

s47F

From: Penprase, James <James.Penprase@INFRASTRUCTURE.gov.au>
Sent: Wednesday, 15 April 2020 2:54 PM
To: s47F
Subject: 34(3)
Attachments:

s47F I'll call to discuss.

PROTECTED, SH_CAVEAT=CABINET

From: s47F
Sent: Wednesday, 15 April 2020 11:39 AM
To: Penprase, James
Cc: s47F

34(3)

PROTECTED//CABINET

Hi James

34(3)

Apologies, but we'd appreciate comments by 3pm please.

34(3)

Kind regards

s47F

47F

Senior Adviser, Business Conduct Unit | Market Conduct Division | Markets Group
[The Treasury](#), 1 Langton Cres, Parkes, ACT 2600

47F

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From: Penprase, James <James.Penprase@communications.gov.au>
Sent: Wednesday, 15 April 2020 8:00 AM
To: 47F <TREASURY.GOV.AU>
Cc: 47F

34(3)

OK, will do.

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From: s47F <@TREASURY.GOV.AU>
Sent: Wednesday, 15 April 2020 7:59 AM
To: Penprase, James <James.Penprase@communications.gov.au>
Cc: 47F

34(3)

PROTECTED//CABINET

Hi James

34(3)

Regards

s47F

PROTECTED//CABINET

From: 47F

Sent: Tuesday, 14 April 2020 8:38 PM

To: 'James.Penprase@communications.gov.au' <james.penprase@communications.gov.au>

Cc: 47F

34(3)

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Dear James

34(3)

34(3) we would appreciate Communication's comments by

Kind regards

47F

Senior Adviser, Business Conduct Unit | Market Conduct Division | Markets Group
[The Treasury](#), 1 Langton Cres, Parkes, ACT 2600

47F

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, transfers, and adjustments. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts receivable, and accounts payable. It also outlines the frequency with which these records should be updated, typically on a daily or weekly basis, depending on the volume of business.

The second part of the document focuses on the reconciliation process. It explains how to compare the internal records with external statements, such as bank statements and supplier invoices, to identify any discrepancies. This process is crucial for detecting errors, fraud, or omissions. The document provides a step-by-step guide to performing a reconciliation, including how to investigate and resolve any differences. It also discusses the importance of documenting the results of the reconciliation and keeping a record of any adjustments made.

The third part of the document addresses the issue of budgeting and financial forecasting. It explains how to create a budget based on historical data and current market