<u>*To be split with Events</u>	\$ <u>1500</u>

Declaration

I, Nathan Kobus (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 15/7/14

Name of Business Unit Visit Canberra

Official hospitality endorsed [Signature] Date 18/7/14 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 16/7/14 DDG ABEST (Delegated Authority)

Alcohol consumption approved _____ Date _____ EDD D-G /LDA CEO / delegate

Non-EDD/LDA Employees

Sch 2 s2.2(a)(ii)	+ 1
[REDACTED]	
[REDACTED]	+ 1
[REDACTED]	1
[REDACTED]	+ 1
[REDACTED]	+ 1

EDD/LDA Employees

Sch 2 s2.2(a)(ii)	[REDACTED]
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Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Visit Canberra

Date of Function	Venue Location	Purpose of the Function
2/10/14	Campbell Shop	Meeting with Canberra Airport regarding direct international and domestic flights.

Total Number of People Attending: <u>4</u>	Estimated Cost: \$ <u>1600.00</u>
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Number of Non-EDD/LDA Employees: <u>2</u> (Please list names or attach a document listing names)	Number of EDD/LDA Employees: <u>2</u> (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(ii) [Redacted] (MD)	1. Sch 2 s2.2(a)(ii) [Redacted]
2. [Redacted] (Head of Auction)	2. [Redacted]
3. [Redacted]	3. [Redacted]
4. [Redacted]	4. [Redacted]
5. [Redacted]	5. [Redacted]

Cost Centre	____/____/____/99/____/9999	\$ _____
2 nd Cost Centre if required	____/____/____/99/____/9999	\$ _____
Total		\$ _____

Declaration

I, Ian Hill (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 2/10/14

Name of Business Unit Visit Canberra

Official hospitality endorsed [Signature] Date _____ Manager/Director (Assessor)

Official hospitality approved [Signature] Date 2/10/14 Executive Director (Delegated Authority)
Deputy General

Alcohol consumption approved _____ Date _____ EDD D-G /LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Tourism Australia's "Invite the World to Dinner" Marketplace Briefing

Date of Function	Venue Location	Purpose of the Function
14 November 2015	Hobart, Tasmania (Wharf 2, Hobart Waterfront near Henry Jones Hotel)	A Tourism Australia event, to showcase to 80 of the world's most influential food and wine people (bloggers, writers, celebrities, critics, personalities, international Master Chef Judges etc), the high quality and exceptional food offerings from around Australia, including the Canberra region. At this event, VisitCanberra will be showcasing our finest produce (wines and smoked meat) in sample sizes and encouraging visitation to Canberra.

Total Number of People Attending: 300	Estimated Cost: \$3,000.00
--	-----------------------------------

Number of Non-EDD/LDA Employees: 298 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 2 (Please list names or attach a document listing names)
1. Sch 2 Wine Maker, Clonakilla)	1. Sch 2 (Director, VisitCanberra)
2. s2.2(a) (Wine Maker, Helm Wines)	2. Sch 2 s2.2(a) (International Campaign Manager, VC)
3. (Owner/Producer, Poachers Pantry)	3.
4. (Chef, The Artisan Restaurant)	4.
5. (Chef, The Artisan Restaurant)	5.

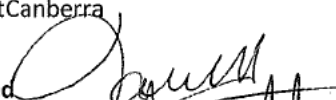
Cost Centre	14203/714301/54416/99/9999/9999 (FBT Staff)	\$ 30.00
2nd Cost Centre if required	14203/714302/54416/99/9999/9999 (non-staff, non-FBT)	\$ 2,970.00
Total		\$ 3,000.00

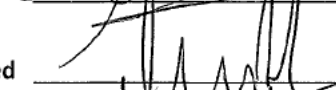
Declaration

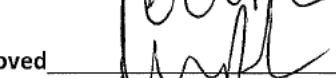
I, Michelle Hamlin (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 10th September 2014

Name of Business Unit VisitCanberra

Official hospitality endorsed  Date 23/9/14 Manager/Director (Assessor)

Official hospitality approved  Date 24/9/14 Executive Director (Delegated Authority)
DEPUTY GENERAL ASST

Alcohol consumption approved  Date 24/9/14 EDD D-G /LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Canberra and Capital Region Tourism Awards judging

Date of Function	Venue Location	Purpose of the Function
Monday 13 October	University of Canberra Catering from Retro Cafe	To provide lunch to the panel of volunteer judges who assess the Canberra and Capital Region Tourism Awards
Monday 13 October	Lemongrass Thai Restaurant	To provide dinner to the panel of volunteer judges who assess the Canberra and Capital Region Tourism Awards

Total Number of People Attending: 12	Estimated Cost: \$ 650
Number of Non-EDD/LDA Employees: 10 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 2 (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(ii)	1. Sch 2 s2.2(a)(ii)
2. [Redacted]	2. [Redacted]
3. [Redacted]	
4. [Redacted]	
5. [Redacted]	
6. [Redacted]	
7. [Redacted]	
8. [Redacted]	
9. [Redacted]	
10. [Redacted]	

Cost Centre	141/14202/711606/99/54186/9999	\$ 550
Cost Centre	141/14202/711607/99/54186/9999	\$ 100
Total		\$ 650

Declaration

I, Angela Ellerman (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 17/9/14

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 23/9/14 [Signature] Manager/Director (Assessor)

Official hospitality approved [Signature] Date 24/9/14 [Signature] Executive Director (Delegated Authority)
General ABEST

Alcohol consumption approved [Signature] Date 24/9/14 EDD D-G /LDA CEO / delegate
with [Signature] (DG) away

Note: Wine will be served from the existing Tourism Awards wine supply. Corkage will be charged by the restaurant for wine consumed. See attached minute for further detail.



ACT
Government
Economic Development



Land
Development
Agency
CANBERRA FIRST

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: VisitCanberra_China ITO presentation

Date of Function	Venue Location	Purpose of the Function
Friday 19 Sept 14	Zilver restaurant, Haymarket, Sydney	VisitCanberra in conjunction with ACT industry partners will host a presentation lunch for inbound tour operators based in Sydney who deal specifically with the China market. This event aims to train and raise the awareness of Canberra and the region, influence perceptions and drive overnight international visitation from the Chinese market.

Total Number of People Attending: 30.	Estimated Cost: \$ 1200 (includes venue hire, AV set up, \$500 and lunch \$ 700)
---------------------------------------	---

Number of Non-EDD/LDA Employees: <u>28</u> (Please list names or attach a document listing names)	Number of EDD/LDA Employees: <u>2</u> (Please list names or attach a document listing names)
1. TBC	1. Sch 2 s2.2(a)
2.	2. (ii)
3.	3.
4.	4.
5.	5.

Cost Centre	<u>14205 / 54487 / 714301 / 99 / / 9999</u>	\$ <u>1200</u>
2 nd Cost Centre if required	<u>/ / / 99 / / 9999</u>	\$ <u> </u>
Total		\$ <u>1200</u>

Declaration

I, Rei Seah (name of officer organising event) declare that this expenditure meets the requirements and may attract FBT.

Date 5 Sept 14

Note from Gary's office: Alcohol will be served at this function. The 2 EDD staff may consume one glass of wine.

Name of Business Unit VisitCanberra - International Unit

Official hospitality endorsed [Signature] Date 5/9/14 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 10/9/14 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 14/9/14 EDD D-G /LDA CEO/ delegate

Visit Canberra ITO presentation attendance sheet

ACT industry partners

1. National Museum of Australia – Sch 2 s2.2(a)(ii)
2. Royal Australian Mint – Sch 2 s2.2(a)
3. Capital Hotel Group – Sch 2 s2.2(a)
4. National Dinosaur Museum – Sch 2 s2.2(a)(ii)
5. Gold Creek Station – Sch 2
6. Forrest Hotel and Apartments – Sch 2 s2.2(a)(ii)
7. Hyatt Hotel Canberra – Sch 2 s2.2(a)
8. Quality Hotel Dickson – (ii)
9. Rydges Capital Hill – Sch 2
10. East Hotel – Sch 2 s2.2(a)(ii)
11. Australian Institute of Sport

ITOs – TBC

1. PTC Express Travel
Name: Sch 2 s2.2(a)(ii)
2. New Star Travel Services Australia
Name: Sch 2 s2.2(a)(ii)
3. Honey Travel
4. New Star Travel Services Australia
Name: Sch 2 s2.2(a)(ii)
5. Tranquil Travel Service
Name: Sch 2 s2.2(a)(ii)
6. Travel World (Australia) Pty Ltd
Name: Sch 2 s2.2(a)(ii)
7. Australia Premium Holidays Pty Ltd
Name: Sch 2 s2.2(a)(ii)
8. Golden Dragon Travel
Name: Sch 2 s2.2(a)(ii)
9. Lion International Travel Service
Name: Sch 2 s2.2(a)(ii)
10. Jariara Pty Ltd



ACT
Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: Brunbies v. Waratahs.

Date of Service	Venue Location	Purpose of the Function
15/03/14	G10 Stadium	Host Industry

Total Number of People Attending: <u>15</u>	Estimated Cost: \$ <u>1000</u>
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Number of Non-EDD Employees: <u>12</u> (Please list names or attach a document listing names)	Number of EDD Employees: <u>3</u> (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(ii) [redacted] +1	1. Sch 2 s2.2(a)(ii) [redacted]
2. [redacted] +1	2. [redacted]
3. [redacted] +1	3. [redacted]
4. [redacted] +1	4. [redacted]
5. [redacted] +1	5. [redacted]
6. [redacted] +1	6. [redacted]
7. [redacted] +1	7. [redacted]

Cost Centre	<u>141,14202,1714301,999,54187,9999</u>	\$ <u>200</u>
2 nd cost centre if required	<u>141,14202,1714302,999,54187,9999</u>	\$ <u>800</u>
Total		\$ <u>1000</u>

Declaration

I, Jennifer Snell (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

Date 10/03/14.

Name of Business Unit VisitCanberra

Official hospitality endorsed
Manager/Director

[Signature]

Date 10/03/14

Official hospitality approved
Delegated authority

[Signature]
2

Date 10/03/14



ACT
Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: Tourism 2020 Presentation

Date of Service	Venue Location	Purpose of the Function
5/09/13	Ground Floor Annex, 220 Northbourne Ave	Presentation to senior executives regarding Tourism 2020 strategy for Australian Capital Territory.

Total Number of People Attending: <u>10</u>	Estimated Cost: \$ <u>70</u>
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Number of Non-EDD Employees: <u>2</u> (Please list names or attach a document listing names)	Number of EDD Employees: <u>8</u> (Please list names or attach a document listing names)
1. <u>Sch 2 s2.2(a)(ii)</u>	1. <u>Sch 2 s2.2(a)(ii)</u>
2. <u>BDA representative</u>	2. <u>[Redacted]</u>
3. <u> </u>	3. <u>[Redacted]</u>
4. <u> </u>	4. <u>[Redacted]</u>
5. <u> </u>	5. <u>[Redacted]</u>
6. <u> </u>	6. <u>[Redacted]</u>
7. <u> </u>	7. <u>[Redacted]</u>

Cost Centre	<u>141/14207 / 711607 / 99/54192 / 9999</u>	\$ <u>56</u>
2 nd cost centre if required	<u>141/14207 / 711606 / 99/54192 / 9999</u>	\$ <u>14</u>
Total		\$ <u>70</u>

Declaration

I, Jonathan Kobus (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

Date 04/09/13

Name of Business Unit ACT TOURISM

Official hospitality endorsed
Manager/Director

[Signature]

Date 4/9/13

Official hospitality approved
Delegated authority

[Signature]

Date 4/7/13



**OFFICIAL ENTERTAINMENT & HOSPITALITY
APPROVAL FORM**

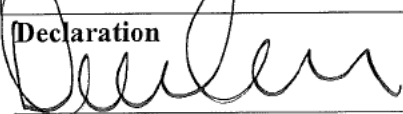
Name of event/group: Bound Round

Date of Service	Venue Location	Purpose of the Function
16-17 July 13	Ox Eatery	Breakfast for visiting media.

Total Number of People Attending: <u>2.</u>	Estimated Cost: <u>4120</u>
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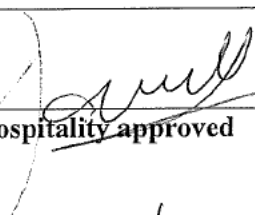
Number of Non-Australian Capital Tourism Staff: <u>2</u> (Please list names or attach a document listing names) Sch 2 s2.2(a)(ii)	Number of Australian Capital Tourism Staff: Please see attached list _____ (Please list names or attach a document listing names)
1. [REDACTED]	1.
2. [REDACTED]	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

Cost Centre	\$ _____
2 nd cost centre	\$ _____
if req <u>141/14203/14302/54197</u>	\$ _____
Total	\$ _____

Declaration


I declare that this expenditure meets the official guidelines on hospitality and entertainment

Date 10/7/13


 Official hospitality approved
 Ian Hill
 Director

Date 11/July/2013



ACT
Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: Maxus Media Schedule Presentation

Date of Service	Venue Location	Purpose of the Function
24/05/13	220 Northbourne Ave, Braddon	Meet with media agency Maxus. Presentation of media schedule (Maxus driving from Sydney)

Total Number of People Attending: 10	Estimated Cost: \$ 100
--------------------------------------	------------------------

Number of Non-EDD Employees: <u>4</u> (Please list names or attach a document listing names)	Number of EDD Employees: <u>6</u> Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(ii)	1 Sch 2 s2.2(a)
2. [Redacted]	2 (ii)
3. [Redacted]	3
4. [Redacted]	4
5. [Redacted]	5
6. [Redacted]	6
7. [Redacted]	7.

Cost Centre	<u> </u> / <u> </u> 14203 <u> </u> / <u> </u> 714301 <u> </u> /99/ <u> </u> 54207 <u> </u> /9999	\$ <u> </u> 40.00 <u> </u>
2 nd cost centre if required	<u> </u> / <u> </u> 14203 <u> </u> / <u> </u> 714302 <u> </u> /99/ <u> </u> 54207 <u> </u> /9999	\$ <u> </u> 60.00 <u> </u>
Total		\$ <u> </u> 100.00 <u> </u>


Declaration

I, _____ (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

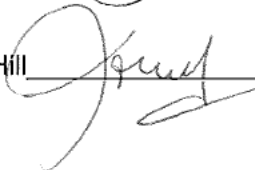
Date _____

Name of Business Unit _____

Official hospitality endorsed
Manager/Director

 Kelly Ryan  Date 20/5/13

Official hospitality approved
Delegated authority

 Ian Hill  Date 20-5-13



ACT
Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: Brumbies Corporate Function

Date of Service	Venue Location	Purpose of the Function
30/03/13	Canberra Stadium	Networking opportunity with Industry members.

Total Number of People Attending: <u>20</u>	Estimated Cost: \$ <u>1175</u>
---	--------------------------------

Number of Non-EDD Employees: <u>16</u> (Please list names or attach a document listing names)	Number of EDD ^{ACT Govt.} Employees: <u>4</u> (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(ii) +1	1. Sch 2 s2.2(a)(ii)
2. [Redacted] +1	2. [Redacted]
3. [Redacted] +1	3. [Redacted]
4. [Redacted] +1	4. [Redacted]
5. [Redacted] +1	5. [Redacted]
6. [Redacted] +1	6. [Redacted]
7. [Redacted]	7. [Redacted]

Cost Centre	<u>141 / 14202 / 714301 / 99 / 54187 / 9999</u>	\$ <u>235</u>
2 nd cost centre if required	<u>141 / 14202 / 714302 / 99 / 54187 / 9999</u>	\$ <u>940</u>
Total		\$ <u>1175</u>

Declaration

I, Jonathan Kobus (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

Date 20/05/13

Name of Business Unit ACTOURISM

Official hospitality endorsed
Manager/Director

[Signature]

Date 20/5/13

Official hospitality approved
Delegated authority

[Signature]

Date 20/5/13



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Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: Tourism Research Committee (TRC) Meeting

Date of Service	Venue Location	Purpose of the Function
9-10 May 2013	East Hotel	Bi-annual meeting of Federal & State/Territory tourism research reps to discuss and review the national tourism research agenda.

Total Number of People Attending: <u>22</u>	Estimated Cost: \$ <u>1,800 - 00</u>
---	--------------------------------------

Number of Non-EDD Employees: <u>21</u> (Please list names or attach a document listing names)	Number of EDD Employees: <u>1</u> (Please list names or attach a document listing names)
1. <u>See attached list</u>	1. <u>Sch 2 s2.2(a)(ii)</u>
2. <u> </u>	2. <u> </u>
3. <u> </u>	3. <u> </u>
4. <u> </u>	4. <u> </u>
5. <u> </u>	5. <u> </u>
6. <u> </u>	6. <u> </u>
7. <u> </u>	7. <u> </u>

Cost Centre	<u>141 / 14201 / 714 301 / 99 / 54185 / 9999 (FBT)</u>	\$ <u>80 - 00</u>
2 nd cost centre if required	<u>141 / 14201 / 714 302 / 99 / 54185 / 9999 (NON-FBT)</u>	\$ <u>1720 - 00</u>
Total		\$ <u>1800 - 00</u>

Declaration

I, Justin Lalor (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

Date 30/4/13

Name of Business Unit Tourism

Official hospitality endorsed Manager/Director

[Signature]

Date 11/5/13

Official hospitality approved Delegated authority

[Signature]

Date 11/5/13

TRC Attendees – (Non-EDD Employees)
 Canberra Meeting, 9-10 May 2013

1	Sch 2 s2.2(a)(ii)	Department of Resources Energy & Tourism
2		Department of Resources Energy & Tourism
3		Department of Resources Energy & Tourism
4		Department of Resources Energy & Tourism
5		Department of Resources Energy & Tourism
6		Department of Resources Energy & Tourism
7	Secretariat (Name TBA)	Department of Resources Energy & Tourism
8	Sch 2 s2.2(a)(ii)	Destination New South Wales
9		Tourism Victoria
10		Tourism Tasmania
11		Tourism Tasmania
12		South Australian Tourism Corporation
13		Tourism Western Australia
14		Northern Territory Tourism
15		Tourism Queensland
16		Tourism Australia
17		Australian Bureau of Statistics
18		Australian Bureau of Statistics
19		Australian Bureau of Statistics
20	Name TBA	ORC International
21	Name TBA	ORC International



ACT
Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: Tourism Research Committee (TRC) official Dinner

Date of Service	Venue Location	Purpose of the Function
9 May 2013	Rubicon Restaurant	Official Dinner for TRC delegates (cost covered by host state/territory)

Total Number of People Attending: <u>24</u>	Estimated Cost: \$ <u>2,400 - 00</u>
---	--------------------------------------

Number of Non-EDD Employees: <u>21</u> (Please list names or attach a document listing names)	Number of EDD Employees: <u>3</u> (Please list names or attach a document listing names)
1. <u>See attached list</u>	1. <u>Sch 2 s2.2(a)(ii)</u>
2. <u> </u>	2. <u> </u>
3. <u> </u>	3. <u> </u>
4. <u> </u>	4. <u> </u>
5. <u> </u>	5. <u> </u>
6. <u> </u>	6. <u> </u>
7. <u> </u>	7. <u> </u>

Cost Centre	<u>141 / 14201 / 714 301 / 99 / 54185 / 9999 (FBT)</u>	\$ <u>300 - 00</u>
2 nd cost centre if required	<u>141 / 14201 / 714 302 / 99 / 54185 / 9999 (NON-FBT)</u>	\$ <u>2100 - 00</u>
Total		\$ <u>2400 - 00</u>

Declaration

I, Justin Lalor (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

Date 30/4/13

Name of Business Unit TOURISM

Official hospitality endorsed
Manager/Director

Jonathan Y

Date 1/5/13

Official hospitality approved
Delegated authority

Jonathan Y

Date 1/5/13

TRC Attendees – (Non-EDD Employees)

Canberra Meeting, 9-10 May 2013

1	Sch 2 s2.2(a)(ii)	Department of Resources Energy & Tourism
2		Department of Resources Energy & Tourism
3		Department of Resources Energy & Tourism
4		Department of Resources Energy & Tourism
5		Department of Resources Energy & Tourism
6		Department of Resources Energy & Tourism
7	Secretariat (Name TBA)	Department of Resources Energy & Tourism
8	Sch 2 s2.2(a)(ii)	Destination New South Wales
9		Tourism Victoria
10		Tourism Tasmania
11		Tourism Tasmania
12		South Australian Tourism Corporation
13		Tourism Western Australia
14		Northern Territory Tourism
15		Tourism Queensland
16		Tourism Australia
17		Australian Bureau of Statistics
18		Australian Bureau of Statistics
19		Australian Bureau of Statistics
20	Name TBA	ORC International
21	Name TBA	ORC International



**OFFICIAL ENTERTAINMENT & HOSPITALITY
APPROVAL FORM**

Name of event/group: Aviation Taskforce

Date of Service	Venue Location	Purpose of the Function
22/03/13	Canberra Airport	Aviation Taskforce meeting morning tea.

Total Number of People Attending: 10 13	Estimated Cost: \$ 200
--	------------------------

Number of Non-Australian Capital Tourism Staff: (Please list names or attach a document listing names)	Number of Australian Capital Tourism Staff: (Please list names or attach a document listing names)
1. <i>See attached.</i>	1. Sch 2 s2.2(a)(ii)
2. <i>See attached.</i>	2. [Redacted]
3. <i>See attached.</i>	3. [Redacted]
4. <i>See attached.</i>	4. [Redacted]
5. <i>See attached.</i>	5. [Redacted]
6. <i>See attached.</i>	6. [Redacted]
7. <i>See attached.</i>	7. [Redacted]

Cost Centre	<u>14203 1714301/99/54211/9999</u>	\$ 200 40
2 nd cost centre if req	<u>14203 1714302/99/54211/9999</u>	\$ 160
	625.00	
Total		\$ _____

Declaration

[Signature]
I declare that this expenditure meets the official guidelines on hospitality and entertainment

Date 19/03/13

[Signature]
Official hospitality approved
Ian Hill
Director


Date 19/03/13

Chris Sanchez:
Senior Business Manager

[Signature]
19/3/13

Non-ACTourism attendees

Sch 2 s2.2(a)(ii)





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Chief Minister, Treasury and
Economic Development

Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

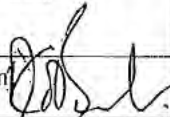
Name of Function/Event: 2017 Canberra Region Tourism Awards Gala Event and Dinner	
Purpose/Nature of Event: Gala event to present the Tourism Awards certificates to winners and celebrate their success.	
Date and time of Event Friday 17 November, 7pm – 11pm	Location of Event National Museum of Australia
Number of Attendees CMTEDD/other ACTPS/External 10 / /	Reason for providing hospitality: The Tourism Awards Gala Event includes a sit-down dinner with beverages (including wine).
Is the hospitality being provided within the scope of the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> Yes	If No, explain why it is out of the scope of the policy
If yes, does it abide <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> No If Yes proceed to Part 1.2 (leave Part 1.1 blank). If No go to Part 1.1 then Part 1.2	
Part 1.1 Exemption from <u>ACT Public Sector Healthy Food and Drink Choices Policy</u>	
Provide details of why the event cannot comply with the Policy As it is a major gala event, there will be alcohol provided as part of the function.	

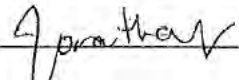
<p>What actions are being taken to make the event healthier</p> <p>Visit Canberra will speak with the Event Manager to request that healthier meals are served from the caterers.</p> <p>Non-alcoholic beverages will be available and encouraged for guests to consume.</p> <p>Special dietary requirements will be catered for.</p>	
<p>What action will be taken to ensure that the event will comply with the Policy in future</p> <p>We request that the annual Tourism Awards Gala Presentation and Dinner be an exemption to this Policy as it will include alcohol.</p>	
<p>What exemption have previously been provided to your business unit under the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u></p> <p>The Tourism Awards Gala Presentation and Dinner is an annual event, which has been approved by the Director General, and/or the Deputy Director General Enterprise Canberra in previous years.</p>	
<p>Part 1.2 Provision of Alcohol</p>	
<p>Is alcohol to be provided*</p> <p>Yes</p> <p>(If no proceed to Part 1.3)</p>	<p>If Yes, how much is being spent on providing alcohol for the event?</p> <p>\$120pp including 3-course dinner and beverages.</p>
<p>If alcohol is to be provided, what is the justification for providing it?</p> <p>The Canberra Region Tourism Awards is a gala event and dinner. It is generally accepted that at gala events there is alcohol provided. Canberra District Wine Industry Association members are sponsors of the Tourism Awards and provide wine as part of their sponsorship agreement.</p>	
<p>If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.</p> <p>It is noted that while only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.</p> <p>* If alcohol is to be provided then the Decision Maker must be the Director-General or the Deputy Director-General Enterprise Canberra.</p>	
<p>Under the Public Sector Management Standards an officer must not without prior approval consume alcohol while on duty. Please provide the names of any CMTEED staff that will be attending the event. (Approval of the provision of hospitality as outlined on this form by the Director General or</p>	

Deputy Director-General Enterprise Canberra, as appropriate, will be taken to include approval for the nominated staff to consume alcohol while on duty in accordance with ACT Government Policies see section 2.2.8 of this policy)

Sch 2 - Deputy Director General; Sch 2 s2.2(a) - Director, VisitCanberra; Sch 2 - Director, Special Events; Sch 2 s2.2(a) - VisitCanberra; Sch 2 - VisitCanberra; Sch 2 - VisitCanberra; Sch 2 - VisitCanberra; Sch 2 s2.2(a) - VisitCanberra; Sch 2 - VisitCanberra; Sch 2 - Events ACT; Sch 2 - Events ACT.

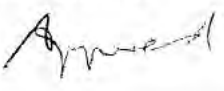
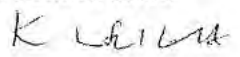


Part 1.3

Cost centre/s event charge to 141/14202/711606/99/54186/9999	Estimated cost of event \$1,850.
Name of person organising hospitality David Barker	Business Unit of person organising hospitality VisitCanberra
Signature of person filling in form 	Date 07/11/2017

Endorsed by:  8-Nov-17
Jonathan Kobus, Acting Director, VisitCanberra

Part 2 Decision

(to be completed by Decision Maker)

Decision on provision of Hospitality 	
Recipient informed of decision	Date recipient informed
Name of Decision Maker 	Title 
Signature of Decision Maker 	Date 14-11-17
Where relevant, any further action	



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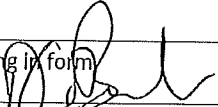
Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: Celebration and Industry Briefing Session	
Purpose/Nature of Event: To celebrate Canberra's number 3 ranking in Lonely Planet's top cities to visit in 2018.	
Date and time of Event: Wednesday 1 November, 5.30pm-7.30pm	Location of Event: Canberra Region Visitor Centre
Number of Attendees CMTEDD/other ACTPS/External 10 / /100	Reason for providing hospitality: For local Canberra industry to share the moment and learn about how to use the accolade and get involved.
Is the hospitality being provided within the scope of the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> Yes	If No, explain why it is out of the scope of the policy .
If yes, does it abide <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> No If Yes proceed to Part 1.2 (leave Part 1.1 blank). If No go to Part 1.1 then Part 1.2	
Part 1.1 Exemption from <u>ACT Public Sector Healthy Food and Drink Choices Policy</u>	
Provide details of why the event cannot comply with the Policy ENTERPRISE CANBERRA EXEMPTION APPLIES. EXTERNAL STAKEHOLDERS As a networking and celebratory event, alcoholic beverages will be available for industry (in addition to non-alcoholic beverages).	
What actions are being taken to make the event healthier Catering will be selections from the Green and Amber food and drink products where possible. Non-alcoholic beverages will be available and encouraged for guests.	

<p>What action will be taken to ensure that the event will comply with the Policy in future</p> <p>We will endeavour to select catering options that are from the Green and Amber categories where possible.</p>	
<p>What exemption have previously been provided to your business unit under the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u></p> <p>VisitCanberra has not hosted an event since the introduction of the amended Gifts and Hospitality Policy, which includes the ACT Public Sector Healthy Food and Drink Policy.</p> <p>However, VisitCanberra have previously held similar networking events for industry in the past which have been signed off by the Director General, and/or the Deputy Director General Enterprise Canberra.</p>	
<p>Part 1.2 Provision of Alcohol</p>	
<p>Is alcohol to be provided*</p> <p>Yes</p> <p>(If no proceed to Part 1.3)</p>	<p>If Yes, how much is being spent on providing alcohol for the event?</p> <p>Approx \$1,200 for 120 people</p>
<p>If alcohol is to be provided, what is the justification for providing it?</p> <p>It is generally accepted that alcohol is provided at industry networking events.</p>	
<p>If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.</p> <p>It is noted that while only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.</p> <p>* If alcohol is to be provided then the Decision Maker must be the Director-General or the Deputy Director-General Enterprise Canberra.</p>	
<p>Under the Public Sector Management Standards an officer must not without prior approval consume alcohol while on duty. Please provide the names of any CMTEDD staff that will be attending the event. (Approval of the provision of hospitality as outlined on this form by the Director General or Deputy Director-General Enterprise Canberra, as appropriate, will be taken to include approval for the nominated staff to consume alcohol while on duty in accordance with ACT Government Policies see section 2.2.8 of this policy)</p>	
<h1>Sch 2 s2.2(a)(ii)</h1>	
<p>Part 1.3</p>	


Cost centre/s event charge to 14208	Estimated cost of event \$5,500
Name of person organising hospitality David Barker	Business Unit of person organising hospitality VisitCanberra
Signature of person filling in form 	Date

Part 2 Decision

(to be completed by Decision Maker)

Endorsed: 

Jonathan Kobus

Decision on provision of Hospitality	
Approved.	
Recipient informed of decision	Date recipient informed
Name of Decision Maker Karzina Arthy	Title DDG.
Signature of Decision Maker 	Date 26/10/17.
Where relevant, any further action	



ACT
Government

Chief Minister, Treasury and
Economic Development

Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: 2017 Telstra Premiershship - Canberra Raiders and Melbourne Storm Rugby League Match - GIO Stadium, Saturday 22 July 2017	
Purpose/Nature of Event: An opportunity to host a networking function between industry stakeholders	
Date and time of Event: Saturday 22 July, from 5pm.	Location of Event: The Stadium Suite, GIO Stadium, Canberra
Number of Attendees: 20 total CMTEDD/other ACTPS/External 2 / / 18	Reason for providing hospitality The event is an opportunity for VisitCanberra management to engage with key tourism stakeholders to develop and foster collaborative relationships within the tourism sector. Access to the Corporate Suite includes the catering.
Is alcohol to be provided* Yes	If Yes, how much is being spent on providing alcohol for the event? Beer, wine and soft drink charged on consumption – estimate \$35 per person (4 drinks includes soft drink), total \$700
If alcohol is to be provided, what is the justification for providing it? Catering is provided as part of the Corporate Suite package, alcohol is recommended to complement the offering.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct. * If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to: 14203	Estimated cost of event \$785 (includes \$185 for steward)
Name of person filling in form: Katherine Fraser	Business Unit of person filling in form: VisitCanberra
Signature of person filling in form:	Date: 10/7/17

Provision of hospitality endorsed / not endorsed (delete as applicable)

Ian Hill

Executive Director VC/AC/CC/13/07/2017



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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality APPROVED / NOT APPROVED / PLEASE DISCUSS	
Recipient Informed of decision	Date recipient informed
Name of Decision Maker Kathy Leigh	Title Director-General CMTEDD
Signature of Decision Maker	Date 14 - July - 2017

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

Invited Guest List:

Sch 2 s2.2(a)(ii)

- Canberra Rex Hotel
- Abode Hotels
- Canberra Guided Tours
- The Truffle Farm Canberra
- Capital Hotels
- East Hotel
- Pialligo Estate
- National Gallery
- Dave's Brewery Tours
- Hotel Hotel
- Roudhouse Hotels
- Blue Skies Tours
- Crowne Plaza
- Mulga Bike Tours
- National Zoo & Jamala
- Canberra Secrets
- Accor Hotels
- Event Hotels (QT / Rydges)

VisitCanberra Representatives:

Sch 2 s2.2(a)(ii)

- Group Marketing Manager
- A/g Senior Manager International Partnerships



ACT
Government


Chief Minister, Treasury and
Economic Development

ATTACHMENT C

Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

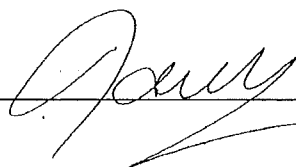
Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: VisitCanberra Industry Briefing Session	
Purpose/Nature of Event: To advise industry of VisitCanberra's 2017-18 domestic and international marketing and sales activities. Events ACT will also provide an update on how industry can get involved with Floriade 2017	
Date and time of Event: Friday 28 July, 10am-12pm	Location of Event: National Portrait Gallery
Number of Attendees: 100 CMTEDD/other ACTPS/External 20 / 0 / 80	Reason for providing hospitality: Morning Tea will be provided on arrival as it is a 2 hour briefing.
Is alcohol to be provided* No	If Yes, how much is being spent on providing alcohol for the event? For example, \$22 per head or \$2,200 for 100 people.
If alcohol is to be provided, what is the justification for providing it? N/A	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct. * If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to: 14202	Estimated cost of event: \$1,900
Name of person filling in form Nicole Turnbull	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 14/07/2017

Provision of hospitality endorsed / ~~not endorsed~~ (delete as applicable)

Ian Hill



Executive Director VC/AC/CC/14/07/2017



ACT
Government

Chief Minister, Treasury and
Economic Development

ATTACHMENT C

Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality <i>Approved</i>	
Recipient Informed of decision	Date recipient informed
Name of Decision Maker	Title <i>DDG, Enterprise Cbr</i>
Signature of Decision Maker <i>Kmaxy</i>	Date <i>17/07/17</i>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

ATTACHMENT B - Industry Briefing Session RSVPs as at Friday 14 July 2017

First Name	Surname	Job Title	Company
Sch 2 s2.2(a)(ii)		Manager - Sales & Marketing	Canberra Racing Club
		Head Communications and Marketing	Australian War Memorial
		Group Sales & Revenue Manager	Arion Hotels
		Group Sales & Revenue Manager	Arion Hotels
		Group Sales & Revenue Manager	Arion Hotels
		Group Sales & Revenue Manager	Arion Hotels
		hotel GM	QT Canberra
		ACT ATEC Branch Manager	ATEC
		CEO	Canberra Convention Bureau
		Group General Manager	Capital Hotel Group
		General Manager	Ibis Styles Canberra
		Head of Marketing & Communications	Canberra Airport
		Senior Marketing Coordinator	Canberra Airport
		Policy Advisor	Canberra Business Chamber
		Business Improvement and Relations Manager	Questacon
		Centre, Retail and Tourism Senior Manager	Questacon
		Tourism Relations Coordinator	Questacon
		Group Sales & Marketing Manager	Abode Group
		Marketing Manager	Abode Group
		Director	Harvest Public Relations
		Accommodation Manager	Canberra Rex Hotel
		Manager	Canberra City YHA
		Tourism Manager	Destination Southern Highlands
		Manager Business Growth and Development	CIT
		General Manager	Canberra Glassworks
		Assistant Manager, Marketing and Communications	National Portrait Gallery
		Director of Sales	East Hotel
		Hotels General Manager	Doma Hotels
		Pr & Media Officer	Events ACT
		Manager Brand Canberra	Canberra Business Chamber
		Associate Marketing and Communications Manager	National Gallery of Australia
		Manager	Manuka Park Serviced Apartments
		General Manager	Australian National Botanic Gardens
		Marketing Manager	Australian War Memorial
		Marketing Officer	Australian War Memorial
		Visitor Services Manager	National Arboretum Canberra
		Communications	Australian Parliament House
		Group Operations and Performance Manager	Abode Hotels
		Group Revenue and Distribution Manager	Abode Hotels
		Hotel Manager	Abode Hotels
		Manager, Business Development & Digital	Canberra Museum and Gallery
		Sales Manager	QT Canberra
		Marketing Coordinator	ACT M&G
General manager	Vibe Hotel Canberra		
Director of Sales and Marketing	Roundhouse Hotels		
General Manager	Mercure Canberra		
DOSM	Mercure Canberra		
director	forrest hotel and apartments		
Business Manager	National Zoo & Aquarium		
General Manager	National Zoo & Aquarium		
Public Relations & Admin Officer	National Zoo & Aquarium		
Senior BDM	Hotel Hotel		
CEO	Hotel Hotel		
General Manager	Cockington Green Gardens		
Executive Assistant	Cockington Green Gardens		
Marketing Manager	Threesides Marketing		
Marketing Manager	Threesides Marketing		
Assistant Cheese	Threesides Marketing		
Manager, Communications and Marketing	National Museum of Australia		
Assistant Communications & Marketing Manager	National Museum of Australia		
Vice President and General Manager	Casino Canberra		
Director of Marketing	Casino Canberra		
Director	Canberra Secrets		
Group Manager - Economic Development and Tourism	Snowy Monaro Regional Council		
Business Development Manager	Doma Hotels		
Director of Conference & Events	Doma Hotels		
Acting Director, National Engagement	National Capital Authority		
Managing Director	Red "Explorer" Bus		
Managing Director	Eat Canberra		
Tourism Manager	Shoalhaven Tourism Manager		
Tourism Manager	Shoalhaven Marketing Manager		
Chocolate Maker	robyn rowe chocolates		
Senior Officer	Study Canberra, ACT Govt		
Operations Manager	Mantra on Northbourne		
General Manager	Peppers Gallery		
Director of Sales and Marketing	Knightsbridge Canberra		
General Manager	Australian Hotels Association		



ACT
Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: NGA Versailles influencers visit

Through VisitCanberra's Visiting Journalists and Influencers Program, we have an opportunity to host three influencers. The three influencers have been chosen by the National Gallery of Australia based on their reach and engagement. They are: Sch 2 s2.2(a)(viii), Sch [redacted] and on Instagram as @Sch 2 [redacted] who has 91.6k followers and is Sch 2 s2.2(a)(ii) [redacted] Sch 2 s2.2(a)(ii) [redacted] on Instagram as @Sch 2 s2.2(a)(ii) [redacted] Sch 2 s2.2(a)(ii) [redacted] who has 159k followers; Sch 2 [redacted] who is @Sch 2 [redacted] on Instagram and has 44.1k followers and is at Sch 2 s2.2(a)(ii) [redacted]. During their visit to Canberra they will attend an exclusive instameet for Versailles at the NGA and experience food and wine offerings as well as 'Instagrammable' tourism highlights identified to appeal to their followers. During this visit the media may request to consume alcohol at the below venues. PR Manager Sch 2 s2.2(a) [redacted] will be hosting throughout this visit and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
10-11 December 2016	Some of the restaurants/cafes that may be included: Monster Kitchen & Bar, Poacher's Pantry, Brodburger, Old Bus Depot Markets stallholders	Meals for visiting influencers

Total Number of People Attending: 3	Estimated Cost: \$700
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Number of Non-EDD Employees: 3 (Please list names or attach a document listing names)	Number of EDD Employees: 1 (Please list names or attach a document listing names)
1. [redacted] (Influencer) 2. Sch 2 s2.2(a)(ii) [redacted] (Influencer) 3. [redacted] (Influencer)	1. Sch 2 s2.2(a) [redacted] VisitCanberra, PR & Media Manager)

Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre If required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

I, Joanne Barges (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 7/12/16

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 8/12/16 Group Marketing Manager, Katherine Fraser

Official hospitality approved [Signature] Date 8/12/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 8/12/16 EDD D-G / LDA CEO / delegate



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Name of event/group: *CRVC Mega Family*

Date of Function	Venue Location	Purpose of the Function
12/13 December 2016	Various local and national attractions, hotels and restaurants throughout the ACT. Itinerary Attached	To promote the range of Summer Blockbuster events and Exhibitions to regional gateway Visitor Information Centre staff. We recognise the importance of accurate information given to visitors, and the ability to encourage new and repeat business to our region. The opportunity to visit Canberra and to experience the best that this city has to offer, will both update product knowledge and strengthen the existing good relationships between us. Accommodation has been provided by the accommodation on a subsidised basis. Limited alcohol will be provided at dinner on 12 December 2016. Non alcoholic options will also be provided

Total Number of People Attending: 12	Estimated Cost: \$1,000
--------------------------------------	-------------------------

Number of Non-EDD Employees: 10 (Please list names or attach a document listing names)		Number of EDD Employees: 2 (Please list names or attach a document listing names)	
1.	Sch 2 s2.2(a)(viii)	1.	Sch 2 s2.2(a)(ii)
2.		2.	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre if required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

I, Robert Smethtills (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 17.11.16

Name of Business Unit CRVC

Official hospitality endorsed [Signature] Date 17/11 Manager

Official hospitality approved [Signature] Date 23/11/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 25/11/16 EDD D-G /LDA CEO / delegate

CANBERRA - SUMMER BLOCKBUSTER ITINERARY

Day 1 - Monday 12 December 2016

10.30am Meet at Mantra On Northbourne, 84 Northbourne Ave
Canberra ACT

10.45am Depart Mantra

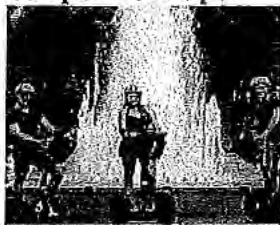
11.00 am - 12.00 noon National Museum of Australia: A History of the World in 100 Objects **Sch 2 s2.2(a)(ii)**



This exhibition celebrates the distinctive power of the things that we make and the stories they tell, from Africa and the Americas to Asia and Europe. It is based on the acclaimed BBC radio series by former British Museum director Neil MacGregor

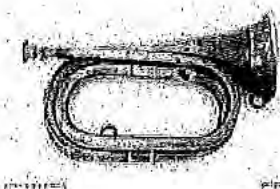
12.15pm - 1.45 pm Lunch: (New Acton Precinct)

2.00pm - 3.30 pm Seg Glide Ride **Sch 2 s2.2(a)(ii)** 0406 379 518



If you have ever wondered what it would be like to ride a self balancing Segway then here is your opportunity. Simply lean forward to go forward and lean back to stop.

4.00 pm - 5.15 pm Australian War Memorial: Last Post Ceremony
???? 6243 4211



The Roll of Honour in the Cloisters lists the names of more than 102,000 Australians who have given their lives in war and other operations over more than a century. At each ceremony the story behind one of these names will be told. The Ode is then recited, and the ceremony ends with the sounding of the Last Post.

5.30pm - 6.15 pm Site inspection - Mantra/Peppers
Sch 2 s2.2(a)(ii)

7.15 pm Dinner - Canberra Casino - **Sch 2 s2.2(a)(ii)** 21 Binara Street
Canberra ph **Sch 2 s2.2(a)(ii)**



Canberra and Region Visitors Centre

• Regatta Point, Barrine Drive Parkes ACT 2600
• PO Box 673 Dickson ACT 2602

T 1300 554 114

F 02 6205 0776

E crvc@act.gov.au



Day 2 – Tuesday 13 December 2017

8.45am – 10.00 am



National Gallery of Australia, Sch 2 s2.2(a)(ii)

Be seduced into a world of power, passion and luxury this summer. This sumptuous exhibition is a once in a lifetime chance to see and experience here in Australia a mesmerising period in French history. Included are more than 130 paintings, intricate tapestries, gilded furniture, monumental statues and other objects from the royal gardens, as well as personal items from Louis XIV to Marie-Antoinette.

10.30 am – 11.45 am



Cockington Green Gardens: Sch 2 s2.2(a)(ii) 6230 2273

Cockington Green Gardens offers its visitors an experience you will not find anywhere else. Venture into this delightful and fascinating display of meticulously crafted miniature buildings set within beautifully landscaped gardens to make your Canberra visit complete.

12.15 pm – 1.30 pm

**Lunch – Bentspoke 48/38 Mort St, Braddon ACT 2612
ph 6257 5220**

2.00 pm – 3.00 pm



**Canberra and Region Visitors Centre:
Sch 2 s2.2(a)(ii)**

Providing tips and assistance so you get the most out of your stay, the centre is centrally located within the Regatta Point precinct and boasts one of Canberra's best views, overlooking Lake Burley Griffin towards a range of iconic national attractions including Parliament House, the National Gallery of Australia, the National Library of Australia and Questacon – The National Science and Technology Centre.

3.15pm

Return to Mantra on Northbourne for collection of bags and Canberra departure



Canberra and Region Visitors Centre

- Regatta Point, Barrine Drive Parkes ACT 2600
- PO Box 673 Dickson ACT 2602

T 1300 654 114

F 02 6205 0776

E crvc@act.gov.au





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Name of event/group: ATEC Meeting Place – VisitCanberra Mega Famil

ATEC are holding their Annual Meeting Place Conference in Canberra from 29-30 November. VisitCanberra will host 35 Inbound Tour Operators (ITOs) on a famil the weekend prior, 26-28 November. The ITOs are key partners in the promotion and distribution of tourism products and services to International wholesalers and agents.

The meals may include the serving and consumption of alcoholic beverages. The VisitCanberra host may consume an alcoholic beverage with meals.

Date of Function	Venue Location	Purpose of the Function
26 November 2016	Ducks Nuts Bar & Grill	Welcome dinner for visiting ITOs
28 November 2016	National Arboretum	Famil lunch

Total Number of People Attending: Welcome function = 45 Famil lunch = 37	Estimated Cost: Welcome function: \$2700 Famil lunch: \$1450
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Number of Non-EDD Employees: Welcome function = 43 Famil lunch = 35	Number of EDD Employees: Welcome function = 2 Famil lunch = 2
Please see attached lists	Sch 2 [redacted] Business Development Manager (Sat/Mon)
	[redacted] International Partnership Executive (Sat)
	[redacted] Partnership Events Officer (Mon)

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$ 198
2 nd Cost Centre If required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$ 3952
Total		\$ 4150

Declaration

I, Allison Beer (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 22/11/16

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 22/11/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 22/11/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 23/11/16 EDD D-G /LDA CEO / delegate

Welcome Dinner

Sch 2 s2.2(a)(viii)	Sch 2 s2.2(a)(ii)	Director
		Executive Director
		Director
		Director
		Director
		Manager
		Managing Director
		Operation Manager
		Operations Manager
		Managing Director
		Product Manager
		Product Manager
		Product Manager
		Director
		Managing Director
		Director of Sales and Marketing
		Supplier Support
		Tour Manager
		Contracting Manager

Family Lunch

Sch 2 s2.2(a)(viii)

Sch 2 s2.2(a)(ii)

Director
Executive Director
Director
General Manager
Director
Manager
Managing Director
Operation Manager
General Manager
Managing Director
Product Manager
Product Manager
Product Manager
Director
Managing Director
Director of Sales and Marketing
Supplier Support
Hour Manager
Contracting Manager



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Name of event/group: Mr & Mrs Smith Hotels, Singapore

Through Tourism Australia's International Media Hosting Program, we have an opportunity to host two influencers representing Mr & Mrs Smith Hotels. The two influencers have been chosen based on their reach and engagement. **Sch 2 s2.2(a)(ii)** who has 76.6k followers and @ **Sch 2 s2.2(a)(ii)** who has 84.3k followers. During their visit to Canberra they will experience food and wine offerings as well as tourism highlights identified for the Singapore market. During this visit the media may request to consume alcohol at the below venues. **Sch 2 s2.2(a)(ii)** will be hosting throughout this visit and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
17-19 November 2016	Some of the restaurants/cafe's that may be included: Monster Kitchen & Bar, A Baker, The Cupping Room, Penny University, Akiba, The Hamlet, Fruggl Dessert Laboratory, Eighthsix, Canberra Region Farmers Market, Poacher's Pantry	Meals for visiting media

Total Number of People Attending:3	Estimated Cost: \$900
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Number of Non-EDD Employees: 2 (Please list names or attach a document listing names)	Number of EDD Employees: 1 (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(ii) (Influencer) 2. Sch 2 s2.2(a)(ii) (Influencer)	1. Sch 2 s2.2(a)(ii) (VisitCanberra, PR & Media Visits Coordinator)

Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre If required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

I, Donna Ciaccia (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 7/11/16

Name of Business Unit VisitCanberra

Official hospitality endorsed Joanne Barges Date 8/11/16 Manager, Joanne Barges

Official hospitality approved [Signature] Date 8/11/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 10/11/16 EDD D.G./LDA CEO / delegate

VisitCanberra itinerary suggestions for Mr & Mrs Smith Hotels - SINGAPORE
17-19 November 2016

Handwritten signature
10/11/16

Thursday 17 November

Depart Sydney for Canberra VA642 1135/1235

Lunch at Penny University

Think edgy modern meets cool, 17th Century London coffee houses and you have Penny University, which builds on the old-fashioned British tradition where patrons paid a penny to enter into a world of fellow solo diners united in a common love of learning and coffee. With a friendly, casual atmosphere and the old-fashioned vibe with a modern twist, this is the perfect place to awaken your tastebuds with fresh juices, smooth coffee and delicious meals to match.

Canberra Glassworks

While its primary aim is to provide a workspace for glass artists, it's also an exceptional gallery for those interested in the craft of working with this delicate material. Get arty and make a glass paperweight or tumbler under the guidance of a professional artist.

Check in at Hotel Hotel

The epitome of designer cool, Hotel Hotel delivers award-winning sustainability, style and sociability from its prime position within Canberra's NewActon precinct.

Dinner at Akiba

The buzzing ambience of this restaurant and bar perfectly matches the food, which features a dazzling array of fresh flavours and an exotic cocktail and drinks list. Devour the many styles of Asian barbecue, raw bar and modern day Dim Sum, and see why AKIBA was awarded the Australian Financial Review Top Restaurants People's Choice Award for 2016.

Friday 18 November

Early breakfast at Hotel Hotel's restaurant, Monster Kitchen & Bar

National Zoo & Aquarium

Visit Australia's only combined zoo and aquarium less than 10 minutes from the centre of Canberra. With a wide variety of both native and exotic animals, as well as the largest inland saltwater tank in Australia, there is something for everyone at the National Zoo and Aquarium.

Take part in an animal encounter to get up close and personal with some of the world's most amazing creatures, like red panda, giraffe, sun bears and white lions. (Animal encounters to be confirmed).

Coffee cupping session at the Cupping Room

The perfect day starts with the perfect coffee. The team at The Cupping Room, including 2015 World



ONE Good Thing AFTER ANOTHER

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Champion Barista Sasa Sestic, know a thing or two about creating a splendid brew. Canberra's very own place of coffee worship, The Cupping Room is a concept cafe that takes its customers on a flavour journey across a range of coffee blends and delicious (and very photogenic) meals. Together with its great vibe and fun atmosphere, The Cupping Room is a mandatory experience for all coffee devotees.

Lunch at The Hamlet

An urban village of street food stalls, The Hamlet springs up from Wednesday to Sunday. Uber cool with a decidedly friendly vibe, The Hamlet is a dynamic self-styled space that has earned itself a loyal following for its buzzing atmosphere, one-of-a-kind wares and amazing street food. Chose from a variety of food trucks including BrodDog, the Spit Shak, Nookie Espresso, April's Caravan, Mr Papa and many more.

Afterwards, explore Lonsdale Street, Braddon - Canberra's hippest shopping and dining precinct. It offers an eclectic mix of boutiques, cool cafes, bakeries, hair salons, boutique shops, restaurants and bars.

Frugii Dessert Laboratory

You can't buy happiness, but you can buy ice-cream, and the ice-cream at Frugii Dessert Laboratory has to be tasted to be believed. Ice-cream alchemist John Marshall has made quite a name for himself with his ice-creams, sorbets and gelatos. Also on offer are delicious sweet treats including freshly baked choux pastries, verrines, and sliced cakes.

Guided segway ride with SegGlideRide

Seg Glide Ride will have you whizzing around Australia's most famous artificial lake in two-wheeled style. The guides will teach you how to ride (lean forward to go, lean back to stop, don't panic).

National Gallery of Australia

The gallery is home to more than 16,000 artworks, including a roll call of Australia's leading artists. Some of the gallery's greatest masterpieces can be found outside of the exhibition spaces in the Sculpture Garden. Wander through the Sculpture Garden set on the edge of Lake Burley Griffin among casuarinas, acacias and grevilleas, featuring works by Australian and international artists. The garden was planned and planted more than 20 years ago and includes 26 sculptures such as the remarkable *Within without* by James Turrell and Bert Flugelman's reflective steel *Cones*.

Dinner at Eightsix

One of the liveliest venues in town, Eightsix is fun, noisy and always popular. Just make sure you get your order in quick smart because, once it sold out, it's "eighty-sixed" and removed from the night's menu.

Overnight at Hotel Hotel



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Saturday 19 November

Capital Region Farmers Market

Each Saturday in Canberra about 5000 visitors pass through the Capital Region Farmers Market to purchase and sample produce direct from the producer. With more than 100 stalls, this is heaven for foodies. There are baked goods, fruit and veg, meat and seafood, gourmet goods and more. It's also a great spot to grab a coffee and pastry for breakfast.

Brunch at Poacher's Pantry

Just a 30 minute drive from the city centre, you'll find Poacher's Pantry. Since 1991, the family-run country business has grown from a producer of gourmet smoked meats to include a Smokehouse Cafe (recently refurbished), Wily Trout cool climate wine range, farm shop, and cellar door. Sit down to a divine brunch choosing from fresh-produce-laden meals like the Poacher's big breakfast or Portuguese baked eggs.

Explore NewActon Precinct

NewActon is an innovative cultural precinct that has well and truly put Canberra on the map for design, creativity and originality. At the heart of NewActon is Nishi, the much-loved 'pineapple-shaped' building which won International Project of the Year at the 2015 Building Awards in London. With plenty of things to see and do, NewActon is the epitome of new Canberra cool.

Grab a coffee and pastry at one of the cool cafes in NewActon – A Baker, Močan & Green Grout or Monster Kitchen and Bar.

Depart Canberra for Melbourne QF815 1500/1610



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Name of event/group: **Sch 2 s2.2(a)(viii) NZ Retail Agents Famil**

This famil provides VisitCanberra with an opportunity to showcase the destination to top selling leisure and corporate agents from NZ. This will enable these agents to better recommend and sell Canberra to their clients, therefore driving overnight international visitation and expenditure into the ACT economy.

The meals may include the serving and consumption of alcoholic beverages. The VisitCanberra host may consume an alcoholic beverage with meals.

Note that some components of this itinerary are being organised by Canberra Convention Bureau (including a meal at QT Hotel) and by **Sch 2 s2.2(a)** (including a meal at Peppers Hotel). VisitCanberra staff will accompany the group for these meals.

Date of Function	Venue Location	Purpose of the Function
11 November 16	Bentspoke Brewing	Meal for visiting agents

Total Number of People Attending: 23	Estimated Cost: \$1,035
--------------------------------------	-------------------------

Number of Non-EDD Employees: 21 (Please list names or attach a document listing names)	Number of EDD Employees: 2 (Please list names or attach a document listing names)
Please see attached list	1. Sch 2 Partnership Events Officer
	2. Sch 2 International Partnership Executive

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$ 90
2 nd Cost Centre if required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$ 945
Total		\$ 1,035

Declaration

I, Alison Beer (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 04/11/16

Name of Business Unit VisitCanberra - International Partnerships

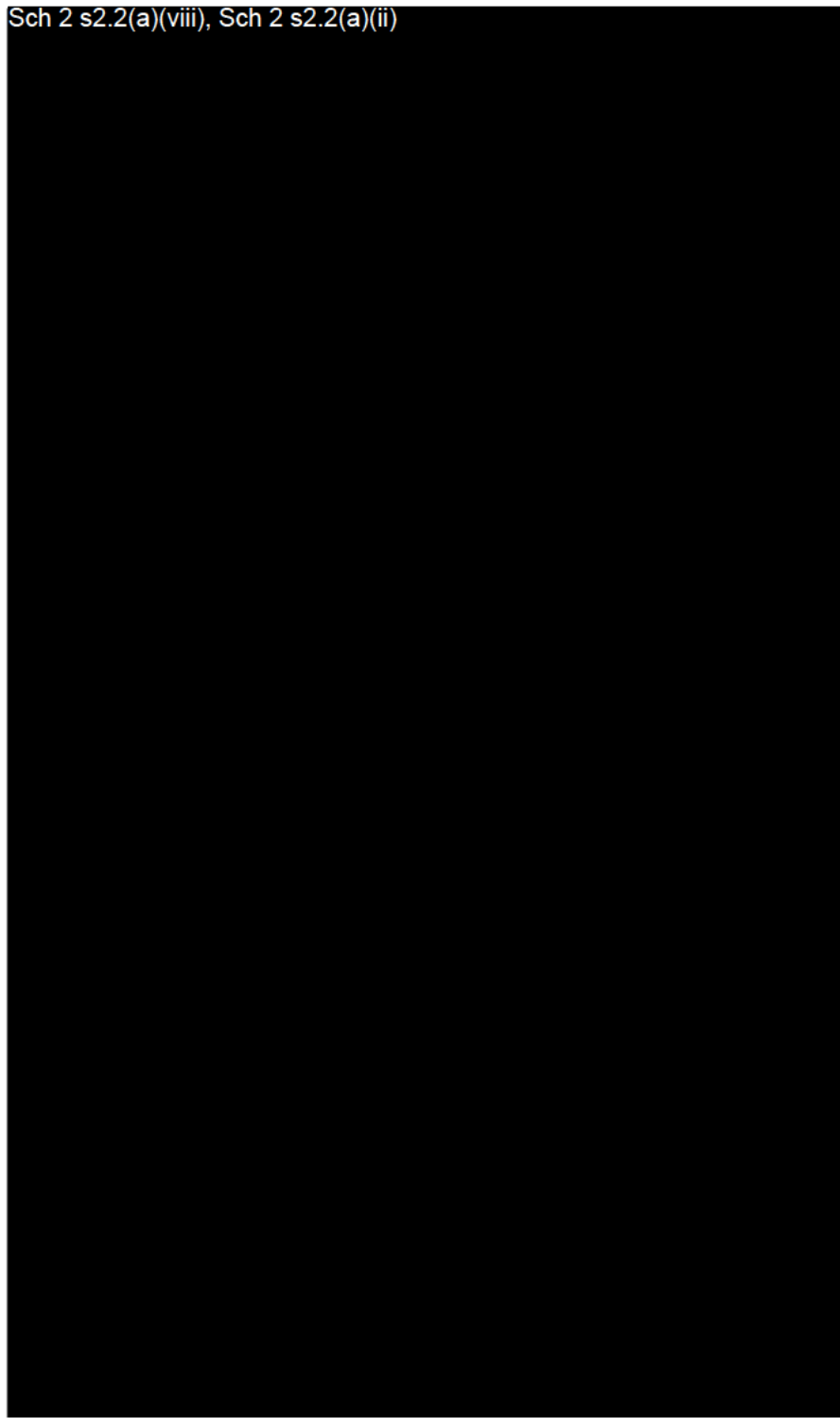
Official hospitality endorsed [Signature] Date 4/11/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 4/11/16 Executive Director (Delegated Authority)

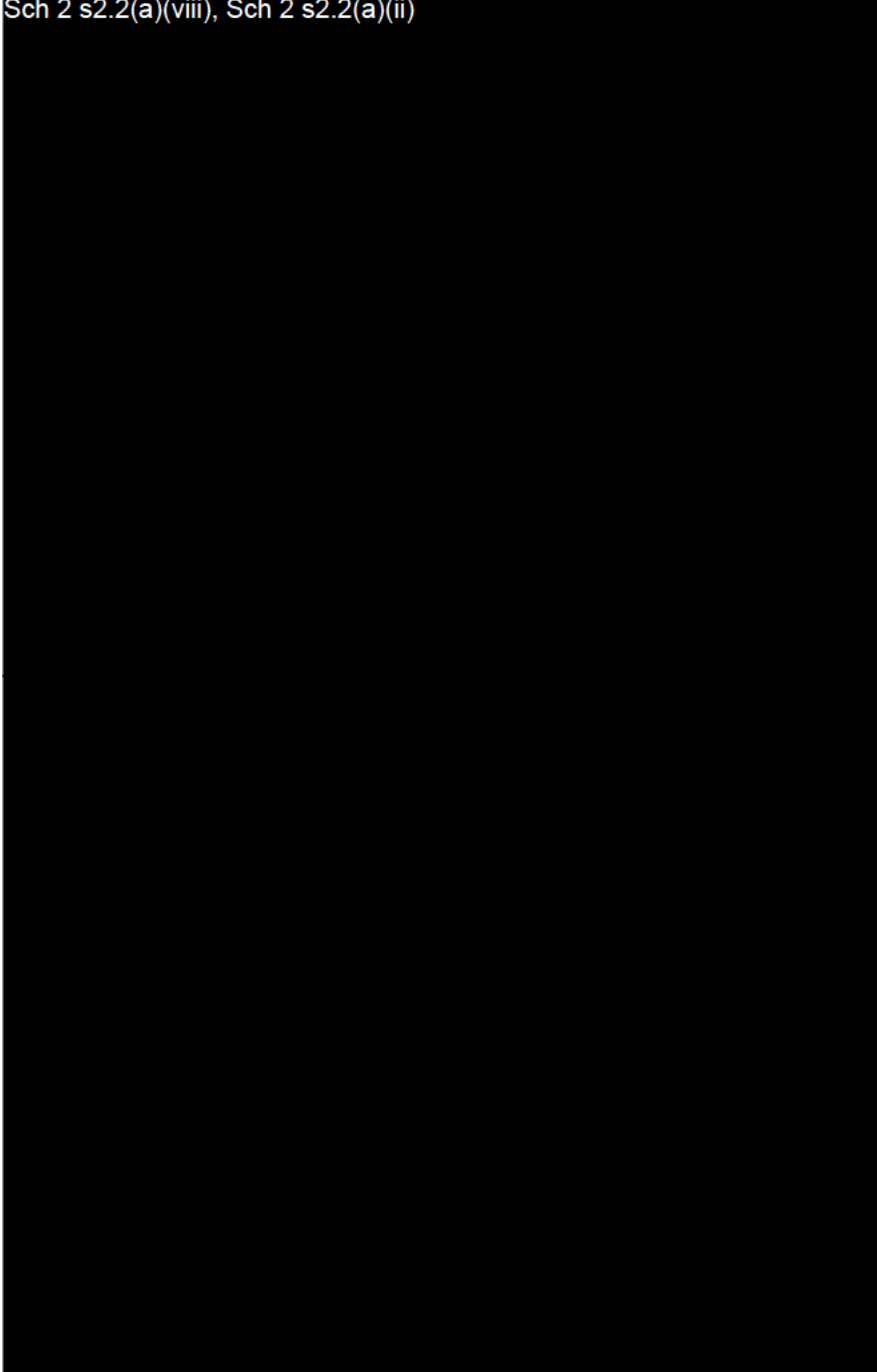
Alcohol consumption approved [Signature] Date 2/11/16 **EDD D/G /LDA CEO / delegate**

**SQ MEGA Famil – Singapore/Canberra
Depart NZ 07 Nov 2016
Final name list**

Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(ii)



Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(ii)





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Name of event/group: **Sch 2** China

Through Tourism Australia's International Media Hosting Program, we have an opportunity to host **Sch 2** China. **Sch 2** receives 16 million views across all its channels and has the number one WeChat account in China. During their visit to Australia they will be filming unique hotels in Adelaide, Melbourne and Canberra - Jamala Wildlife Lodge will be featured in the content. During this visit the film crew may request to consume alcohol at the below venues. **Sch 2** will be hosting throughout this visit and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
13-15 November 2016	Some of the restaurants/cafe's that may be included: A Baker, Monster Kitchen & Bar, Red Chilli Sichuan Restaurant, Sammy's Kitchen, BiciLetta, The Cupping Room, Grease Monkey	Meals for visiting media

Total Number of People Attending: 8	Estimated Cost: \$2,000
-------------------------------------	-------------------------

Number of Non-EDD Employees: 7 (Please list names or attach a document listing names)	Number of EDD Employees: 1 (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(viii), Executive Vice President)	1. Sch 2 VisitCanberra, PR & Media Visits Coordinator)
2. Sch 2 s2.2(a)(ii) Editor)	
3. [Redacted] Photographer)	
4. [Redacted] Director)	
5. [Redacted] Photographer)	
6. [Redacted] Photographer)	
7. Name to be advised - Translator	

Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre If required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total.		\$

Declaration

I, Donna Ciaccia (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 1/11/16

Name of Business Unit VisitCanberra

Official hospitality endorsed Joanne Barges Date 1/11/16 Manager, Joanne Barges

Official hospitality approved David Hill Date 1/11/16 Executive Director (Delegated Authority)

Alcohol consumption approved David Dawes Date 4/11/16 EDD D-G/LDA CEO / delegate



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Name of event/group: **Sch 2 s2.2(a)(viii)** Wellington Staff Famil Dinner.

As part of **Sch 2 s2.2(a)(viii)** Wellington Staff Famil of Canberra, VisitCanberra will host a dinner at Pialligo Estate on Saturday, 5 November 2016. The purpose of this famil is to showcase Canberra as a destination of choice, educate marketing and sales staff on Canberra and influence the inclusion of Canberra on itineraries. It also aims to further develop and progress on business relationships with **Sch 2 s2.2(a)(viii)** staff in Wellington. New Zealand is currently the ACT's 3rd largest inbound market and accounts for 8% of international visitors to the ACT. This hosted dinner aims to highlight the variety of fresh local and regional produce available in Canberra and may include the consumption of Canberra District wines.

The cost of the famil other than this dinner will be covered by Singapore Airlines.

Date of Function	Venue Location	Purpose of the Function
5 Nov 2016	Pialligo Estate.	Hosted dinner for Sch 2 s2.2(a) Wellington Agents.

Total Number of People Attending: 14	Estimated Cost: \$ 750
--------------------------------------	------------------------

Number of Non-EDD Employees: 12 (Please list names or attach a document listing names)	Number of EDD Employees: 2 (Please list names or attach a document listing names)
Please see attached.	Sch 2 s2.2(a)(ii)

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$ 100
2 nd Cost Centre if required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$ 650
Total		\$ 750

Declaration

I, Rel Seah (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 25/10/2016

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 25/10/16 Natalie Dean Manager/Director (Assessor)

Official hospitality approved [Signature] Date 26/10/16 Ian Hill Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 26/10/16 David Dawes EDD D-G/LDA CEO / delegate

Sch 2 s2.2(a)(viii)

Wellington Staff Famil. Visit Canberra hosted dinner. 5 November.

Piallgo Estate.

Sch 2 s2.2(a)(viii)

Staff

Sch 2 s2.2(a)(ii)





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This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Tourism Australia Chinese Premium Agents Famil 28-31 Oct 2016

VisitCanberra in conjunction with Tourism Australia will host a four day, three nights famil of Canberra for key premium agents from China. The purpose of this famil is to showcase Canberra as a destination of choice and influence the inclusion of Canberra on travel itineraries. The famil also aims to develop and progress on business relationships with premium agents that which will stimulate demand and unlock overnight international travel from China to Canberra. China is currently the ACT's largest inbound market and accounted for 19% of international visitors to the ACT. The hosted lunches and dinners aim to highlight the variety of fresh local and regional produce available in Canberra and may include the consumption of Canberra District wines. Tourism Australia will be contributing towards the cost of flights to and from Canberra. VisitCanberra has secured accommodation at **Sch 2** for this famil at no cost.

Date of Function	Venue Location	Purpose of the Function
28 - 31 Oct 2016	The below venues/restaurants may be included: Pialligo Estate, Poachers Pantry, Wild Duck, Casino Canberra, Buvette	Lunch and dinner for visiting agents.

Total Number of People Attending: 7	Estimated Cost: \$1,600
-------------------------------------	-------------------------

Number of Non-EDD Employees: 5 (Please list names or attach a document listing names)	Number of EDD Employees: 2 (Please list names or attach a document listing names)
As attached	1. Sch 2 International Partnership Executive
	2. Sch 2 s2.2(a) Senior Manager International Partnerships

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$ 350
2 nd Cost Centre if required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$ 1250
Total		\$ 1600

Declaration

I, Alison Beer (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 18/10/2016

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 18/10/16 Jacquie Roberts, Manager

Official hospitality approved [Signature] Date 20/10/16 Ian Hill, Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 21/10/16 Ben Ponton, EDD D-G /LDA CEO / delegate

Participants:

Organisation	Area	Last Name	First Name	Title	Position Title
Sch 2 s2.2(a)(viii)	Shanghai	Sch 2 s2.2(a)(ii)		Ms	Co-Founder & Director of Marketing
	Beijing			Mr	President
	Shanghai			Ms	GM
	Beijing			Ms	GM
	Guangzhou			Ms	BDM Southern China, TA Escort



ACT
Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: VisitCanberra and SE Asia Tourism Australia Public Relations representatives

VisitCanberra works closely with the Singapore and Malaysian offices of Tourism Australia to promote Canberra to the new international markets of South East Asia. Through the Visiting Journalist and Influencer Program, VisitCanberra is hosting three South East Asia Public Relations representatives between 23 and 26 October 2016 (two full days). During this visit we will be showcasing the best of Canberra's key tourism products including arts and culture, outdoors and nature, food and wine and various other products. During this visit the journalists may request to consume alcohol at the below venues. Sch 2 s2.2(a)(ii) will be hosting throughout this visit and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
23-26 October 2016	Some of the restaurants/cafes that may be included: Urban Pantry, A.Baker, AKIBA, The Cuppling Room, Italian & Sons, Frugli Dessert Laboratory.	Meals for visiting influencers

Total Number of People Attending: 5 (only 1 VisitCanberra host at each meal)	Estimated Cost: \$780
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Number of Non-EDD Employees: 3 (Please list names or attach a document listing names) Sch 2 s2.2(a)(ii)	Number of EDD Employees: 3 (Please list names or attach a document listing names) Sch 2 s2.2(a) VisitCanberra, PR & Media Manager (ii) (VisitCanberra, Campaign Marketing Manager) (VisitCanberra International Partnerships Manager) <i>Please note there will only be one VisitCanberra staff hosting each meal.</i>
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Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2nd Cost Centre if required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$


Declaration

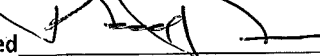
I, Joanne Barges (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 4/11/16

Name of Business Unit VisitCanberra

Official hospitality endorsed  Date 4/11/16 ~~Manager/Director (Assessor)~~

Official hospitality approved  Date 4/11/16 Executive Director (Delegated Authority)

Alcohol consumption approved  Date 15/4/16 EDD D-G /LDA CEO / delegate



ACT
Government
Economic Development

Land Development Agency
CANBERRA FIRST

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Pan Euro Media Famil

Sch 2 s2.2(a)(viii)

VisitCanberra are working with Sch 2 s2.2(a) to promote Canberra to the European market. Through the Visiting

Journalist and Influencer Program, VisitCanberra are hosting 10 European media and 1 Sch 2 s2.2(a)(viii)

Host between 12- 16 October 2016. During this visit we will be showcasing the best of Canberra's key tourism products including arts and culture, outdoors and nature, food and wine and various other tourism products. During this visit the journalists may request to consume alcohol at the venues listed below.

Sch 2 s2.2(a)(ii)

will be hosting throughout this visit and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
12-16 October 2016	1. A. Baker 2. Akiba 3. Bookplate 4. Monster 5. Penny University 6. Poachers Pantry 7. QT Bar and Grill 8. The Cupping Room 9. The Lanterne Rooms	Hosting European Journalists and media to showcase products and experiences in Canberra. Sch 2 s2.2(a)(viii) More details above.

Total Number of People Attending: 13	Estimated Cost: \$6,570
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Number of Non-EDD/LDA Employees: 11 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 2 (Please list names or attach a document listing names)
1. List Attached.	1. Sch 2 s2.2(a)
2.	2. (ii)
3.	3.
4.	(Only two staff members will attend each function)
5.	

Cost Centre	141 / 14203 / 714301 / 99 / 54197 / 9999	\$ _____
2 nd Cost Centre required	If 141 / 14203 / 714302 / 99 / 54197 / 9999	\$ _____
Total		\$ _____

Declaration

I, _____ Monica Glasgow declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Singapore VIP Famil

This famil provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer, with the aim of influencing itinerary planning and driving overnight international visitation and expenditure into the ACT economy.

The meals may include the serving and consumption of alcoholic beverages. The VisitCanberra host may consume an alcoholic beverage with meals.

Date of Function	Venue Location	Purpose of the Function
3-5 October 16	The below venues/restaurants may be included: National Arboretum, National Museum, Jamala Wildlife Lodge, Plalligo Estate, Poachers Pantry, Clonakilla Winery, Akiba, Italian and Sons	Meals for visiting agents

Total Number of People Attending: 9-10	Estimated Cost: \$1,500
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Number of Non-EDD Employees: 8 (Please list names or attach a document listing names)	Number of EDD Employees: 2 (Please list names or attach a document listing names)
Sch 2 s2.2(a)(ii) Executive Director, Sch 2 s2.2(a)	1 Partnership Events Office
CEO, Sch 2 s2.2(a)	2 Sch 2 s2.2(a)(ii) Senior Manager International Partnerships
Sch 2 s2.2(a)(ii) COO, Sch 2	
Managing Director, Sch	
General Manager, Sch 2 s2.2(a)	
Vice President Singapore, Sch 2 s2.2(a)	
Manager of Leisure Sales, Sch 2	

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$ 250
2nd Cost Centre if required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$ 1,250
Total		\$ 1,500

Declaration
I, Natalie Dean (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 16/09/16

Name of Business Unit VisitCanberra - International Partnerships



Official hospitality endorsed

[Handwritten signature]

Date

14/9/16

Manager/Director (Assessor)

Official hospitality approved

[Handwritten signature]

Date

19/9/16

Executive Director (Delegated Authority)

[Handwritten signature]

Alcohol consumption approved

[Handwritten signature]

Date

17/9/16

EDD D-G /LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Singapore VIP Famil

This famil provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer, with the aim of influencing itinerary planning and driving overnight international visitation and expenditure into the ACT economy.

The meals may include the serving and consumption of alcoholic beverages. The VisitCanberra host may consume an alcoholic beverage with meals.

Date of Function	Venue Location	Purpose of the Function
21 – 23 September 2016 Inclusive	The below venues/restaurants may be included: National Arboretum, National Museum, Plalligo Estate, Poachers Pantry, Clonakilla Winery, Akba, Parlour Room, Monster Kitchen and Bar	Meals for visiting agents

Total Number of People Attending: 3-4	Estimated Cost: \$600
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Number of Non-EDD Employees: 2 (Please list names or attach a document listing names)	Number of EDD Employees: 2 (Please list names or attach a document listing names)
Sch 2 s2.2(a) – CEO, Sch 2 s2.2(a)(viii)	1. Sch 2 s2.2(a) Senior Manager International Partnerships
Sch 2 s2.2(a)(ii) – Executive Director, Sch 2 s2.2(a)	2. Executive Director,

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$ 100
2 nd Cost Centre if required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$ 500
Total		\$ 600

Declaration
I, Natalie Dean (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 16/09/16

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 19/9/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 19/9/16 Executive Director (Delegated Authority) Ian Hill

Alcohol consumption approved [Signature] Date 19/9/16 [Signature] /LDA CEO / delegate

Jeff House - Deputy Director General, Enterprise Canberra
19 September 2016

JEFF, can you please
counter sign

Sch 2 s2.2(a)(ii)

Sch 2 s2.2(a)(ii)



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: **VisitCanberra and Sch 2 s2.2(a)(viii) Pan Euro Media Famill**
Sch 2 s2.2(a)(viii)

VisitCanberra are working with Sch 2 s2.2(a)(viii) to promote Canberra to the new international markets. Through the Visiting Journalist and Influencer Program, VisitCanberra are hosting 12 x European media 12-16 October 2016. During this visit we will be showcasing the best of Canberra's key tourism products including arts and culture, outdoors and nature, food & wine and various other products. During this visit the journalists may request to consume alcohol at the below venues. Sch 2 s2.2(a)(ii) will be hosting throughout this visit and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
12-16 October 2016	Some of the restaurants/cafe's that may be included: A Baker, Bookplate, The Cupping Room Močan & Green Grout, Akiba, Urban Pantry, Doubleshot, Plallgo Estate, Morks, EightyTwenty, The Hamlet, Monster Kitchen & Bar, Capitol Bar & Grill, Poachers Pantry, Abell's Kopi Tiam, Patissez, Penny University, Italian & Sons	Meals for visiting media

Total Number of People Attending: 14	Estimated Cost: \$5,800
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Number of Non-EDD Employees: 12 (Please list names or attach a document listing names)	Number of EDD Employees: 2 (Please list names or attach a document listing names)
Names tbc	Sch 2 s2.2(a)(ii) (VisitCanberra, PR & Media Manager) VisitCanberra, Senior PR & Media Officer) VisitCanberra, PR & Media Officer) VisitCanberra, PR & Media Visits Coordinator) <i>Please note there will only be two VisitCanberra staff hosting per group.</i>

Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre if required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

I, Donna Claccla (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 11/8/16

Name of Business Unit VisitCanberra

Official hospitality endorsed Joseph Verone Date 11/8/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 12/9/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 12/8/16 FDD D-G /LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: VisitCanberra and **Sch 2 s2.2(a)(viii)** South East Asia Media Famil

Sch 2 s2.2(a)(viii) VisitCanberra are working with **Sch 2 s2.2(a)** to promote Canberra to the new international markets of South East Asia. Through the Visiting Journalist and Influencer Program, VisitCanberra are hosting 12 South East Asia media between dates 21-28 September 2016. They will be split into two groups of six with the first group arriving 21-25 September and second group 25-28 September. During this visit we will be showcasing the best of Canberra's key tourism products including arts and culture, outdoors and nature, food & wine and various other products. During this visit the journalists may request to consume alcohol at the below venues. **Sch 2 s2.2(a)(ii)** will be hosting throughout this visit and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
21-28 September 2016	Some of the restaurants/cafe's that may be included: A Baker, Bookplate, The Cuppling Room Močan & Green Grout, Akiba, Urban Pantry, Plallgo Estate, Morks, Capital Region Farmers Market, EightyTwenty, Grease Monkey, Monster Kitchen & Bar, Capitol Bar & Grill, Poachers Pantry, Abell's Kopi Tiam, Patissez, Sammy's Kitchen	Meals for visiting media

Total Number of People Attending:14	Estimated Cost: \$5,800
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Number of Non-EDD Employees: 12 (Please list names or attach a document listing names)	Number of EDD Employees: 2 (Please list names or attach a document listing names)
Names tbc	Sch 2 s2.2(a) VisitCanberra, PR & Media Manager) (ii) VisitCanberra, Senior PR & Media Officer) VisitCanberra, PR & Media Officer) (VisitCanberra, PR & Media Visits Coordinator) <i>Please note there will only be two VisitCanberra staff hosting per group.</i>

Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre If required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

I, _____ Donna Claccia _____ (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 11/8/16

Name of Business Unit VisitCanberra

Official hospitality endorsed *James Jordan* Date 11/8/16 ~~Manager/Director (Assessor)~~

Official hospitality approved *[Signature]* Date 12/2/16 ~~Executive Director (Delegated Authority)~~

Alcohol consumption approved *[Signature]* Date 12/2/16 ~~RDD D-G / LDA CEO / delegate~~



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Corroboree Asia 2016 - Canberra Famil Program

As part of our involvement in Tourism Australia's Corroboree Asia event, VisitCanberra will soon be hosting 12 x Aussie Specialist agents from Singapore for a 3-night famil program. These qualified front-line retail agents are from some of the key agencies we have been targeting in Singapore who are actively selling Australia as a preferred long-haul destination. This group will be accompanied by one Tourism Australia host and one VisitCanberra host.

This famil provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer, with the aim of influencing itinerary planning and driving overnight international visitation and expenditure into the ACT economy.

The dinners may include the serving and consumption of alcoholic beverages. The VisitCanberra host may consume an alcoholic beverage with dinner.

Date of Function	Venue Location	Purpose of the Function
9 – 11 September 2016	The below venues/restaurants may be included: Natural 9, Hopscotch, Plalligo Estate, Morks Restaurant, Scholar Restaurant	Meals for visiting agents

Total Number of People Attending: 14	Estimated Cost: \$2500
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Number of Non-EDD Employees: 13 (Please list names or attach a document listing names)	Number of EDD Employees: 1 (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(ii)	1. Sch 2 s2.2(a) Senior Manager International Partnerships (FRI 9 Sept)
2. [REDACTED]	2. Sch 2 [REDACTED] Partnership Events Officer (SAT 10 Sept)
3. [REDACTED]	3. [REDACTED] International Partnership Executive (SUN 11 Sept)
4. [REDACTED]	
5. [REDACTED]	
6. [REDACTED]	
7. [REDACTED]	
8. [REDACTED]	
9. [REDACTED]	
10. [REDACTED]	
11. [REDACTED]	
12. [REDACTED]	
13. [REDACTED]	

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$ 178.6
2 nd Cost Centre If required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$ 2321.4
Total		\$ 2500

Declaration

I, Alison Beer (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 25/08/16

Name of Business Unit VisitCanberra - International Partnerships

26/8/16

Official hospitality endorsed Jacquie Roberts Date 26/8/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 26/8/16 Executive Director (Delegated Authority) Law Hill

Alcohol consumption approved [Signature] Date 29/8/16 EDD D-G / LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: **Sch 2 s2.2(a)(viii) blog**
 Through the Visiting Journalist and Influencer Program, VisitCanberra are assisting **Sch 2 s2.2(a)(viii)**
Sch 2 Blog Editor & Social Media Manager with a visit to Canberra 30 July – 1 August 2016. She will be profiling **Sch 2 s2.2(a)(viii)**. During this visit she will experience the food & wine scene incorporating The Truffle Festival. During this visit they may request to consume alcohol at the below venues.

Date of Function	Venue Location	Purpose of the Function
30 July – 1 August 2016	Some of the restaurants/cafe's that may be included: Monster Kitchen & Bar, The Farmhouse at Pialligo Estate, The Cupping Room, Akiba, PodFood	Meals for visiting media

Total Number of People Attending: 3	Estimated Cost: \$600
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Number of Non-EDD Employees: 2 (Please list names or attach a document listing names)	Number of EDD Employees: 1 (Please list names or attach a document listing names)
Sch 2 (Blog Editor & Social Media Manager) and Sch 2 (Photographer)	Sch 2 VisitCanberra, PR & Media Visits Coordinator). If time permits, Sch 2 will catch up with Sch 2 throughout this visit.

Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre If required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

I, Donna Ciaccia (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 14/7/16
 Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 14/7/16 [Signature] Manager/Director (Assessor)

Official hospitality approved [Signature] Date 14/7/16 [Signature] DDG, Entertainment Canberra Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 21/7/16 [Signature] EDD D.O. /LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: New Zealand Magazine

Sch 2 s2.2(a)(viii) [redacted] we are working with Sch 2 s2.2(a) [redacted] to promote Canberra to the new international markets of New Zealand and Singapore. Through the Visiting Journalist and Influencer Program, VisitCanberra are hosting three New Zealand Media – Sch 2 [redacted] Sch 2 s2.2(a) Sch 2 s2.2(a)(ii) [redacted] Freelance Journalist and Sch 2 s2.2(a)(viii), Sch 2 [redacted] 17-20 July 2016. During this visit we will be showcasing arts and culture, outdoors and nature, food & wine and various other key tourism products. During this visit the journalists may request to consume alcohol at the below venues. Sch 2 s2.2(a)(ii) [redacted] will be hosting throughout this visit and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
17-20 July 2016	Some of the restaurants/cafe's that may be included: Monster Kitchen & Bar, Močan & Green Grout, The Cupping Room, Grease Monkey, Elk & Pea, Akiba	Meals for visiting media

Total Number of People Attending: 5	Estimated Cost: \$2,500
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Number of Non-EDD Employees: 3 (Please list names or attach a document listing names)	Number of EDD Employees: 2 (Please list names or attach a document listing names)
Sch 2 s2.2(a)(viii) [redacted]	Sch 2 [redacted] VisitCanberra, PR & Media Visits Coordinator) or Sch 2 [redacted] VisitCanberra, Senior PR & Media Officer)

Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre If required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

I, Donna Ciacla (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 12/7/16
Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 12/7/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date _____ Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 14/7/16 EDD D-G / LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: **Sch 2 s2.2(a)** Famil. 1-3 June 2016
 VisitCanberra in conjunction with Tourism Australia and **Sch 2 s2.2(a)** will host a three day, two night famil of Canberra for key agents of **Sch 2 s2.2(a)** from West, Central and North China. The purpose of this famil is to showcase Canberra as a destination of choice and influence the inclusion of Canberra on travel itineraries. The famil also aims to develop and progress on business relationships with agents which will stimulate demand and unlock overnight international travel from China to Canberra. China is currently the ACT's largest inbound market and accounted for 32,176 visitors in the year ending December 2015. This represents a 12.1% increase in Chinese visitors from 2014. The hosted lunches and dinners aim to highlight the variety of fresh local and regional produce available in Canberra and may include the consumption of Canberra District wines. Tourism Australia will be contributing towards the cost of flights to and from Canberra, and covering the cost of accommodation while agents are in Canberra.

Date of Function	Venue Location	Purpose of the Function
1-3 June 2016	The below venues/restaurants may be included: Plalligo Estate, Mount majura Akiba, Spicy Ginger, Scholar.	Lunch and dinner for visiting agents.

Total Number of People Attending: 12	Estimated Cost: \$1600
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Number of Non-EDD Employees: 11 (Please list names or attach a document listing names)	Number of EDD Employees: 1 (Please list names or attach a document listing names)
Please see attached list	1 Sch 2 International Partnership Executive

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$ 133
2 nd Cost Centre If required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$ 1467
Total		\$ 1600

Declaration

I, Rei Seah (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 4/5/2016

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 6/5/16 Manager/Director/Assessor

Official hospitality approved [Signature] Date 5/5/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 5/5/16 EDD D-G/LDA CEO / delegate

VisitCanberra/ Sichuan Airlines famll.

Agent llist.

MR	Sch 2 s2.2(a)(ii)	Senior Manager	Sch 2 s2.2(a)(viii)
MR		GENERAL MANAGER	
MR		SALES MANAGER	
MR		GENERAL MANAGER	
MS		GENERAL MANAGER	
MR		GENERAL MANAGER	
MR		GENERAL MANAGER	
MR		GENERAL MANAGER	
MS		BUSINESE DIRECTOR	
MR		GENERAL MANAGER	
	TBA		



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: Australian Tourism Exchange (ATE) 2016 Canberra Famil Program

VisitCanberra in conjunction with ATE Industry partners will host two wholesalers/Inbound Tour Operators from Singapore and India as part of Tourism Australia's pre ATE famil program.

This famil provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer, with the aim of influencing itinerary planning and driving overnight international visitation and expenditure into the ACT economy. The dinners may include the serving and consumption of alcoholic beverages. The VisitCanberra host may consume an alcoholic beverage with dinner.

Date of Function	Venue Location	Purpose of the Function
12-14 May 2016	The below venues/restaurants may be included: Pialligo Estate, Akiba, Mocan & Green Grout, Sprout Cafe, Morks Restaurant, Bookplate	Meals for visiting agents

Total Number of People Attending: 8	Estimated Cost: \$750
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Number of Non-EDD Employees: 2 (Please list names or attach a document listing names)	Number of EDD Employees: 1 (Please list names or attach a document listing names)
1. Sch 2 Manager, Sch 2 s2.2(a)(viii)	1. Sch 2 International Partnership Executive or
2. s2.2(a)(ii) Director, Sch 2 s2.2(a)(viii)	2. s2.2(a) Senior Manager International Partnerships

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre If required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

I, Donna Ciaccla, (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 20/4/16

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 27/4/16 Manager/Director (Assessor)

Official hospitality approved [Signature] Date 27/4/16 Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 29/4/16 EDD D-G / LDA CEO / delegate

E-MAILED
24.2.16



ACT
Government
Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Sch 2 s2.2(a)(viii) UK Agents Famil
VisitCanberra are assisting Sch 2 s2.2(a)(viii) top three UK boutique agents and UK Leisure and Sales Manager with a visit to Canberra 7 - 10 March 2016. The agents will be hosted on a three-day itinerary allowing them to experience first-hand the varied experiences on offer in Canberra including food and wine and key tourism highlights. During this visit the agents may request to consume alcohol at the below venues. Sch 2 s2.2(a) (hosting throughout the visit), Sch 2 s2.2(a)(ii) will be hosting the group at some of the various venues and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
7 - 10 March 2016	Some of the restaurants/cafe's that may be included: Monster Kitchen & Bar, Močan & Green Grout, The Cupping Room, The Hamlet, Italian & Sons, Elk & Pea, Frugil Dessert Laboratory, Grease Monkey, Pialligo Estate Farmhouse Restaurant,	Meals for visiting agents

Total Number of People Attending: 7	Estimated Cost: \$1,600
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Number of Non-EDD Employees: 4 (Please list names or attach a document listing names)	Number of EDD Employees: 3 (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(viii), Sch 2 UK Leisure Sales Manager)	1. Sch 2 (VisitCanberra, PR & Media Visits Coordinator) - hosting throughout the visit
2. Sch 2 name tbc	2. VisitCanberra, Director) - dinner Tuesday only
3. s2.2(a)(viii) name tbc	3. Sch 2 s2.2(a) VisitCanberra Senior Manager International Partnerships) - dinner both nights
4. name tbc	

Cost Centre	14203/714301/54487/99/9999/9999 (FBT Staff)	\$
2nd Cost Centre if required	14203/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration
I, Donna Ciaccia (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 23/2/16
Name of Business Unit VisitCanberra

Official hospitality endorsed Date 23/2/16 Manager/Director (Assessor)

Official hospitality approved Date 24/2/16 Executive Director (Delegated Authority)

Alcohol consumption approved Date 24/2/16 EDD D-G /LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: **Sch 2 s2.2(a)(viii)** India

Through Tourism Australia's International Media Hosting Program, we have an opportunity to host **Sch 2 s2.2(a)** Food and Travel Writer, **Sch 2 s2.2(a)(viii)** India. During her visit to Australia she will be exploring Sydney, Canberra, and Brisbane and enjoying food & wine experiences and key tourism products in these cities. During this visit the journalist may request to consume alcohol at the below venues.

Date of Function	Venue Location	Purpose of the Function
4 February 2016	Some of the restaurants/cafe's that may be included: The Cupping Room, Lonsdale Street Roasters, Autolyse, EightySix, Pialligo Estate Farmhouse Restaurant, Patissez	Meals for visiting media

Total Number of People Attending: 2	Estimated Cost: \$300
-------------------------------------	-----------------------

Number of Non-EDD Employees: 1 (Please list names or attach a document listing names) Sch 2 s2.2(a) Food & Travel Writer; Sch 2 s2.2(a)(viii) India	Number of EDD Employees: 1 (Please list names or attach a document listing names) Sch 2 VisitCanberra, PR & Media Visits Coordinator
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Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre If required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

I, Donna Ciaccia (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 18/1/16

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature] Date 18/1/16 [Signature] Manager/Director (Assessor)

Official hospitality approved [Signature] Date 18/1/16 Executive Director (Delegated Authority) Jeff House

Alcohol consumption approved [Signature] Date 18/1/16 [Signature] EDD D-G / LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: **One Day International Cricket – ITO Canberra Familiarisation.**

Date of Function	Venue Location	Purpose of the Function
20 Jan 2016	Penny University (Lunch)	The purpose of this famil is to showcase Canberra and leverage business opportunities associated with Sch 2 who has partnerships with wholesalers in key markets such as Singapore.

Total Number of People Attending: 3	Estimated Cost: \$70
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Number of Non-EDD Employees: TBA (Please list names or attach a document listing names)	Number of EDD Employees: (Please list names or attach a document listing names)
1. Sch 2	1. Sch 2 s2.2(a) 2. (ii)

Cost Centre	141/ 14205/ 54487 /99/ 714301 /9999	\$_46.70
2 nd Cost Centre if required	141/ 14205/ 54487 /99/ 714302 /9999	\$_23.30_
Total		Approximate: \$70

Declaration

I, Rei Seah (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 12/01/2016

Name of Business Unit VisitCanberra

Official hospitality endorsed [Signature]

Date 12/1/16 [Signature] (Manager/Director (Assessor))

Official hospitality approved [Signature]

Date 13/1/16 [Signature] Executive Director (Delegated Authority)

Alcohol consumption approved _____

Date _____ EDD D-G /LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: **Tourism Australia Aussie Specialist Program Canberra Famil**

Date of Function	Venue Location	Purpose of the Function
3 Oct 2015	Lunch – Pialligo Estate Dinner - Akiba Restaurant	Tourism Australia Aussie Specialist Famil – Showcasing the Canberra Dining Experience
4 Oct 2015	Lunch - Hopscotch Dinner - Bambusa	Tourism Australia Aussie Specialist Famil – Showcasing the Canberra Dining Experience
5 Oct 2015	Lunch – Scholar, Dickson Dinner – Monster, Hotel Hotel	Tourism Australia Aussie Specialist Famil – Showcasing the Canberra Dining Experience
6 Oct 2015	Breakfast – Local Press, Kingston	Tourism Australia Aussie Specialist Famil – Showcasing the Canberra Dining Experience

Total Number of People Attending: 3	Estimated Cost: \$750
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Number of Non-EDD/LDA Employees: <u>2</u> (Please list names or attach a document listing names)	Number of EDD/LDA Employees: <u>1</u> (Please list names or attach a document listing names)
1. Sch 2	1. Sch 2
2. s2.2(a)	2.

Cost Centre	141/14205/714302/99/54487/9999	\$ 500.00
2 nd Cost Centre if required	141/14205/714301/99/54487/9999	\$ 250.00
Total		\$ 750.00

Declaration

I, Rei Seah (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 25/9/15

Name of Business Unit International Partnerships

Official hospitality endorsed [Signature] Date 25/9/15 Manager/Director (Assessor) Ian Hill

Official hospitality approved [Signature] Date 24/9/15 Executive Director (Delegated Authority) L. Gelding

Alcohol consumption approved [Signature] Date 11/10/15 EDD D-G /LDA CEO / delegate D. Dawes



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Sydney – Melbourne Touring Route Pre ATE Famil 2015.

Date of Function	Venue Location	Purpose of the Function
17 June 2015	Wild Duck	Please see brief attached.

Total Number of People Attending: 11	Estimated Cost: \$ 600
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Number of Non-EDD/LDA Employees: 9 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 2 (Please list names or attach a document listing names)
1. Please see list attached.	1. Sch 2 s2.2(a)(ii)
2.	2. [REDACTED]
3.	3.
4.	4.
5.	5.

Cost Centre	141/14205/714301/99/54487/9999	\$ To be allocated _____
2nd Cost Centre if required	141/14205/714302/99/54487/9999	\$ To be allocated _____
Total		\$ _____ 600 _____

Declaration

I, Rei Seah (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 10 June 2015

Name of Business Unit VisitCanberra- International Partnerships

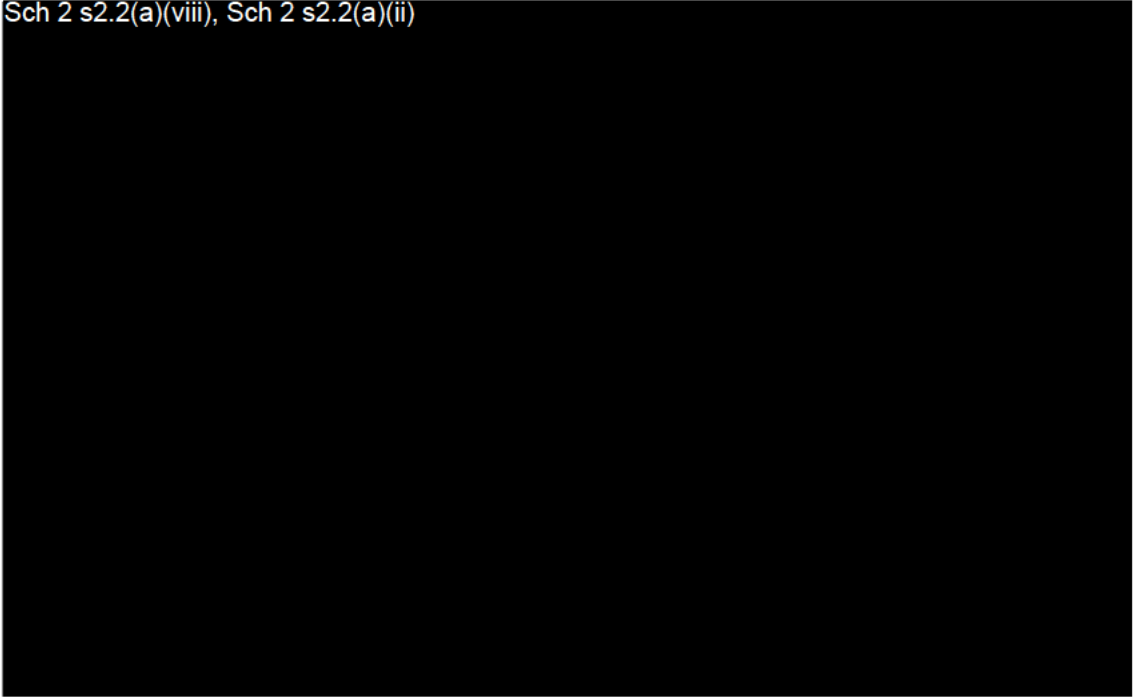
Official hospitality endorsed [Signature] Date 10/6/15 [Signature] Manager/Director (Assessor)

Official hospitality approved [Signature] Date 11/6/15 [Signature] Deputy Director - General Executive Director (Delegated Authority)

Alcohol consumption approved [Signature] Date 12/6/15 EDD D-G /LDA CEO / delegate

Sydney – Melbourne Touring Route – Pre ATE Famil 2015. Dinner.

Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(ii)





ACT

Government

Economic Development

MINUTE

SUBJECT: Sydney- Melbourne Touring Route Pre ATE 2015 Familiarisation Event.

To: Director-General Economic Development

From: Ian Hill, Director, VisitCanberra

Date: 10 June 2015

Purpose

To seek your approval for Visit Canberra to host a dinner function during the Sydney-Melbourne Touring Route Pre ATE famil event on Wednesday 17 June. The dinner will include the serving and consumption of alcoholic beverages (Canberra District Wines) The cost of beverages will be paid by Choice Hotels.

Background

VisitCanberra in conjunction with Sydney – Melbourne Touring Route and its members will host 6 travel trade agents as part of Tourism Australia’s ATE Famil event. Participating agents include agents from Malaysia, India and Spain.

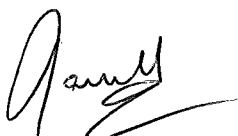
This famil event provides VisitCanberra with an opportunity to showcase the destination and the range of locally produced food and wine with the aim of influencing itinerary planning and driving overnight international visitation and expenditure into the ACT economy.

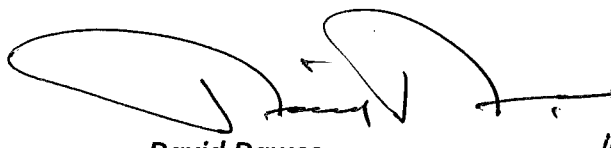
Recommendation

That you:

- note the contents of this brief; ✓
- approve the hosting of the dinner functions and ✓
- consumption of alcoholic beverages for use at this event. ✓

Ian Hill


Action Officer: Rei Seah
Contact: x 72887


David Dawes..... 18/6/15.
AGREED/NOT AGREED/PLEASE DISCUSS



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: Australian Tourism Exchange (ATE) 2016 Canberra Famil Program

As part of Tourism Australia's Australian Tourism Exchange (ATE) 2016 event, VisitCanberra has been given an opportunity to host Sch 2 s2.2(a)(viii), Sch 2 on a four day (20 – 24 May 2016) famil of Canberra. Sch 2 is a key distribution partner of Tourism Australia in Singapore and frequently works in partnership with Sch 2 s2.2(a)(viii) on a range of trade and consumer activities in market. Their clientele include mid- luxury markets offering VisitCanberra an opportunity to capitalise on a high yield market. The purpose of this famil is to raise destination awareness, educate Sch 2 on key products and experiences and influence itinerary planning by encouraging overnight visitation. *Alcohol may be served.*

Date of Function	Venue Location	Purpose of the Function
20 – 24 May 2016	The following venues/restaurants may be included: Plalligo Estate, The Truffle Farm, Akiba, Penny University, Spicy Ginger, Hamlet.	Meals for agent.

Total Number of People Attending: 3	Estimated Cost: \$ 780
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Number of Non-EDD Employees: 1 (Please list names or attach a document listing names)	Number of EDD Employees: 2 (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(ii) Singapore	1. Sch 2 International Partnership Executive or
	2. Sch 2 Senior Manager International Partnership - will only be attending certain portions of famil.

Cost Centre	14205/714301/54487/99/9999/9999 (FBT Staff)	\$ 520
2 nd Cost Centre if required	14205/714302/54487/99/9999/9999 (non-staff, non-FBT)	\$ 260
Total		\$ 780

Declaration
I, Rei Seah (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 27/4/16

Name of Business Unit VisitCanberra - International Partnerships

Official hospitality endorsed [Signature] Date 27/4/16 Manager/Director (Assessor) [Signature]
 Official hospitality approved [Signature] Date 27/4/16 Executive Director (Delegated Authority) Jeff House
 Alcohol consumption approved [Signature] Date 29/4/16 EDD D-G / LDA CEO / delegate



Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

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Name of event/group: Sch 2 s2.2(a)(viii)

Through the Visiting Journalist and Influencer Program, VisitCanberra are assisting Sch 2 s2.2(a)(ii) Freelance Travel Writer with a visit to Canberra 27 February – 4 March 2016. She has been commissioned by Sch 2 s2.2(a)(viii) to write a 7-8 page guide on Canberra and the region.

During her visit she will be covering the themes - arts and culture, outdoors and nature, food & wine and various other key tourism products. During this visit the journalist may request to consume alcohol at the below venues. Sch 2 s2.2(a) will be hosting her at some of the various venues and may have one glass of wine with dinner.

Date of Function	Venue Location	Purpose of the Function
27 February – 4 March 2016	Some of the restaurants/cafe's that may be included: Monster Kitchen & Bar, Močan & Green Grout, The Cupping Room, Capital Bar & Grill, The Hamlet, Italian & Sons, Silo Bakery, Elk & Pea, Parlour Wine Room, Akiba	Meals for visiting media

Total Number of People Attending: 2	Estimated Cost: \$600
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Number of Non-EDD Employees: 1 (Please list names or attach a document listing names) Sch 2 s2.2(a) (Freelance Travel Writer)	Number of EDD Employees: 1 (Please list names or attach a document listing names) Sch 2 s2.2(a) (VisitCanberra, PR & Media Visits Coordinator)
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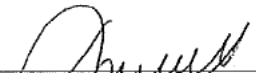
Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$
2 nd Cost Centre if required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$
Total		\$

Declaration

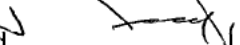
I, Donna Ciaccia (name of officer organising event) declare that this expenditure meets the EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits requirements and may attract FBT.

Date 29/1/16

Name of Business Unit VisitCanberra

Official hospitality endorsed  Date 29/1/16 Manager/Director (Assessor)

Official hospitality approved  Date Executive Director (Delegated Authority)

Alcohol consumption approved  Date 2/2/16 EDD D-G /LDA CEO / delegate



ACT
Government
Economic Development

Land
Development
Agency
CANBERRA FIRST

E-MAILED
27-11-14

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefits Tax

This form is to be completed for all EDD/LDA events involving entertainment expenditure involving employees. Attach all invoices or petty cash reimbursements (or copies of) that may have Fringe Benefits Tax (FBT) implications and forward to the relevant Strategic Finance team (EDD or LDA).

Name of event/group: Multicultural Media Visit

The multicultural media will be given a two-day itinerary allowing them to experience what Canberra an AFC Asian Cup host city, can offer visitors this summer. They will experience key destination highlights as well as food and wine offerings. In return, we ask they share their experiences with their respective audiences. *During this visit the media may request to consume alcohol at the below venues. Approx cost of alcohol \$60. Visit Canberra host may consume one glass of alcohol.*

Date of Function	Venue Location	Purpose of the Function
27-28 November 2014	Some of the below restaurant/cafe/Bars will be included: BentSpoke Brewing Co, Autolyse, Lonsdale Street Roasters. NewActon – Mocan & Green Grout, Monster Kitchen & Bar, A Baker or Parlour Wine Room. The Cupping Room	Meals for visiting media <i>host may consume one glass of alcohol.</i>

Total Number of People Attending: 4	Estimated Cost: \$500.00.
-------------------------------------	---------------------------

Number of Non-EDD/LDA Employees: 2 (Please list names or attach a document listing names)	Number of EDD/LDA Employees: 2 (Please list names or attach a document listing names)
1. Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(i)	1 Sch 2 s2.2(a) PR & Media Visits Officer, VisitCanberra
2. [Redacted]	2 (ii) PR Manager, VisitCanberra) joining us for dinner 27 November.

Cost Centre	14203/714301/54197/99/9999/9999 (FBT Staff)	\$ 150
2 nd Cost Centre If required	14203/714302/54197/99/9999/9999 (non-staff, non-FBT)	\$ 350
Total		\$ 500

Declaration

I, Donna Ciaccia (name of officer organising event) declare that this expenditure meets the *EDD Policy Statement and Guidelines for Hospitality, Gifts and Benefits* requirements and may attract FBT.

Date 24 November 2014

Name of Business Unit VisitCanberra

24-11-14

Official hospitality endorsed *[Signature]* Date 24-11-14 Manager/Director (Assessor)

Official hospitality approved *[Signature]* Date 25/11/14 Deputy Director-General Executive Director (Delegated Authority)

Alcohol consumption approved *[Signature]* Date 27/11/14 EDD D-G/LDA CEO / delegate



ACT
Government

Economic Development

Official Entertainment and Hospitality Approval Form/Declaration for Fringe Benefit Tax

Please complete this form for all functions or events. If attended by employees please include all invoices or petty cash reimbursements that may have Fringe Benefit Tax (FBT) implications and forward to Shared Services Finance Red Team, Taxation Management, Level 9, Eclipse House.

Name of event/group: Sch 2 [redacted] Canberra Famil

Date of Service	Venue Location	Purpose of the Function
20 September 2013	Thirst wine bar and cafe	Sch 2 s2.2(a)(viii) Agent dinner
21 September 2013	National Arboretum Canberra- Ginger Catering	Sch 2 s2.2(a)(viii) Agent breakfast

Total Number of People Attending: 17- Dinner 16- Breakfast	Estimated Cost: \$935 – dinner \$400- breakfast
---	---

Number of Non-EDD Employees: <u>15</u> (Please list names or attach a document listing names)	Number of EDD Employees: <u>2</u> (Please list names or attach a document listing names)
1. Attached	1. Sch 2 s2.2(a)
2.	2. (ii)
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

Cost Centre <u>14205</u> / <u>54213</u> / <u>/99/</u> / <u>/9999</u>	\$ <u>1335</u>
2nd cost centre if required <u>/</u> / <u>/</u> / <u>/99/</u> / <u>/9999</u>	\$ <u></u>
Total	\$ <u>1335</u>

Declaration

I, Rei Seah (name of officer organising event) declare that this expenditure meets the EDD Guidelines for Hospitality, Gifts and Benefits and may attract FBT.

Date 28/08/2013 Name of Business Unit Australian Capital Tourism

Official hospitality endorsed
Manager/Director

[Signature]

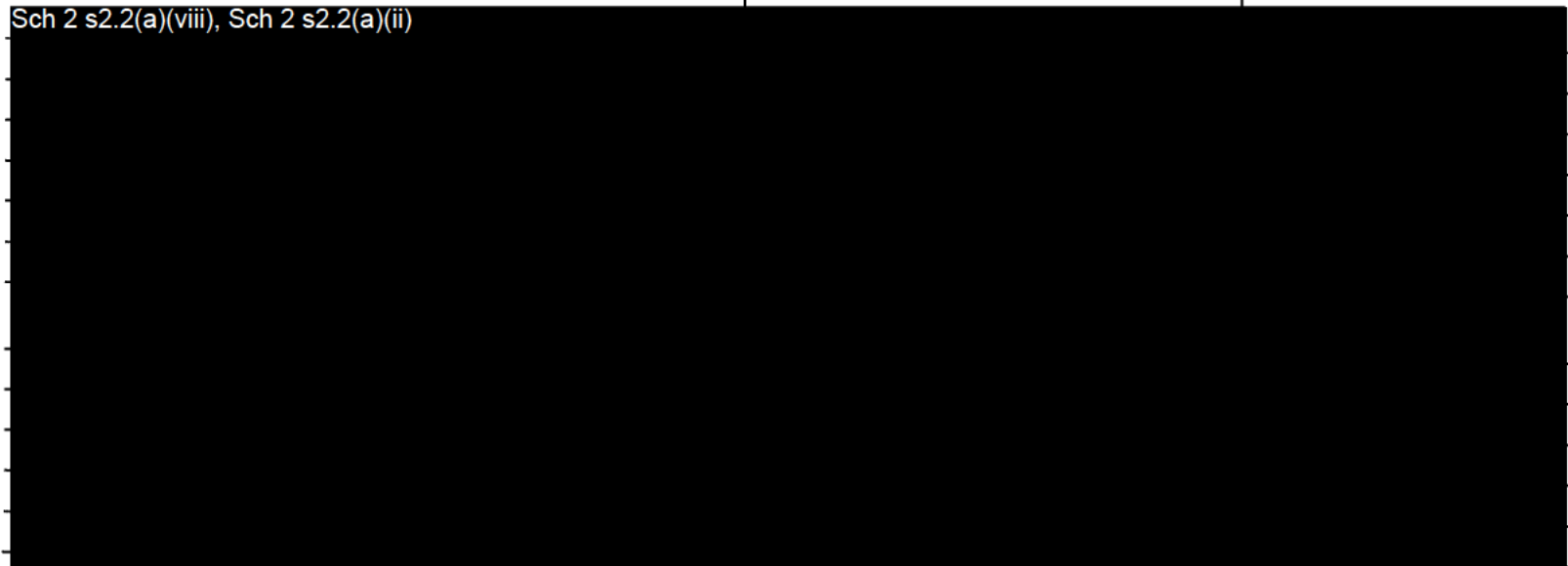
Date 28/8/13

Official hospitality approved
Delegated authority

[Signature]

Date 28/8/13

Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(ii)



Handwritten lines on the right side of the page, possibly representing a list or table structure. The lines are horizontal and evenly spaced, extending from the right edge of the redacted area towards the right margin.

ADD

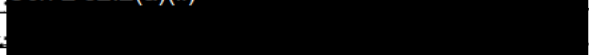
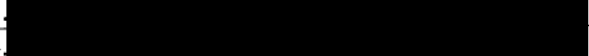
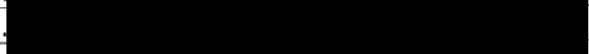


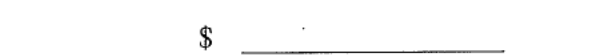


**OFFICIAL ENTERTAINMENT & HOSPITALITY
APPROVAL FORM**

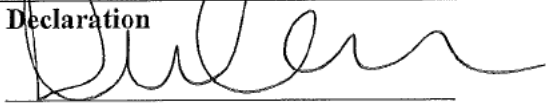
Name of event/group: Sydney media lunch

Date of Service	Venue Location	Purpose of the Function
16/8/13	Doltone House, Hyde Park 181 Elizabeth St Sydney.	Showcase what's happening in Canberra over the coming months to national, travel & lifestyle media.

Total Number of People Attending: <u>70</u>	Estimated Cost: <u>\$7,700</u>
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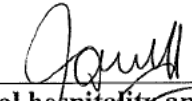
Number of Non-Australian Capital Tourism Staff: (Please list names or attach a document listing names)	Number of Australian Capital Tourism Staff: Please see attached list (Please list names or attach a document listing names)
1. <u>Please refer to</u>	1. <u>Sch 2 s2.2(a)(ii)</u>
2. <u>attached list.</u>	2. 
3. <u> </u>	3. 
4. <u> </u>	4. 
5. <u> </u>	5. 
6. <u> </u>	6. 
7. <u> </u>	7. 

Cost Centre	\$ _____
2 nd cost centre if req	\$ _____
Total	\$ _____

Declaration


I declare that this expenditure meets
the official guidelines on hospitality
and entertainment

Date 10/7/13


Official hospitality approved
Ian Hill
Director

Date 11/7/13

Sydney Media Lunch - invite list

Fname	Sname	Publication
Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(ii)		



ACT
Government

Chief Minister, Treasury and
Economic Development

Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a)(viii) media visit – Sch 2 s2.2(a) (Singapore-based celeb/model/influencer)	
Purpose/Nature of Event As part of a joint campaign with Sch 2 s2.2(a)(viii) VisitCanberra is hosting Sch 2 s2.2(a) a popular influencer/celeb in the Singapore market along with Sch 2 s2.2(a) Editor of Sch 2 s2.2(a) and Sch 2 s2.2(a) Photographer to produce the content for the campaign. Whilst in Canberra, they will experience key tourism highlights with resonance in the Singapore market, those being food/drinks, arts/culture, outdoors/nature. An 8-page feature will then be published in the popular Sch 2 s2.2(a) as well as content amplification via the publication's digital channels and Sch 2 s2.2(a) own social media channels. During this visit the meals may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 3 x days (Friday, Saturday, Sunday) 24-26 November 2017	Location of Event: Some of the restaurants/cafes that may be included in the itinerary include: Capitol Bar & Grill, Urban Pantry, Parlour Wine Room, Molto Italian, Four Winds Vineyard, Mocan & Green Grout, Poachers Pantry, Bar Rochford, eightysix, Highroad Café, Frugli Dessert Laboratory.
Number of Attendees: 4 CMTEDD/other ACTPS/External 1 / / 3 CMTEDD VisitCanberra hosts (sharing) Sch 2 s2.2(a)(ii) External: Sch 2 s2.2(a) Celeb/model/influencer Sch 2 s2.2(a) Editor (ii) Photographer	Reason for providing hospitality Meals for visiting media, including: - Fri 24/11: lunch, dinner - Sat 25/11: breakfast, lunch, dinner - Sun 26/11: breakfast, lunch, dinner
Is alcohol to be provided* Yes/No Costing is based on 4 x alcoholic beverages per day for journalists, and 1 x alcoholic beverage per day	If Yes, how much is being spent on providing alcohol for the event? \$300 (estimate). Over the course of the 3 days @ \$100 per day.



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for host.	
<p>If alcohol is to be provided, what is the justification for providing it?</p> <p>This media visit provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer including the food and wine scene. Food and wine is one of the key pillars of the VisitCanberra destination strategy. Sch 2 s2.2(a)(ii) will be sharing the hosting duties and may consume an alcoholic beverage with dinner.</p>	
<p>If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.</p> <p>It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.</p> <p>* If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.</p>	
<p>Cost centre/s event charge to</p> <p>14205/54870</p>	<p>Estimated cost of event</p> <p>\$4,500 including all on-ground accommodation, meals, transport and experiences.</p> <p>Flight travel costs have been provided by Sch 2 s2.2(a)(viii)</p>
<p>Name of person filling in form</p> <p>Caroline Brauer</p>	<p>Business Unit of person filling in form</p> <p>VisitCanberra</p>
<p>Signature of person filling in form</p> <p><i>Brauer</i></p>	<p>Date</p> <p>16/11/2017</p>

Part 2 Decision - (to be completed by Decision Maker)

Supported by: *Jonathan Kobus*
Jonathan Kobus, Ag Director

Decision on provision of Hospitality <i>Supported</i>	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: <i>KAREENA ARTHY</i>	Title <i>DEPUTY DIRECTOR - GENERAL Enterprise Canberra</i>
Signature of Decision Maker <i>KMA</i>	Date <i>21/11/17</i>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	





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Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

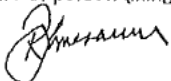
Name of Function/Event: Canberra and Region Visitors Centre (CRVC) 2017 regional Famil	
Purpose/Nature of Event: To promote the range of Summer Blockbuster events and Exhibitions to regional gateway Visitor Information Centre staff.	
Date and time of Event: Thursday 14 & Friday 15 December 2017	Location of Event: Various Canberra Attractions
Number of Attendees CMTEDD/other ACTPS/External 3 / / 12	Reason for providing hospitality: We recognise the importance of accurate information given to visitors, and the ability to encourage new and repeat business to our region. The opportunity to visit Canberra and to experience the best that this city has to offer, will both update product knowledge and strengthen the existing good relationships between us. Accommodation is being provided by an accommodation partner on a subsidised basis.
Is the hospitality being provided within the scope of the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> Yes	If No, explain why it is out of the scope of the policy
If yes, does it abide <u>ACT Public Sector Healthy Food and Drink Choices Policy</u> No	
If Yes proceed to Part 1.2 (leave Part 1.1 blank). If No go to Part 1.1 then Part 1.2	
Part 1.1 Exemption from <u>ACT Public Sector Healthy Food and Drink Choices Policy</u>	

<p>Provide details of why the event cannot comply with the Policy</p> <p>As part of the family itinerary there will be a networking dinner. Both alcoholic and non-alcoholic drinks will be available.</p>	
<p>What actions are being taken to make the event healthier</p> <p>Catering will be selections of both the Green and Amber food and drink products where possible.</p> <p>Non-alcoholic beverages will be available and encouraged for guests.</p>	
<p>What action will be taken to ensure that the event will comply with the Policy in future</p> <p>We will endeavour to select catering options from the Green and Amber product group where possible.</p>	
<p>What exemption have previously been provided to your business unit under the <u>ACT Public Sector Healthy Food and Drink Choices Policy</u></p> <p>The CRVC has not hosted a regional family since the introduction of the amended Gifts and Hospitality Policy.</p> <p>However, the CRVC has previously hosted regional families for industry which have been signed off by the Deputy Director General Enterprise Canberra.</p>	
<p>Part 1.2 Provision of Alcohol</p>	
<p>Is alcohol to be provided*</p> <p>Yes</p> <p>(If no proceed to Part 1.3)</p>	<p>If Yes, how much is being spent on providing alcohol for the event?</p> <p>Approx \$150 for 15 people</p>
<p>If alcohol is to be provided, what is the justification for providing it?</p> <p>It is generally accepted that alcohol is provided at networking/family functions.</p>	
<p>If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.</p> <p>It is noted that while only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.</p> <p>* If alcohol is to be provided then the Decision Maker must be the Director-General or the Deputy Director-General Enterprise Canberra.</p>	
<p>Under the Public Sector Management Standards an officer must not without prior approval consume alcohol while on duty. Please provide the names of any CMTEDD staff that will be</p>	

attending the event. (Approval of the provision of hospitality as outlined on this form by the Director General or Deputy Director-General Enterprise Canberra, as appropriate, will be taken to include approval for the nominated staff to consume alcohol while on duty in accordance with ACT Government Policies see section 2.2.8 of this policy)

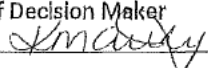
Sch 2 s2.2(a)(ii)

Part 1.3

Cost centre/s event charge to 14203/714301/54197/99/9999/9999 (FBT Staff) 14203/714302/54197/99/9999/9999 (Non FBT, Non Staff)	Estimated cost of event \$1,200
Name of person organising hospitality Robert Smethills	Business Unit of person organising hospitality Canberra and Region Visitors Centre
Signature of person filling in form 	Date 09 November 2017

Supported: Jonathan Kobus
Jonathan Kobus
Act Director

Part 2 Decision
(to be completed by Decision Maker)

Decision on provision of Hospitality <p style="text-align: center;">Agreed</p>	
Recipient Informed of decision	Date recipient Informed
Name of Decision Maker	Title
Signature of Decision Maker 	Date 16/11/17

Where relevant, any further action	

Staff from the following regional information centres will be invited:

- 1. Sch 2 s2.2(a)(viii)
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.


Part 1 Request to Provide Hospitality

Name of Function/Event: Sydney-Melbourne Touring, New Zealand Agent Famil	
Purpose/Nature of Event: Sydney-Melbourne Touring (SMT), VisitCanberra and Visit Victoria are partnering to host an NZ travel agent mega-famil. The itinerary will arrive into Melbourne and depart via Canberra and will showcase both cities and the connecting touring route. The program is supported by Sch 2 s2.2(a)(viii)	
VisitCanberra has put together an itinerary to showcase Canberra's tourism offering, including products and experiences which are bookable through international distribution channels, or those we are working with on inbound readiness.	
Meals in the itinerary may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 4 – 6 November	Location of Event Some of the restaurants/cafe's that may be included: Canberra Rex Hotel, Capital Brewing Co., East Hotel, National Museum of Australia, Australian Institute of Sport.
Number of Attendees: 32 CMTEDD/other ACTPS/External 1 / / 31 CMTEDD: Hosting to be shared between: Sch 2 s2.2(a)(ii) Partnership Events Officer Sch 2 s2.2(a)(ii) Business Development Manager Sch 2 s2.2(a)(iii) Senior Manager - Partnerships	Reason for providing hospitality Meals for visiting trade partners
External: Please see list attached.	
Is alcohol to be provided* Yes/No	If Yes, how much is being spent on providing alcohol for the event? \$50pp (estimate) throughout the program.

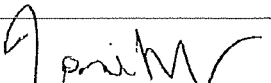


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<p>If alcohol is to be provided, what is the justification for providing it?</p> <p>This trade visit provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products, including a focus on food and wine as one of VisitCanberra's key marketing pillars. VisitCanberra hosts may consume an alcoholic beverage with dinner.</p>	
<p>If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.</p> <p>It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.</p> <p>* If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.</p>	
<p>Cost centre/s event charge to</p> <p>14205/54870</p>	<p>Estimated cost of event:</p> <p>\$10,800 for all dining and activities outlined in the attached draft program for 32 people.</p> <p>Industry partners are providing cost support including discounted experiences.</p>
<p>Name of person filling in form</p> <p>Alison Beer, Partnership Events Officer</p>	<p>Business Unit of person filling in form</p> <p>VisitCanberra</p>
<p>Signature of person filling in form</p> 	<p>Date 26/10/17</p>

Endorsed by Jonathan Kobus, Acting Director, VisitCanberra

<p>Signature</p> 	<p>Date 26/10/17</p>
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Part 2 Decision (to be completed by Decision Maker)

<p>Decision on provision of Hospitality</p> <p><i>Approved.</i></p>	
<p>Recipient informed of decision</p>	<p>Date recipient informed</p>
<p>Name of Decision Maker: Kareena Arthy</p>	<p>Title: Deputy Director-General, CMTEDD</p>
<p>Signature of Decision Maker</p> 	<p>Date 27/10/17</p>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>



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Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

NZ Agents Famil

No	Name	Company	Dietary Requirement	
1	Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(ii)			
2				
3				
4				
5				
6				
7				No fish/seafood
8				
9				
10				
11				Vegetable/Fish Only
12				
13				
14				
15				Lactose intolerant
16				
17				No red meat or chicken
18				
19				
20				
21				
22				
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24				
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30				
31				



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

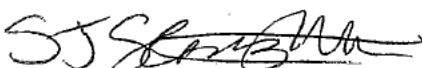
Part 1 Request to Provide Hospitality

Name of Function/Event: Tourism Australia's Global Leadership Conference	
Purpose/Nature of Event: This year, Tourism Australia has chosen to hold its annual Global Leadership Conference in Canberra. This conference brings together 40 staff from Tourism Australia's Sydney-based Executive Team and its Regional and Country Managers from around the globe. VisitCanberra has put together an itinerary to showcase Canberra's tourism offering, including products and experiences which are bookable through international distribution channels, or those we are working with on inbound readiness. It will give Canberra the opportunity to showcase its tourism offering to those responsible for planning and managing Tourism Australia's offshore activities, and assist with keeping Canberra front-of-mind. Meals in the itinerary may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 22 – 24 October	Location of Event Some of the restaurants/cafe's that may be included: Capital Brewing Co, ONA Coffee, Bar Rochford, Pialligo Estate, Clonakilla Wines, National Gallery of Australia, National Museum of Australia, Truffle Farm
Number of Attendees: 50 CMTEDD/other ACTPS/External 1-15 / / 40 CMTEDD: <i>Up to 15 CMTEDD staff may be present over the 2 days. Not all staff will attend every event:</i> Sch 2 s2.2(a)(ii) – Acting Director [redacted] – Acting Director, Special Events ACT [redacted] – Senior Manager, Partnerships [redacted] – Group Marketing Manager [redacted] – Industry Development Manager [redacted] – Marketing Campaign Manager [redacted] – Business Development [redacted] Manager Sch 2 [redacted] – Partnership Events Officer s2.2(a)(ii)	Reason for providing hospitality A number of events will include hospitality. The Conference is a Tourism Australia event, with coordinating support from VisitCanberra. Preparation of the itinerary and activities is still in the planning stages, at this point in time. VisitCanberra is contributing budget to the following events: <ul style="list-style-type: none"> • Behind the scenes tour at Clonakilla Wines • Electric bike tour of Lake Burley Griffin and Arboretum • Songlines and afternoon tea at the National Museum of Australia • Truffle hunt at the Truffle Farm • Dinner and beer tasting at Capital Brewing Co • Industry networking event at the National



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<p>Sch 2 s2.2(a) Marketing Campaign Manager (ii) - PR and Media Manager - Manager - Research and Consumer Insights Manager Sch 2 s2.2(a) Strategy and Insights Manager (ii) - Public Relations and Media Visits Officer Sch 2 s2.2(a) Marketing Manager Events</p>	<p>Gallery of Australia (NGA)</p> <ul style="list-style-type: none"> Dinner at Bar Rochford <p>See Attachment 1 – Itinerary of the draft program and events support by VisitCanberra.</p> <p>See Attachment 2 – Invitation to the industry networking event</p>
<p>Is alcohol to be provided*</p> <p>Yes/No</p>	<p>If Yes, how much is being spent on providing alcohol for the event?</p> <p>No more than \$80 per person across the entire program of meals and activities (estimate)</p>
<p>If alcohol is to be provided, what is the justification for providing it?</p> <p>This visit provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products, including a focus on food and wine.</p>	
<p>If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.</p> <p>It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.</p> <p>* If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.</p>	
<p>Cost centre/s event charge to</p> <p>14205/54487</p>	<p>Estimated cost of event: \$15,000 for all activities outlined in the attached draft program. Note, Tourism Australia will be covering majority of their costs for accommodation, transport and some meals.</p> <p>Industry partners are also providing cost support including discounted accommodation and tours.</p>
<p>Name of person filling in form</p> <p>Sarah Staruszkiewicz, Business Development Manager</p>	<p>Business Unit of person filling in form</p> <p>VisitCanberra</p>
<p>Signature of person filling in form</p> 	<p>Date 03/10/17</p>



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Endorsed by Jonathan Kobus, Acting Director, VisitCanberra

Signature <i>Jonathan Kobus</i>	Date 3/10/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality <i>APPROVED</i>	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kareena Arthy	Title: Deputy Director-General, CMTEDD
Signature of Decision Maker <i>K Arthy</i>	Date <i>04/10/17</i>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



ONE *Good Thing* AFTER ANOTHER

Tourism Australia
Global Leadership Team Conference

22 – 24 October 2017

Draft Program

Sunday 22 October

- 10:00 Depart Sydney for Canberra.
- 13:30 Arrive at Pialligo Estate for paddock to plate lunch experience. *(Hosted by Pialligo Estate)*
- 15:45 Tour and Last Post Ceremony at the Australian War Memorial.
- 17:30 Check into accommodation – Realm Precinct *(Tourism Australia's cost)*
- PM Dinner and beer tasting at Capital Brewing Co. *(Visit Canberra's cost)*

Monday 23 October

- AM Breakfast at the hotel. *(Tourism Australia's cost)*
- 09:00 Conference Commences – Nishi Gallery *(Tourism Australia's cost)*
- 12:00 Lunch at Monster Kitchen and Bar, Hotel Hotel *(Tourism Australia's cost)*
- 13:30 Canberra famil options: *(Visit Canberra's cost)*
- Behind the scenes and meet the maker at Clonakilla Wines in the Canberra District Wine Region
 - Electric bike tour of Lake Burley Griffin and Arboretum
 - Songlines and afternoon tea at National Museum of Australia
 - Truffle hunt at the Truffle Farm
- 17:30 National Gallery of Australia (NGA) networking event and exclusive experience of the new blockbuster exhibition, Hyper Real. *(NGA covering most of the cost, VisitCanberra contributing \$2,000 to venue hire and security)*
- 19:30 Dinner at Bar Rochford *(Visit Canberra's cost)*

Tuesday 24 October

- Early AM Optional sunrise hot air ballooning (*Hosted by Balloon Aloft*)
- 09:00 Conference Commences – Hotel Realm (*Tourism Australia's cost*)
- Working lunch (*Tourism Australia's cost*)
- 15:00 Depart Canberra to Sydney (*Tourism Australia's cost*)

TOURISM AUSTRALIA MEETING PARTICIPANTS

NAME	TITLE	HOME COUNTRY
1 Sch 2 s2.2(a)	RGM North Asia	China
2 (ii)	Country Manager, China	China
3	Manager, Strategy - Corporate Projects	Australia
4	RGM South East Asia	Singapore
5	Country Manager, Hong Kong	Hong Kong
6	RGM UK and North Europe	England
7	Country Manager, Malaysia	Malaysia
8	RGM Continental Europe	Germany
9	General Manager, Global Media and PR	Australia
10	Manager Research	Australia
11	RGM Americas	USA
12	General Manager, Investment	Australia
13	Chief Information Officer	Australia
14 Sch 2 s2.2(a)(ii)	Manager, Business Events, NZ	New Zealand
15	Country Manager, Japan	Japan
16	General Manager Digital Transformation	Australia
17	Managing Director	Australia
18	Manager Signature Experiences	Australia
19	EGM Corporate Affairs and Industry	Australia
20	Manager, Corporate Planning	Australia
21	General Manager, Industry Relations	Australia
22	General Manager, Media and Communications	Australia
23	Chief Marketing Officer	Australia
24	EGM Corporate Services	Australia
25	BE Marketing and Communications Manager	Australia
26	Country Manager, India	India
27	EGM Events	Australia
28	EGM International	Australia
29	title tba	Australia
30	Head of Distribution Development and Partnerships	Australia
31	Chief Financial Officer	Australia
32 TBA	Country Manager, Sth Korea	Sth Korea
33 Sch 2 s2.2(a)	General Manger People and Culture	Australia
34 (ii)	General Manager Creative, Content and Campaigns	Australia
35	General Manager, Government	Australia
36	International Operations Manager	Australia
37	Country Manager, Singapore	Singapore
38 TBA		
39 TBA		
40 TBA		



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

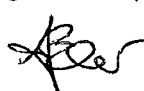
Part 1 Request to Provide Hospitality

Name of Function/Event: Corroboree 2017 - Aussie Specialist Famil	
Purpose/Nature of Event: As part of Tourism Australia’s Corroboree West 2017 event, VisitCanberra will host a post famil to showcase Canberra first-hand to Aussie Specialist agents from UK, France and Italy. Aussie Specialist Agents are qualified front-line retail travel agents who activiely sell Australia in key overseas markets. VisitCanberra has put together an itinerary in collaboration with Destination NSW to showcase the tourism offering of Canberra and the South Coast. Meals in the itinerary may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 14 – 17 October	Location of Event Some of the restaurants/cafe’s that may be included: Akiba, Capital Brewing Co., Pialligo Estate, National Museum of Australia, QT Canberra, The Cupping Room. Full itinerary is attached for reference (note it is draft). VisitCanberra is supporting only the Canberra component from 14-17 October. Destination NSW will support the coast itinerary.
Number of Attendees: 11 CMTEDD/other ACTPS/External 1 / / 12 CMTEDD: Hosting to be shared between: Sch 2 Partnership Events Officer Sch 2 s2.2(a)(viii) Business Development Manager Sch 2 s2.2(a)(viii) Senior Manager - Partnerships External: Please see list attached.	Reason for providing hospitality Meals for visiting trade partners as part of their famil itinerary. The itinerary is designed to showcase Canberra’s tourism offering including our key marketing pillar of food and wine.

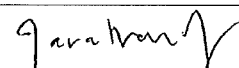


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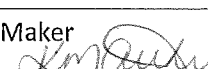
Chief Minister, Treasury and
Economic Development

Is alcohol to be provided* Yes/No	If Yes, how much is being spent on providing alcohol for the event? Approx. \$80pp for all activities from 14-17 October.
If alcohol is to be provided, what is the justification for providing it? This trade visit provides VisitCanberra with an opportunity to showcase the destination and its varied tourism experiences/products, including a focus on food and wine. VisitCanberra hosts may consume an alcoholic beverage with dinner.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct. * If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to 14205/54870	Estimated cost of event: \$8,000 for all dining and activities outlined in the attached draft program.
Name of person filling in form Alison Beer, Partnership Events Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 03/10/17

Endorsed by Jonathan Kobus, Acting Director, VisitCanberra

Signature 	Date 3/10/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kareena Arthy	Title: Deputy Director-General, CMTEDD
Signature of Decision Maker 	Date 04/10/17

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>



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Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

Name of Trip:	11: Canberra & NSW South Coast (Galah)
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Name	Name Per Passport	Company
Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(ii)		
[Redacted]		

UK
Italy
France
Escort

Saturday 14 October

Time of day	Time	Activity
	11:40	VA1210 arrives into Canberra
	12:15	Arrive at QT Canberra to check-in and store your luggage <i>QT Canberra is a luxury design hotel in the nation's capital. At QT Canberra they know that for the perfect hotel stay you need a strong service team, a great bar and restaurant, and to keep an eye on guests needs at all times!</i>
	12:30	Enjoy a signature feasting menu lunch in Capitol Bar and Grill at QT Canberra <i>Say claa to Capitol Bar & Grill at QT Canberra, an Italian-themed concept restaurant and one of the city's premier dining establishments. Between the antipasto table heaving with delicious morsels, the prime cut steaks cooked to perfection on the wood-fired grill and the desserts renowned for presentation and taste, Capitol Bar & Grill delivers an inspired dining experience in glamorous surroundings.</i>
	14:00	Take a walk to Commonwealth Park to Australia's biggest celebration of Spring - Floriadel Take a tour with the Head Gardener and enjoy the festival. <i>Floriade is the largest floral festival in the Southern Hemisphere. Each year in September visitors are invited to celebrate the arrival of spring with a 30-day celebration featuring cooking demonstrations, gardening tips, recreational activities for kids and families, entertainment and horticultural workshops.</i>
	15:00	Visit the Canberra Region Visitor Centre and set off on a bike tour of Lake Burley Griffin with Mulga Bicycle Tours. <i>Experience one good thing after another on a guided Canberra bike tour with Mulga Bicycle Tours. The routes are mostly flat with gentle inclines and there are many opportunities to stop for a breather or take a photo.</i>
	16:00	Bike tour finishes at the Australian War Memorial for the Last Post Ceremony. <i>At the end of each day the Memorial farewells visitors with its moving Last Post Ceremony. The ceremony begins with the singing of the National Anthem, followed by the poignant strains of a lament, played by a piper. At each ceremony the story behind one of these names listed on the Roll of Honour is told. The Ode is then recited, and the ceremony ends with the sounding of the Last Post.</i>
	17:15	Transfer to QT Canberra
	19:00	Dinner at Akiba <i>Voted Australia's favourite restaurant in 2016, AKIBA brings the informal and exciting atmosphere of East-Asia's great food halls and dining rooms to Canberra. The buzzing ambience of this restaurant and bar perfectly matches the food, which features a dazzling array of fresh flavours and an exotic cocktail and drinks list.</i>
		QT Canberra

Overnight

Sunday 15 October

Time of day	Time	Activity
	Early AM	Sunrise hot air ballooning with Balloon Aloft <i>There's no better way to fully appreciate the capital's charm than from a hot air balloon as the early morning sun fills the valley and lakes with soft morning light. Balloon Aloft Canberra will have you drifting peacefully over the city. Did you know that Canberra is one of the only cities in the world where you may find yourself drifting over a nation's Parliament House!</i>
		What to wear: Wear comfortable clothes including long pants and sturdy shoes that will keep your feet warm and dry in the wet grass (no high heels or sandals). Dress in layers with a warm coat. A hat and sunglasses are also recommended. Cameras are welcome. Personal belongings should be kept to a minimum and are taken on board at your own risk.
	AM	Breakfast at QT Canberra
	11:00	Visit the Old Bus Depot Markets and Canberra Glassworks <i>Lovers of fine hand crafted wares, clothing collectors, food fanatics and Jewellery Junkies are just a few of the people who make their way to Canberra's famous Old Bus Depot Markets every Sunday. In a fabulous old industrial building you will experience the endless colour, tastes, sounds and atmosphere that is "Canberra's Sunday Best". Just next door at Canberra Glassworks, you can see the beauty and versatility of glass in a new light. Take a self-guided tour and discover some of Canberra's heritage at this contemporary glass centre, the only one of its kind in Australia.</i>
	12:00	Lunch and beer tasting at Canberra's newest brewery, Capital Brewing Co. <i>The team at Capital Brewing Co. love the Capital region and everything about living here. Being so close to the mountains, the beach and the snow, there is always an epic adventure to be had. Capital Brewing Co is 100% independently employee owned, formed by a close group of mates who love delicious brews, surfing waves and good vibes.</i>
	13:30	Transfer to Tidbinbilla Nature Reserve
	14:00	Guided walk at Tidbinbilla Nature Reserve to spot koalas, kangaroos and platypus in their natural habitat. <i>See koalas, kangaroos, possums, reptiles and more in the natural setting of Tidbinbilla Nature Reserve, just 40 minutes drive from the Canberra Central Business District. Keep an eye open for wandering wallabies and emus, and you may even catch a glimpse of an elusive platypus.</i>
	17:00	Return to QT Hotel
	18:30	Sunset paddock to plate experience at Plalligo Estate <i>Set on 86 acres just minutes from the city centre, Plalligo Estate incorporates an olive grove, vineyard, orchard, market garden, and the award-winning Plalligo Smokehouse, famous for Australia's Best Artisan Bacon. Plalligo Estate offers an exceptional Paddock-to-Plate tour and tasting with the Estates very own Horticulturist. The Paddock-to-Plate experience is a hands on tour showcasing the extensive variety of seasonal produce grown across the estate.</i>
		QT Canberra

Overnight

Monday 16 October

Time of day	Time	Activity
	AM	Breakfast at QT Canberra
	10:00	Coffee cupping session at The Cupping Room, home of Australia's best baristas! <i>The perfect day starts with the perfect coffee. The team at The Cupping Room - including world champion barista Sasa Sestic - know a thing or two about creating a splendid brew. Canberra's very own place of coffee worship, The Cupping Room is a concept cafe that takes its customers on a flavour journey across a range of coffee blends and delicious (and very photogenic!) meals.</i>
	11:30	Visit the National Museum of Australia and experience Aboriginal Australia through the new exhibition, Songlines: Tracking the Seven Sisters <i>Australia's stories come alive at the National Museum of Australia, on the shores of Canberra's Lake Burley Griffin. Immerse yourself in the epic saga of the Seven Sisters. Take a journey into the heart of Australia - with intrigue, desire, drama, passion and beauty - and connect with the songlines of the Seven Sisters. This Aboriginal-led exhibition shares an ancient way of holding culture and telling stories written in the land.</i>
	12:15	Lunch at the National Museum of Australia
	13:30	Return to QT Hotel to collect luggage and meet your Destination NSW host for transfer to the South Coast, NSW

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CMTEDD 2017/3708

Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a)(viii) influencer visits – Sch 2 s2.2(a)(ii)	
Purpose/Nature of Event: As part of a joint campaign with Sch 2 s2.2(a)(viii) VisitCanberra is hosting 4 x travel bloggers to visit Canberra during September and October 2017. Whilst in Canberra, the bloggers will experience key tourism highlights with resonance in the Indian market. They will then publish commissioned articles in Sch 2 s2.2(a)(viii) November edition, as well as content amplification via Sch 2 s2.2(a)(viii) digital channels and also via the bloggers' own social media channels. The fourth of the 4 x bloggers is Sch 2 s2.2(a)(ii), Sch 2 s2.2(a)(viii) During this visit the meals may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 2-5 October 2017	Location of Event Some of the restaurants/cafe's that may be included: The Hyatt Hotel Canberra, Dave's Brewery Tours (Bentspoke, Zierholz, Wig and Pen), Pollen
Number of Attendees: 1 CMTEDD/other ACTPS/External 1 / / 1 CMTEDD: Sch 2 s2.2(a)(ii) Senior PR & Campaigns Officer External: Sch 2 s2.2(a)(ii)	Reason for providing hospitality Meals for visiting media
Is alcohol to be provided* Yes/ No	If Yes, how much is being spent on providing alcohol for the event? \$150 (estimate)
If alcohol is to be provided, what is the justification for providing it? This media visit provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer including the food and wine scene. Sch 2 s2.2(a)(ii) will be sharing the hosting duties and may consume an alcoholic beverage with dinner.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.	
It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are	



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required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.

* If alcohol is to be provided then the Decision Maker **must** be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.

Cost centre/s event charge to 14205/54870	Estimated cost of event: \$1,800 Including: All on-ground meals, travel and experiences Accommodation at Hotel Realm has been secured at industry rate. Flight travel costs have been provided by Sch 2 s2.2(a)(vii)
Name of person filling in form Caroline Brauer, Senior PR & Campaigns Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 04/09/2017

Endorsed by Jo Verden, Deputy Director

Signature	Date 4/9/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kathy Leigh	Title: Director-General, CMTEDD
Signature of Decision Maker	Date

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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CMTEDD 2017/3708

Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

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Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a)(viii) influencer visits – Sch 2 s2.2(a)(ii)	
Purpose/Nature of Event: As part of a joint campaign with Sch 2 s2.2(a)(viii) VisitCanberra is hosting 4 x travel bloggers to visit Canberra during September and October 2017. Whilst in Canberra, the bloggers will experience key tourism highlights with resonance in the Indian market. They will then publish commissioned articles in Sch 2 s2.2(a)(viii) November edition, as well as content amplification via Sch 2 s2.2(a)(viii) digital channels and also via the bloggers' own social media channels. The third of the 4 x bloggers is Sch 2 s2.2(a)(ii), Sch 2 s2.2(a)(viii) During this visit the meals may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 2-5 October 2017	Location of Event Some of the restaurants/cafe's that may be included: The Cupping Room, Local Press Cafe, The Hyatt Hotel Canberra, Ottoman, A.Baker, Buvette,
Number of Attendees: 1 CMTEDD/other ACTPS/External 1 / / 1 CMTEDD: Sch 2 s2.2(a)(ii) Senior PR & Campaigns Officer External: Sch 2 s2.2(a)(ii)	Reason for providing hospitality Meals for visiting media
Is alcohol to be provided* Yes/ No	If Yes, how much is being spent on providing alcohol for the event? \$150 (estimate)
If alcohol is to be provided, what is the justification for providing it? This media visit provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer including the food and wine scene. Sch 2 s2.2(a)(ii) will be sharing the hosting duties and may consume an alcoholic beverage with dinner.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.	
It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are	




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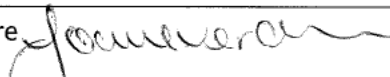
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required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.

* If alcohol is to be provided then the Decision Maker **must** be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.

Cost centre/s event charge to 14205/54870	Estimated cost of event: \$1,800 Including: All on-ground meals, travel and experiences Accommodation at Hotel Realm has been secured at industry rate. Flight travel costs have been provided by Sch 2 s2.2(a)(viii)
Name of person filling in form Caroline Brauer, Senior PR & Campaigns Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 04/09/2017

Endorsed by Jo Verden, Deputy Director

Signature 	Date 4/9/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kathy Leigh	Title: Director-General, CMTEDD
Signature of Decision Maker	Date

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.


Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a) Malaysia Media Crew – Sch 2 s2.2(a)(viii)	
Purpose/Nature of Event: Visit Canberra is partnering with Tourism Australia and Singapore Airlines to host Malaysian celebrity, Sch 2 s2.2(a)(ii) is visiting Canberra to film for the popular TV series Sch 2 s2.2(a)(viii) featuring celebrities travelling with close family members. The upcoming season will feature Australia in 3 x 60 minute episodes filmed in Perth, Sydney and Canberra highlighting nature, food and wine, cities and journeys. The series will air nationally in Malaysia and provides an excellent opportunity to promote Canberra to this important inbound market. This visit is also linked to a trade partnership with Malaysian travel wholesaler, Sch 2 s2.2(a) which is one of Tourism Australia's Key Distribution Partners. Sch 2 s2.2(a) is sending one of their product planners with the media group, with a view to updating their Canberra product offering with experiences featured in the program. The Canberra itinerary will include products and experiences which are bookable through international distribution channels, or those we are working with on inbound readiness. It will also feature Floriade to show vibrancy of Canberra. Meals in the itinerary may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 20 – 25 September	Location of Event Some of the restaurants/cafe's that may be included: QT Canberra, Pialligo Estate, National Museum of Australia, Roti House, Canberra Secrets Café tour, The Truffle Farm, Poachers Pantry, Four Winds Vineyard, Morks, Abell's Kopi Tiam, Jamala Wildlife Lodge. Full filming program attached for reference (note it is draft)
Number of Attendees: 11 CMTEDD/other ACTPS/External 1 / / 10 CMTEDD: Sch 2 s2.2(a) PR & Media Visits Officer or Sch 2 s2.2(a)(ii) Senior Manager Interantional	Reason for providing hospitality Meals for visiting media

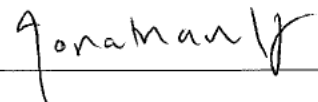


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<p>Partnerships</p> <p>External: Please see list attached.</p>	
<p>Is alcohol to be provided*</p> <p>Yes/No</p>	<p>If Yes, how much is being spent on providing alcohol for the event?</p> <p>\$500 (estimate)</p>
<p>If alcohol is to be provided, what is the justification for providing it?</p> <p>This media visit provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer including the food and wine. Sch 2 s2.2(a)(ii) will be sharing the hosting duties and may consume an alcoholic beverage with dinner.</p>	
<p>If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.</p> <p>It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.</p> <p>* If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.</p>	
<p>Cost centre/s event charge to</p> <p>14205/54870</p>	<p>Estimated cost of event: \$8,500 (VisitCanberra's share of the costs) for all dining and activities outlined in the attached draft program. Note that majority of costs are for accommodation (6 nights x 10 people) and transport for six days.</p> <p>Industry partners are providing cost support including discounted accommodation through Sch 2 s2.2(a)(ii) and some free of charge (FOC) support as per attached cost estimate.</p>
<p>Name of person filling in form</p> <p>Alison Beer, Partnership Events Officer</p>	<p>Business Unit of person filling in form</p> <p>VisitCanberra</p>
<p>Signature of person filling in form</p> 	<p>Date 18/09/17</p>

Endorsed by Jonathan Kobus, Acting Director, VisitCanberra

<p>Signature</p> 	<p>Date</p> <p>18 09 17.</p>
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision <i>APPROVED</i>	Date recipient informed
Name of Decision Maker: Kareena Arthy	Title: Deputy Director-General, CMTEDD
Signature of Decision Maker <i>Km Arthy</i>	Date <i>18/09/17</i>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

Itinerary/Budget:

Organisation	Notes	Industry Contribution	VC Cost
Sch 2 s2.2(a) (viii)		Discounted room nights.	\$7,371.00
Canberra Guided Tours		Some days FOC, + heavily discounted day rate	\$2,475.00
Sch 2 dinner (room service x 2 nights)		Sch are also supporting a fully hosted dinner for the crew on one night of the program	\$800.00
Pialligo Estate			\$550.00
Ballooning		50% discount	\$1,815.00
Truffle Hunt			\$550.00
Snacks at Floriade		TBC	\$200.00
Casual dinners x 5		Estimated at \$30pp	\$1,500.00
Wine Region (lunch at Four Winds Vineyard)			\$550.00
Lunch Kingston			\$440.00
TOTAL			\$16,251.00
		Cost share 50% with Tourism Australia	\$8,125.50

Crew list:

Salutation	First Name	Last Name	Organisation	Position	Smoker	Phobias
CBR - MS	Sch 2 s2.2(a)(ii)			Escort from Airlink Travel (only in Canberra)	No	
CREW ALL - MS				Producer	No	
CREW ALL - MR				Cameraman	Yes	
CREW ALL - MR				Director	Yes	
CREW ALL - MS			Sch 2 s2.2(a)(viii)	Assistant Producer	No	Heights
CREW ALL - MR				Cameraman	No	
CREW ALL - MR				Cameraman	No	None
CBR - MR				TV Presenter	Yes	None
CBR - MR				Co=presenter	No	None
CREW ALL - MS				TA Escort	No	



ONE Good Thing AFTER ANOTHER

Sch 2 s2.2(a)(viii) Malaysia

19 – 25 September 2017

Tuesday 19 September

19:00 Camera crew arrives into Canberra.

Check-in to your accommodation at Sch 2 s2.2(a)(viii) your accommodation has been booked on a bed and breakfast basis, and includes dinner on 19, 20 and 25 September as outlined in this itinerary. Any incidental expenses or additional meals should be settled directly with the hotel on check-out.

Sch 2 s2.2(a)(viii)

PM The evening is at your leisure.

Dinner: If you would like to order room service or eat within the hotel restaurant, please charge this to your room and this is with compliments of VisitCanberra and Tourism Australia.

Overnight: Sch 2 s2.2(a)(viii)

Wednesday, 20 September

Note: Sunrise time is 5:56
Sunset time is 17:58

AM Breakfast at Sch 2 s2.2(a)(viii) is included in your booking.

08:00 Please meet your driver from Canberra Guided Tours in the hotel lobby and transfer to Canberra airport.

Canberra Guided Tours
www.canberraguidedtours.com.au

Driver tel:

08:35 [Sch 2 s2.2(a)(ii)] arrive into Canberra on SQ291.

Filming of arrival in Canberra Airport Arrivals Hall.

Important: You must adhere to the following conditions when filming at Canberra Airport:

- Avoid capturing vision of airport and airline staff, particularly at close quarters.
- People are to be filmed at a distance to that they are unrecognisable.
- Under no circumstances can security activities, personnel or people dealing with security equipment be filmed or photographed.

When you have completed filming of arrivals, transfer to [Sch 2 s2.2(a)(viii)]

[Sch 2 s2.2(a)(ii)] to check-in at [Sch 2 s2.2(a)(viii)] Your accommodation has been booked on a bed and breakfast basis, and includes dinner on 20 and 25 September as outlined in this itinerary. Any incidental expenses or additional meals should be settled directly with the hotel on check-out.

Time to rest and refresh.

11:00 Meet your driver in the hotel lobby and transfer to Pialligo Estate.

Pialligo Estate

www.thepialligoestate.com.au

11:15 Please meet with XX at Pialligo Estate.

Filming at Pialligo Estate:

- Footage in the Estate's orchard, vineyard and olive groves.
- Cooking class/demonstration with Chef [Sch 2 s2.2(a)(ii)] to cook for [Sch 2 s2.2(a)(ii)]

All crew to have a casual lunch at Pialligo Estate.

14:00 Approximate return to [Sch 2 s2.2(a)(viii)]

14:30 Meet with [Sch 2 s2.2(a)(ii)] Director of Sales and Marketing at [Sch 2 s2.2(a)(viii)] in the hotel lobby.

Filming at [Sch 2 s2.2(a)(viii)]

- Mock-up of check-in process
- Footage of [Sch 2 s2.2(a)] and [Sch 2 s2.2(a)(ii)] going to rooms

Afternoon to relax and refresh. Possible general vision opportunity in New Acton precinct if preferred.

18:00 Please meet with [Sch 2 s2.2(a)(ii)] of [Sch 2 s2.2(a)(viii)] in Capitol Bar & Grill for filming in the restaurant and a hosted dinner for all crew.

Filming:

- Table of two set-up for filming dinner for [Sch 2 s2.2(a)] and [Sch 2 s2.2(a)(ii)]

Hosted dinner for all crew at Capitol Bar & Grill with compliments of [Sch 2 s2.2(a)(viii)]

Overnight [Sch 2 s2.2(a)(viii)]

Thursday, 21 September

Note: Sunrise time is 05:54
Sunset time is 17:58

Note: **Ballooning is weather dependant. Linette will need to phone Balloon Aloft on +61 (0) 2 6249 8660, after 03:45am on the morning of the flight for a recorded flight confirmation message. Please notify other crew if ballooning is cancelled.**

What to wear: Wear comfortable clothes including long pants and sturdy shoes that will keep your feet warm and dry in the wet grass (no high heels or sandals). Dress in layers with a warm coat. A hat and sunglasses are also recommended. Cameras are welcome. Personal belongings should be kept to a minimum and are taken on board at your own risk.

04:35 Please be ready in the hotel lobby for your pick-up by Balloon Aloft.

04:40 Pick-up for sunrise hot air ballooning with Balloon Aloft.

Balloon Aloft
balloonaloftcanberra.com.au

Filming: there will be two balloons going up so there is an opportunity to split the crew to get footage from one balloon to another.

Note: filming equipment must be kept as light as possible.

08:30 Approximate return to the hotel for breakfast.

10:30 Meet your driver in the hotel lobby and transfer to the National Museum of Australia.

10:45 Meet with [Sch 2 s2.2(a)(ii)] (tel: [Sch 2 s2.2(a)(ii)]) of the National Museum of Australia.

National Museum of Australia
www.nma.gov.au

Filming at the National Museum:

- Lunch mock-up, table of two for Alvin and Aunty
- Museum Shop / Main Hall
- Other general vision as required

Note: Filming at the Museum will take place in active public spaces. Please be mindful not to disrupt the general public who are visiting the Museum.

At the conclusion of filming, all crew to have casual lunch at the Museum.

12:45 Depart for the Canberra and Region Visitors Centre.

13:00 There is an opportunity to film at the Visitors Centre if preferred, including general vision of Lake Burley Griffin – this is a good vantage point.

There is also an opportunity to do a walk through recce of Floriade before the tour and filming.

Vehicle parking is approved in Arch Bishops car park.

14:30 Meet Jasmine De Martin (Sch 2 s2.2(a)(ii)) at the Floriade Site Office. Jasmine will introduce you to the Head Gardener, Andrew, who will take you on a tour.

Floriade

www.floriadeaustralia.com

Filming at Floriade:

- Sch 2 s2.2(a)(i) and Sch 2 s2.2(a)(ii) taking a tour with Head Gardner
- General vision of the event, flower beds etc.

Return to the hotel or continue with general vision / b-roll opportunities.

17:30 Optional sunset filming opportunity at Mount Ainslie. Sunset is at 17:58.

18:30 Approximate return to the hotel.

19:15 Please take a short walk to Roti House for casual crew dinner. Booking confirmed by Sch 2 s2.2(a)(i)

Roti House

Ernst & Young Building
4/121 Marcus Clarke Street
Canberra ACT 2601
Tel: +61 2 6257 9688
www.rotihouse.com.au

19:30 Dinner at Roti House.

Walk back to the hotel.

Overnight Sch 2 s2.2(a)(viii)

Friday, 22 September

Note: Sunrise time is 05:53

Sunset time is 17:59

AM Breakfast at **Sch 2 s2.2(a)(viii)** is included in your booking.

08:45 Meet your driver in the hotel lobby and transfer to Bailey's Corner. Meet with **Sch 2 s2.2(a)(i)** (tel: **Sch 2 s2.2(a)(ii)**) from Canberra Secrets.

Canberra Secrets

www.canberrasecrets.com.au

09:00 Café Culture Walking Tour with Canberra Secrets:

- 3 Degrees Coffee
- Doughnut Department
- Cupping Room for Cupping session
- Hotel Hotel

Finish with lunch for all crew.

12:30 Transfer to The Truffle Farm.

The Truffle Farm

www.thetrufflefarm.com.au

13:00 Arrive at The Truffle Farm and meet with Owner and Truffle Farmer, **Sch 2 s2.2(a)(ii)** (tel: +61 400 483 082).

Filming at the Truffle Farm:

- Truffle hunt with **Sch 2 s2.2(a)(i)** the Truffle Farmer
- Tasting of truffle products

15:00 Depart for Tidbinbilla.

15:45 Arrive at Tidbinbilla Visitor Centre and meet with Aboriginal Ranger, Travis Blackburn. Travis will guide you through Tidbinbilla.

Tidbinbilla Nature Reserve

www.tidbinbilla.act.gov.au

Filming at Tidbinbilla:

- Walk and animal spotting with Travis - kangaroos, koalas, platypus
- Possible sunset shot over the National Park (time permitting). Sunset is 17:59.

18:15 Return to Canberra

19:00 Grab a quick casual bite to eat for dinner – to be decided by VisitCanberra host on the day depending on timing.

Transfer to Floriade Nightfest. Vehicle parking is in Arch Bishops car park.

From 20:00 Meet Jasmine De Martin (tel: **Sch 2 s2.2(a)(ii)**) at the Floriade Site Office. Jasmine will facilitate access to Floriade Nightfest.

Floriade Nightfest

www.floriadeaustralia.com

Filming of Floriade Nightfest:

- General vision – no interviews or tours have been arranged.

Note: Nightfest closes at 23:00.

Overnight: **Sch 2 s2.2(a)(viii)**

Saturday, 23 September

Note: Sunrise is at 05:51
Sunset is at 18:00

AM Breakfast at **Sch 2 s2.2(a)(vii)** is included in your booking.

08:00 Meet your driver in the hotel lobby and depart for Canberra District Wine Region.

Note: Canberra Guided Tours who are doing the driving for the crew run tours to the wine region which are bookable for consumers. We would like to incorporate the tour guide and mention this tour company in the program where possible to profile this product. This can be done throughout the day as appropriate.

08:20 Meet with Karen Cook (tel: +61 400 852 227), Market Manager, at the Capital Region Farmers Markets for filming of local produce.

Capital Region Farmers Market

www.capitalregionfarmersmarket.com.au

Suggested stalls to visit and film at:

- Ainsley Honey
- Leeton oranges

09:30 Depart for Poachers Pantry.

10:00 Meet with **Sch 2 s2.2(a)(ii)** (tel: **Sch 2 s2.2(a)(ii)**), Managing Director of Poachers Pantry.

Poachers Pantry

www.poacherspantry.com.au

Filming at Poachers Pantry:

- Table mock-up for **Sch 2 s2.2(a)** and **Sch 2 s2.2(a)(ii)**
- Tasting of smokehouse products

11:15 Depart for Four Winds Vineyard.

11:30 Meet with XX at Four Winds Vineyard.

Four Winds Vineyard
www.fourwindsvineyard.com.au

Filming at Four Winds Vineyard:
- Wine tasting and wood fired pizzas

Casual lunch for crew at Four Winds Vineyard.

13:45 Depart for Robyn Rowe Chocolates.

14:00 Meet with [redacted] (tel: +61 6227 0550) at Robyn Rowe Chocolates.

Robyn Rowe Chocolates
www.robynrowechocolates.com.au

Filming at Robyn Rowe Chocolates, boutique chocolate shop:

- Staff will be making chocolates and can be filmed (note: no opportunity for chocolate making)
- Chocolate tasting experience with [redacted]

14:30 Depart for Cockington Green Gardens.

15:00 Meet with [redacted] (tel: [redacted]), General Manager of Cockington Green Gardens.

Cockington Green Gardens
www.cockingtongreen.com.au

Filming at Cockington Green Gardens:
- Filming of displays and walkthrough with [redacted]
- Train ride through displays

16:30 Approximate return to hotel.

Afternoon at leisure.

Dinner TBC

Overnight: [redacted]

Sunday, 24 September

Note: Sunrise is at 05:50
Sunset is at 18:01

AM Breakfast at [redacted] is included in your booking.

Note: Please note below dress requirements for Canberra Glassworks for talent and crew on the workshop floor.

09:30 Meet your driver in the hotel lobby for transfer to Canberra Glassworks.

10:00 Meet with XX (tel: XX) at Canberra Glassworks.

Canberra Glassworks

www.canberraglassworks.com

10:00 Filming at Canberra Glassworks
- Glass making experience for **Sch 2 s2.2(a)** and **Sch 2 s2.2(a)(ii)**

Note: only two crew allowed on the workshop floor for filming. Producers can stand in the mezzanine close to the action. Those on the workshop floor must note the following dress requirements:

- Fully enclosed shoes required
- Long hair must be tied back
- No synthetic clothing permitted

Opportunity for alternate crew to capture general vision at Old Bus Depot Markets.

Old Bus Depot Markets

www.obdm.com.au

Onsite contact at Old Bus Depot Markets: XX

12:00 Crew lunch at Morks at Kingston Foreshore. Booking confirmed by **Sch 2 s2.2(a)** (tel: XX).

13:30 Depart for Australia's Parliament House.

14:00 Meet with XX (tel: XX) at Australia's Parliament House.

Australia's Parliament House

www.aph.gov.au

Filming at Australia's Parliament House:

- Guided tour
- Filming from the roof

PM Further opportunity for general vision / B-roll in Canberra if required.

18:00 Casual crew dinner at Abell's Kopi Tiam. Booking confirmed by XX (tel: XX).

19:30 Return to hotel.

Overnight: **Sch 2 s2.2(a)(viii)**

Monday, 25 September

Note: Sunrise is at

Sunset is at

AM Breakfast at **Sch 2 s2.2(a)(viii)**s included in your booking.

Note: Your rooms at **Sch 2 s2.2(a)(viii)** will be available until 16:00.

11:15 Meet your driver in the lobby and transfer to Jamala Wildlife Lodge.

Jamala Wildlife Lodge

www.jamalawildlifelodge.com.au

11:30 Meet with **Sch 2 s2.2(a)(ii)** (tel: **Sch 2 s2.2(a)(ii)**), Operations Managers at Jamala Wildlife Lodge.

Filming at Jamala Wildlife Lodge:

- uShaka main Lounge
- Lunch interview with Hyena possibly in background
- Giraffe Encounter
- Film Jungle Bungalow 2 with Sunbear

Casual crew lunch at the Zoo.

Note: Jamala and the Zoo will be very busy as it is a public holiday in Canberra and the first day of school holidays. Please be mindful of filming around general public who are guests of Jamala and the Zoo.

Opportunity for further general vision / B-roll in Canberra.

16:00 Check out of **Sch 2 s2.2(a)(viii)** and settle any incidental expenses. **Sch 2 s2.2(a)(viii)** will provide you with access to the level 15 lounge to relax ahead of your airport pick-up.

Dinner is available from **Sch 2 s2.2(a)(viii)** and is with compliments of VisitCanberra and Tourism Australia.

21:00 Meet your driver in the hotel lobby and transfer to Canberra Airport.

21:30 Arrive at Canberra Airport.

23:30 SQ292 departs Canberra



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.


Part 1 Request to Provide Hospitality

Name of Function/Event: Luxperience 2017 – Luxury Buyer Famil	
Purpose/Nature of Event: VisitCanberra is partnering with Tourism Australia to host our first ever luxury buyer famil. This famil forms part of Luxperience - the Southern Hemisphere's only luxury trade event that connects tourism products with premium travel buyers. The event takes place in Sydney, and VisitCanberra will be hosting a post-famil of luxury buyers from China, France and India. These buyers have proven experience in selling luxury high-end travel to high net-worth clients. VisitCanberra has put together an itinerary to showcase Canberra's premium tourism offering, including products and experiences which are bookable through international distribution channels, or those we are working with on inbound readiness. It will also feature Floriade to show vibrancy of Canberra. Meals in the itinerary may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 20 – 23 September	Location of Event Some of the restaurants/cafe's that may be included: Monstern Kitchen and Bar, Pialligo Estate, National Museum of Australia, The Truffle Farm, Haytt Canberra, QT Canberra, The Cupping Room. Full itinerary is attached for reference (note it is draft).
Number of Attendees: 11 CMTEDD/other ACTPS/External 1 / / 6 CMTEDD: Hosting to be shared between: [Redacted] Partnership Events Officer Sch 2 s2.2(a)(ii) [Redacted] Business Development Manager Sch 2 s2.2(a)(ii) Senior Manager - Partnerships	Reason for providing hospitality Meals for visiting trade partners

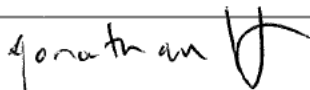


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External: Please see list attached.	
Is alcohol to be provided* Yes/No	If Yes, how much is being spent on providing alcohol for the event? \$300 (estimate)
If alcohol is to be provided, what is the justification for providing it? This trade visit provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products, including a focus on food and wine. VisitCanberra hosts may consume an alcoholic beverage with dinner.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct. * If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to 14205/54870	Estimated cost of event: \$8,500 for all dining and activities outlined in the attached draft program. Note that majority of costs are for accommodation (3 nights x 6 people) and transport for three days. Industry partners are providing cost support including discounted accommodation through Sch 2 s2.2(a) as per attached cost estimate.
Name of person filling in form Alison Beer, Partnership Events Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 18/09/17

Endorsed by Jonathan Kobus, Acting Director, VisitCanberra

Signature 	Date 18/09/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality		APPROVED
Recipient informed of decision	Date recipient informed	
Name of Decision Maker: Kareena Arthy	Title: Deputy Director-General, CMTEDD	
Signature of Decision Maker <i>K Arthy</i>	Date	18/09/17

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

Itinerary/Budget:

Organisation		Notes	Industry Contribution	VC Cost
Murrays				\$2,400.00
Sch 2			First night FOC	\$3,024.00
Dinner in Monster				\$500.00
Balloon Aloft				\$1,155.00
NMA			FOC	\$0.00
Jamala			FOC	\$0.00
Pialligo Estate			FOC	\$0.00
The Truffle Farm				\$1,260.00
Parliament House			FOC	\$0.00
Hyatt Canberra			FOC	\$0.00
QT Canberra			FOC	\$0.00
The Cupping Room				\$245.00
TOTAL				\$8,584.00

Participants:

Organisation	Country	Title	First Name	Last Name	Position Title
Sch 2 s2.2(a)(viii)	China	Ms	Sch 2 s2.2(a)(ii)		Oceania Dept. Manager
	France	Mr			Manager
	China	Mr			CEO
	France	Mr			Manager
	China	Mr			Chief Product Officer
	India	Ms			Private Travel Designer, Director



ONE Good Thing AFTER ANOTHER

Luxperience Famil

20 – 23 September 2017

Wednesday 20 September

18:05 VA660 arrives into Canberra.

Meet your VisitCanberra host, XX, in the Arrivals Hall and transfer to your accommodation.

18:45 Arrive and check-in at **Sch 2 s2.2(a)**

*The epitome of designer cool, **Sch 2** delivers award winning sustainability, style and sociability from its prime position within Canberra's New Acton precinct. A place of collaborative craftsmanship conceived of and made by artists, makers, designers and fantasists, **Sch 2** is a firm favourite for locals and travellers alike. Its rooms are elegantly dressed with salvaged and restored 20th century Australian furniture, original artworks and artisan-made furniture. The lovely locale provides a wide range of foodie options and things to see and do.*

19:30 Please meet your VisitCanberra host in **Sch 2 s2.2(a)(viii)** on the Ground Floor of **Sch 2 s2.2(a)(viii)**. Enjoy dinner this evening at this awarded Canberra restaurant.

*Nestled at the base of one of Canberra's hippest hotels is the **Sch 2 s2.2(a)(viii)**. There's a strong focus on seasonal and local produce and the menu changes as the day ticks on.*

Overnight **Sch 2 s2.2(a)(viii)**

Thursday 21 September

Note: Ballooning is weather dependant. VisitCanberra will text you in the morning at 4am if ballooning is cancelled. If you do not receive a text, ballooning is going ahead and you will need to meet with the lobby at 4:35am.

What to wear: Wear comfortable clothes including long pants and sturdy shoes that will keep your feet warm and dry in the wet grass (no high heels or sandals). Dress in layers with a warm coat. A hat and sunglasses are also recommended. Cameras are welcome. Personal belongings should be kept to a minimum and are taken on board at your own risk.

04:35 Please be ready in the hotel lobby for your pick-up by Balloon Aloft.

04:40 Pick-up for sunrise hot air ballooning with Balloon Aloft.

05:00 Sunrise Hot Air Ballooning with **Balloon Aloft**

There's no better way to fully appreciate the capital's charm than from a hot air balloon as the early morning sun fills the valley and lakes with soft morning light. Balloon Aloft Canberra will have you drifting peacefully over the city. Did you know that Canberra is one of the only cities in the world where you may find yourself drifting over a nation's Parliament House!

08:30 Return to **Sch 2 s2.2(a)(viii)** and enjoy breakfast at your leisure.

10:00 Meet your VisitCanberra host in the hotel lobby and take a walk to Floriade.

10:30 Meet **Sch 2 s2.2(a)(ii)** at the Floral Emporium and take a guided tour of **Floriade – Canberra's annual celebration of Spring!**

Floriade is the largest floral festival in the Southern Hemisphere. Each year in September visitors are invited to celebrate the arrival of spring with a 30-day celebration featuring cooking demonstrations, gardening tips, recreational activities for kids and families, entertainment and horticultural workshops.

11:15 Time to further explore Floriade or visit the Canberra and Region Visitor Centre.

11:45 Meet your driver and transfer to the National Museum of Australia.

12:00 Arrive at the **National Museum of Australia** and meet with **Sch 2 s2.2(a)(ii)** Head of Tourism Development.

Enjoy a short tour of the Museum followed by a beautiful lunch overlooking Lake Burley Griffin.

Australia's stories come alive at the National Museum of Australia, on the shores of Canberra's Lake Burley Griffin. The Museum's stunning architecture provides an extraordinary place to explore the rich and diverse stories of Australia and its people.

13:45 Transfer to Jamala Wildlife Lodge.

14:00 Arrive at **Jamala Wildlife Lodge** and meet with **Sch 2 s2.2(a)(ii)** (tel: **Sch 2 s2.2(a)(ii)**), Operations Manager, for a guided site inspection.

Take a tour of Jamala Wildlife Lodge, located within the National Zoo and Aquarium. Plush, safari-themed accommodations feature free Wi-Fi and flat-screens and some

add lounges or whirlpool tubs. Suites in tree-houses offer balconies that overlook the zoo's giraffe quarters, while bungalows and lodge rooms have terraces, plus glass walls that provide views into animal enclosures.

15:00 The afternoon is at your leisure to explore **New Acton** precinct.

NewActon is an innovative cultural precinct that has well and truly put Canberra on the map for design, creativity and originality. At the heart of NewActon is Nishi, the much-loved 'pineapple-shaped' building which won International Project of the Year at the 2015 Building Awards in London. With plenty of things to see and do, NewActon is the epitome of new Canberra cool.

17:10 Meet your VisitCanberra host in the hotel lobby and transfer to Pialligo Estate.

17:30 Arrive at **Pialligo Estate** and meet with XX for a sunset tour through the Estates orchard, vineyard and olive groves.

Set on 86 acres just minutes from the city centre, Pialligo Estate incorporates an olive grove, vineyard, orchard, market garden, and the award-winning Pialligo Smokehouse, famous for Australia's Best Artisan Bacon. Pialligo Estate offers an exceptional Paddock-to-Plate tour and tasting with the Estates very own Horticulturist. The Paddock-to-Plate experience is a hands on tour showcasing the extensive variety of seasonal produce grown across the estate.

Degustation dinner at the award-winning **Pialligo Estate Farmhouse Restaurant**.

Return transfer to your accommodation.

Overnight: **Sch 2 s2.2(a)(viii)**

Friday 22 September

AM You may like to have light breakfast or a snack at **Sch 2 s2.2(a)(viii)** Please note that a three course meal will be served at The Truffle Farm at approximately 10:45am.

10:00 Arrive at **The Truffle Farm** and meet with Owner, **Sch 2 s2.2(a)(ii)** for a truffle hunt followed by a truffle brunch.

*Join Truffle Farmer, **Sch 2 s2.2(a)(ii)** and his truffle dog team on an exhilarating hunt for the elusive black truffle. Once the perfect truffle is found, retreat to the truffle shed for a decadent, sparkling truffle brunch.*

12:30 Depart for Australia's Parliament House.

13:00 Arrive at **Australia's Parliament House** and meet with XX for an exclusive behind the scenes tour.

See democracy in action at Australia's iconic Parliament House high on Capital Hill. During Question Time see the country's elected politicians make the big decisions on behalf of the nation. A visit to the building's roof provides one of the best views of

Canberra and the opportunity to get up close to the building's iconic 81-metre high flag mast, one of the world's largest stainless steel structures.

14:00 Depart for Hyatt Canberra. Time permitting, take a drive through Canberra's Embassy District along the way. Canberra is home to nearly 80 embassies and high commissions and most are found in the suburb of Yarralumla.

14:30 Arrive at **Hyatt Canberra** and meet with XX for a beautiful afternoon tea and a site inspection of the hotel.

Fans of art deco design and 1920s glamour will want to fox trot to the Hyatt Hotel Canberra. This international five star heritage hotel has been restored to its former glory, bringing together luxurious accommodation and modern facilities in a heritage-inspired setting.

Afternoon Tea in the heritage listed Tea Lounge is an established tradition at Hyatt Hotel Canberra. The iconic Tea Lounge Afternoon Tea buffet is served every Friday, Saturday and Sunday. Indulge in an array of savouries, finger sandwiches, freshly baked scones, jam and cream, and a selection of tempting cakes and slices.

16:00 Return to the hotel. Time is at your leisure ahead of dinner this evening.

17:45 Meet your VisitCanberra host in the lobby of the hotel and take a short walk to QT Canberra.

18:00 Enjoy an exclusive whiskey tasting experience in **Lucky's Speakeasy** followed by a three course feasting dinner at **QT Canberra**.

With a concept created by acclaimed Australian restaurateur, Robert Marchetti, Creative Food Director of QT Hotels you will have your fill of fine wine and food. After dinner, Lucky's Speakeasy is the perfect hideaway for those wanting to take the edge off a long day with a fully stocked bar.

Overnight: **Sch 2 s2.2(a)(viii)**

Saturday 23 September

AM Enjoy breakfast at leisure at **Sch 2 s2.2(a)(viii)**

09:45 Check out of the hotel and meet your VisitCanberra host in the lobby.

Take a short walk to The Cupping Room.

10:00 Enjoy a Coffee Cupping session at **The Cupping Room** – home of Australia's best Baristas!

The perfect day starts with the perfect coffee. The team at The Cupping Room – including world champion barista Sasa Sestic – know a thing or two about creating a splendid brew. Canberra's very own place of coffee worship, The Cupping Room is a concept cafe that takes its customers on a flavour journey across a range of coffee blends.

- 11:00 Return to the hotel to collect luggage.
- 11:30 Meet your driver for transfer to Canberra Airport.
- 12:00 Arrive and check in for Virgin Australia flight VA647 to Sydney.
- Sch 2 s2.2(a)(i) to check in for Qantas flight to Melbourne.
- 13:05 VA647 departs.
- 13:50 Sch 2 s2.2(a)(i) departs on Qantas at own arrangements.

****This itinerary outline is draft-only and final arrangements will be subject to availability.****



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a)(viii) influencer visits – Sch 2 s2.2(a)(ii), Sch 2 s2.2(a)(viii)	
Purpose/Nature of Event: As part of a joint campaign with Sch 2 s2.2(a)(viii) VisitCanberra is hosting 4 x travel bloggers to visit Canberra during September and October 2017. Whilst in Canberra, the bloggers will experience key tourism highlights with resonance in the Indian market. They will then publish commissioned articles in Sch 2 s2.2(a)(viii) November edition, as well as content amplification via Sch 2 s2.2(a)(viii) digital channels and also via the bloggers' own social media channels. The first of the 4 x bloggers is Sch 2 s2.2(a)(ii), Sch 2 s2.2(a)(viii) who is a food and wine travel blogger. During this visit the meals may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 20-22 September 2017	Location of Event Some of the restaurants/cafe's that may be included: Pialligo Estate, 5 x wineries + cellar doors in the Canberra District Wine Region, Lilotang, The Truffle Farm, Maple + Clove
Number of Attendees: 1 CMTEDD/other ACTPS/External 1 / / 1 CMTEDD: Sch 2 s2.2(a)(ii) Senior PR & Campaigns Officer External: Sch 2 s2.2(a)(ii)	Reason for providing hospitality Meals for visiting media
Is alcohol to be provided* Yes/ No	If Yes, how much is being spent on providing alcohol for the event? \$150 (estimate)
If alcohol is to be provided, what is the justification for providing it? This media visit provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer including the food and wine scene. Sch 2 s2.2(a)(ii) will be sharing the hosting duties and may consume an alcoholic beverage with dinner.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.	
It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service	

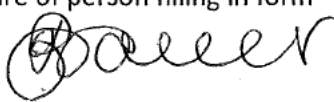


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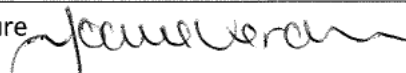
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of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.

* If alcohol is to be provided then the Decision Maker **must** be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.

Cost centre/s event charge to 14205/54870	Estimated cost of event: \$1,800 Including: All on-ground meals, travel and experiences Accommodation at Sch 2 s2.2(a)(viii) has been secured free of charge (FOC). Flight travel costs have been provided by Sch 2 s2.2(a)(viii)
Name of person filling in form Caroline Brauer, Senior PR & Campaigns Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 04/09/2017

Endorsed by Jo Verden, Deputy Director

Signature 	Date 4/9/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kathy Leigh	Title: Director-General, CMTEDD
Signature of Decision Maker	Date

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a)(viii) influencer visits – Sch 2 s2.2(a)(ii), Sch 2 s2.2(a)(viii)	
Purpose/Nature of Event: As part of a joint campaign with Sch 2 s2.2(a)(viii) VisitCanberra is hosting 4 x travel bloggers to visit Canberra during September and October 2017. Whilst in Canberra, the bloggers will experience key tourism highlights with resonance in the Indian market. They will then publish commissioned articles in Sch 2 s2.2(a)(viii) November edition, as well as content amplification via Sch 2 s2.2(a)(viii) digital channels and also via the bloggers' own social media channels. The second of the 4 x bloggers is Sch 2 s2.2(a)(viii), Sch 2 s2.2(a)(viii) . During this visit the meals may include the serving and consumption of alcoholic beverages.	
Date and time of Event: 27-30 September 2017	Location of Event Some of the restaurants/cafe's that may be included: Monster Kitchen + Bar, Joe's Bar, Agostini's, Local Press Cafe, Akiba
Number of Attendees: 1 CMTEDD/other ACTPS/External 1 / / 1 CMTEDD: Sch 2 s2.2(a)(ii) Senior PR & Campaigns Officer External: Sch 2 s2.2(a)(ii)	Reason for providing hospitality Meals for visiting media
Is alcohol to be provided* Yes <input checked="" type="checkbox"/> No	If Yes, how much is being spent on providing alcohol for the event? \$150 (estimate)
If alcohol is to be provided, what is the justification for providing it? This media visit provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer including the food and wine scene. Sch 2 s2.2(a)(ii) will be sharing the hosting duties and may consume an alcoholic beverage with dinner.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.	
It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are	



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required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.

* If alcohol is to be provided then the Decision Maker **must** be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.

Cost centre/s event charge to 14205/54870	Estimated cost of event: \$1,800 Including: All on-ground meals, travel and experiences Accommodation at Sch 2 s2.2(a)(viii) has been secured at industry rate. Flight travel costs have been provided by Sch 2 s2.2(a)(viii)
Name of person filling in form Caroline Brauer, Senior PR & Campaigns Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 04/09/2017

Endorsed by Jo Verden, Deputy Director

Signature	Date 4/9/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kathy Leigh	Title: Director-General, CMTEDD
Signature of Decision Maker	Date

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

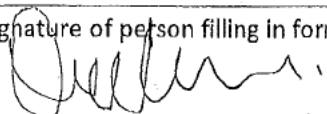
Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a)(viii) Canberra media visit	
Purpose/Nature of Event: Through the Visiting Journalist and Influencer Program (VIIP) and Tourism Australia's International Media Hosting Program (IMHP) VisitCanberra has the opportunity to arrange a media visit for Sch 2 Sch 2 s2.2(a)(ii) and family Sch 2 s2.2(a)(ii) Sch 2 assistant. During the visit to Canberra they will experience key tourism highlights and food and wine offerings identified for the China market. During this visit the meals may include the serving and consumption of alcoholic beverages.	
Background information from Tourism Australia: <i>Tourism Australia will invite Sch 2 s2.2(a)(ii) and his family to Australia to explore and experience Australia and share their experiences with Chinese travelers, as agreed in the contract. This move is believed to be able to help Tourism Australia to create awareness and generate excitement among trade and consumer media about The China-Australia Year of Tourism and provide opportunities for both Australian and Chinese stakeholders to better understand their respective involvement in The China-Australia Year of Tourism.</i>	
Date and time of Event: 29 July - 1 August 2017	Location of Event Some of the restaurants/cafe's that may be included: Plalligo Estate, XO Restaurant, Monster Kitchen and Bar
Number of Attendees:6 CMTEDD/other ACTPS/External 1 / / 5 CMTEDD: Sch 2 s2.2(a) PR & Media Visits Officer or Sch 2 s2.2(a)(ii) Senior Manager Interantional Partnerships External: Sch 2 s2.2(a)(ii) China, Sch 2 and two children and Sch 2 assistant.	Reason for providing hospitality Meals for visiting media
Is alcohol to be provided* Yes/No	If Yes, how much is being spent on providing alcohol for the event? \$270 (estimate)
If alcohol is to be provided, what is the justification for providing it? This media visit provides VisitCanberra with an opportunity to showcase the destination and varied	

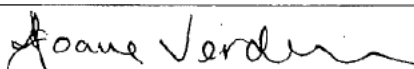


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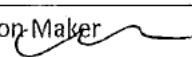
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tourism experiences/products on offer including the food and wine scene. Sch 2 s2.2(a)(ii) will be sharing the hosting duties and may consume an alcoholic beverage with dinner.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees, that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct. * If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to 14203/54197	Estimated cost of event: \$2,300 (after co payment with Tourism Australia) for all dining and activities. Including: Hotel Hotel, Tidbinbilla guided tour, Truffle hunt and brunch. Jamala Wildlife Lodge has been secured free of charge (FOC). These costs will be split 50/50 with Tourism Australia. Sch 2 will be paying for his assistant on ground costs.
Name of person filling in form Donna Ciaccia, PR & Media Visits Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 20/07/17

Endorsed by Jo Verden, Deputy Director

Signature 	Date 20/7/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kathy Leigh	Title: Director-General, CMTEDD
Signature of Decision-Maker 	Date 20/7/17



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Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a) Canberra media visit	
Purpose/Nature of Event: Sch 2 s2.2(a)(viii) VisitCanberra are working with Sch 2 s2.2(a) to promote Canberra to the Brisbane market. Through the Visiting Journalist and Influencer Program (VJIP), VisitCanberra are hosting 4 x media between the dates 14-17 September 2017. During this visit we will be showcasing Canberra's key tourism highlights including outdoors and nature, food and wine, arts and culture and Floriade. During this visit the meals may include the serving and consumption of alcoholic beverages. The VisitCanberra host may consume an alcoholic beverage with dinner.	
Date and time of Event: 14-17 September 2017	Location of Event Some of the restaurants/cafe's that may be included: ONA Manuka, Bar Rochford, Italian and Sons, Pialligo Estate, Monster Kitchen and Bar, Mocan & Green Grout, Capital Brewing Co.
Number of Attendees: 5 CMTEDD/other ACTPS/External 1 / / 4 CMTEDD: Sch 2 s2.2(a)(i) PR & Media Visits Officer and/or Sch 2 s2.2(a)(ii) PR Manager External: Sch 2 s2.2(a)(viii) Freelancer Sch 2 s2.2(a) Sch 2 s2.2(a)(viii) Feature Writer, Sch 2 s2.2(a) Travel Writer, Sch 2 s2.2(a)(viii) Sch 2 s2.2(a)(ii) Head of Communications, Sch 2 s2.2(a)	Reason for providing hospitality Meals for visiting media
Is alcohol to be provided* Yes/No	If Yes, how much is being spent on providing alcohol for the event? \$500 (estimate)
If alcohol is to be provided, what is the justification for providing it? This famil provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer including the food and wine scene. Sch 2 s2.2(a)(i) will be sharing the hosting duties throughout this visit and may consume an alcoholic beverage with dinner.	



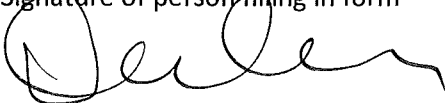
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Chief Minister, Treasury and
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If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.

It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.

* If alcohol is to be provided then the Decision Maker **must** be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.

Cost centre/s event charge to 14203/54197	Estimated cost of event \$1900 for all dining Other activities and accommodation have been secured free of charge (FOC) or discounted rate.
Name of person filling in form Donna Ciaccia, PR & Media Visits Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 31/08/17

Endorsed by Jo Verden, Deputy Director

Signature 	Date 31/8/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kathy Leigh	Title: Director-General, CMTEDD
Signature of Decision Maker	Date

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



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CMTEDD2017/3689

Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a)(viii) Mediaworks Wellington, New Zealand - Canberra media visit	
Purpose/Nature of Event: VisitCanberra are working with Sch 2 s2.2(a)(viii) on a four to five month radio and digital campaign across a number of MediaWorks radio stations and on-demand TV networks in New Zealand. As part of the campaign, Sch 2 s2.2(a)(viii) breakfast radio hosts are coming to Canberra to experience first-hand Canberra's tourism highlights in line with our key pillars - arts and culture, food and wine, outdoor and nature, and events. During the visit they will capture content to share with their audience in Wellington. During this visit the meals may include the serving and consumption of alcoholic beverages. The VisitCanberra host may consume an alcoholic beverage with dinner.	
Date and time of Event: 15-19 September 2017	Location of Event Some of the restaurants/cafe's that may be included: Capitol Bar & Grill, Elk & Pea, Grease Monkey, Fruggi Dessert Laboratory, Eightysix, Brodburger, Local Press, The Cupping Room, Mocan & Green Grout, Abika.
Number of Attendees: 4 CMTEDD/other ACTPS/External 1 / / 3 CMTEDD: Sch 2 s2.2(a)(ii) Marketing Officer and/or Sch 2 s2.2(a)(iii) Campaign Marketing Manager External: Sch 2 s2.2(a)(viii) Breakfast host, Sch 2 s2.2(a)(viii) Breakfast host, Sch 2 s2.2(a)(viii) Producer, Sch 2 s2.2(a)(viii)	Reason for providing hospitality Meals for visiting media
Is alcohol to be provided* Yes/No	If Yes, how much is being spent on providing alcohol for the event? \$200 (estimate)
If alcohol is to be provided, what is the justification for providing it? This famil provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer including the food and wine scene. Sch 2 s2.2(a)(ii) will be sharing the hosting duties throughout this visit and may consume an alcoholic beverage with dinner.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.	

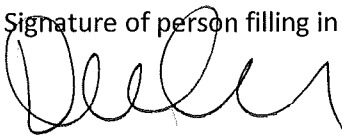


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Government

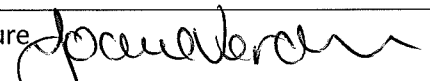
Chief Minister, Treasury and
Economic Development

It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.

* If alcohol is to be provided then the Decision Maker **must** be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.

Cost centre/s event charge to 14203/54870	Estimated cost of event \$1000 for all dining Other activities and accommodation have been secured free of charge (FOC) or discounted rate.
Name of person filling in form Donna Ciaccia, PR & Media Visits Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 04/09/17

Endorsed by Jo Verden, Deputy Director

Signature 	Date 4/9/17
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Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	
Recipient informed of decision	Date recipient informed
Name of Decision Maker: Kathy Leigh	Title: Director-General, CMTEDD
Signature of Decision Maker	Date

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	



E-MAILED
2/8/17

Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

Part 1 Request to Provide Hospitality

Name of Function/Event: Sch 2 s2.2(a)(viii) Canberra media visit	
Purpose/Nature of Event: Through the Visiting Journalist and Influencer Program (VJIP) and Tourism Australia's International Media Hosting Program (IMHP) VisitCanberra is hosting a Malaysian broadcast crew, Sch 2 s2.2(a)(viii) on the 4th – 6th Augsut 2017. During the visit to Canberra they will experience key tourism highlights and food offerings identified for the Malaysian market.	
Date and time of Event: 4-6 August 2017	Location of Event Some of the restaurants/cafe's that may be included: Muse Cafe, Ottoman Cuisine, Agostinis, Museum Cafe, Bookplate , Penny University
Number of Attendees: 9 CMTEDD/other ACTPS/External 1 / / 8 CMTEDD: Sch 2 s2.2(a)(ii) PR & Media Visits Officer External: 1. Sch 2 s2.2(a)(ii) Actress/Host 2. Sch 2 s2.2(a)(ii) Host 3. Sch 2 s2.2(a)(ii) TA escort 4. Sch 2 s2.2(a)(ii) Director 5. Sch 2 s2.2(a)(ii) Assistant Director 6. Sch 2 s2.2(a)(ii) Sch 2 s2.2(a)(ii) Production Manager 7. Sch 2 s2.2(a)(ii) Cameraman 8. Sch 2 s2.2(a)(ii) Audio.	Reason for providing hospitality Meals for visiting media

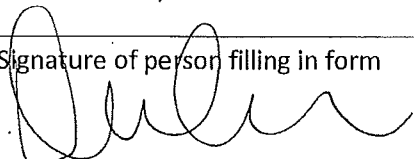


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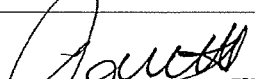
Chief Minister, Treasury and
Economic Development

EMILED



<p>Is alcohol to be provided*</p> <p>Yes/No</p>	<p>If Yes, how much is being spent on providing alcohol for the event?</p> <p>(estimate)</p>
<p>If alcohol is to be provided, what is the justification for providing it?</p>	
<p>If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person.</p> <p>It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.</p> <p>* If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.</p>	
<p>Cost centre/s event charge to</p> <p>14203/54197</p>	<p>Estimated cost of event</p> <p>\$3,230 (after co payment with Tourism Australia) for all dining and activities Including: Ballon flight, Canberra Glassworks – Make Your Own session, East Hotel, Segway ride, Old Bus Depot Markets, National Museum of Australia – highlights tour.</p> <p>These costs will be split 50/50 with Tourism Australia.</p>
<p>Name of person filling in form</p> <p>Donna Ciaccia, PR & Media Visits Officer</p>	<p>Business Unit of person filling in form</p> <p>VisitCanberra</p>
<p>Signature of person filling in form</p> 	<p>Date 26/07/17</p>

Endorsed by Ian Hill, Executive Director, VisitCanberra Cultural Canberra | Active Canberra

<p>Signature</p> 	<p>Date 28 - July - 2017</p>
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Part 2 Decision - (to be completed by Decision Maker)

<p>Decision on provision of Hospitality</p>	
<p>Recipient informed of decision</p>	<p>Date recipient informed</p>



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Economic Development

Name of Decision Maker: Kareena Arthy	Title: Deputy Director-General, Enterprise Canberra
Signature of Decision Maker <i>KM Arthy</i>	Date 01/08/17

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

Please confirm no alcohol will be provided.
It is unclear on the form.

KA

01/08



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Gifts, Benefits and Hospitality – Provision of Hospitality Approval Form

Note approval must be sought prior to the hospitality being provided. Where retrospective approval is being sought a covering brief needs to be provided explain why pre-approval had not been sought.

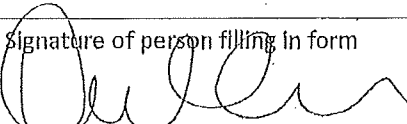
Part 1. Request to Provide Hospitality

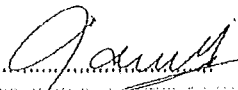
Name of Function/Event: Sch 2 s2.2(a)(viii) - Canberra media visit	
Purpose/Nature of Event: Through the Visiting Journalist and Influencer Program (VJIP), VisitCanberra will be assisting Sch 2 Sch 2 Beer columnist/wine writer, Sch 2 s2.2(a)(viii) During the visit, Sch 2 will explore Canberra's thriving beer/brewing scene, as well as the Canberra regions gastronomic landscape and key tourism highlights, encouraging visitation by Sch 2 s2.2(a)(viii) readers. During this visit the meals may include the serving and consumption of alcoholic beverages. The VisitCanberra host may consume an alcoholic beverage with dinner.	
Date and time of Event: 27-31 July 2017	Location of Event Some of the restaurants/cafe's that may be included: Poachers Pantry, Plallgo Estate, Capitol Bar and Grill, Monster Kitchen and Bar, BentSpoke Brewing Co, Akiba
Number of Attendees: 2 CM/TEDD/other ACTPS/External 1 / / 1 CM/TEDD: Sch 2 PR & Media Visits Officer External: Sch 2 s2.2(a) Beer columnist/wine writer, Sch 2 s2.2(a)(viii)	Reason for providing hospitality Meals for visiting media
Is alcohol to be provided* Yes	If Yes, how much is being spent on providing alcohol for the event? \$120 (estimate)
If alcohol is to be provided, what is the justification for providing it? This family provides VisitCanberra with an opportunity to showcase the destination and varied tourism experiences/products on offer including the food and wine scene. Sch 2 will join Sch 2 along the way for a dinner and/or lunch and may consume an alcoholic beverage with dinner.	
If alcohol is to be provided, I confirm that the number of drinks being allocated per person will not exceed two drinks per person. It is noted that while on average only 2 drinks per person should be consumed, there is an expectation that responsible service of alcohol standards will be adhered to, and when persons attending the event are public sector employees that they are	



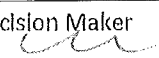
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Economic Development

required to comply with the Public Sector Management Act, and adhere to the Code of Conduct.	
* If alcohol is to be provided then the Decision Maker must be the Director-General, Director-General Economic Development, or the Under Treasurer as appropriate.	
Cost centre/s event charge to 14203/54197	Estimated cost of event \$500 for all dining Other activities and accommodation have been secured free of charge (FOC).
Name of person filling in form Donna Ciaccia, PR & Media Visits Officer	Business Unit of person filling in form VisitCanberra
Signature of person filling in form 	Date 06/07/17

SUPPORTED: Ian Hill, ED Enterprise Canberra 

Part 2 Decision - (to be completed by Decision Maker)

Decision on provision of Hospitality	<i>Approved</i>
Recipient informed of decision	Date recipient informed.
Name of Decision Maker: Kareena Arthy	Title: Deputy Director-General, Enterprise Canberra
Signature of Decision Maker 	Date <i>10/7/17</i>

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	

Supported

KM Arthy
DDG, CMTEDD

07/07/17



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Gifts, Benefits and Hospitality – Official Gift Presentation Form

Part 1 Request to Provide Gift - (to be completed by person organising the giving of the gift)

Proposed Recipient Sch 2 s2.2(a)(ii)	Recipient's Organisation Enterprise Support Services
Reason for giving gift Token of appreciation for free all of government presentation	Executive
Proposed Gift Remaining "Coutenamy of Canberra" gifts	
Cost of gift Minimal Value \$40 or less	Which Business Unit is paying for gift Workforce, Capability & Governance
Who will Present Gift Bronwen Overton - Clarke	Where will the Gift be presented QT Canberra
Risk Assessment (Are there any risks or sensitivities relating to providing the proposed gift to the proposed recipient) no	
Name of person filling in form Cara Lakey	Business Unit of person filling in form Workforce, Capability & Governance
Signature of person filling in form Lakey	Date 17/8/2015

Part 2 Decision - (to be completed by Decision Maker)

Decision on Provision of Gift Director General request	
Person organising gift informed of decision	Date person organising gift informed
Name of Decision Maker BRONWEN OVERTON-CLARKE	Title Deputy Director General, CMTEDD
Signature of Decision Maker Bronwen Overton-Clarke	Date 17/8/15

Once completed the form should be forwarded to <mailto:CMTEDDCorporate@act.gov.au>

Part 3 Register - (to be completed by CMTEDD Corporate)

Date Form Received	Gift Register Number
Where relevant, any further action	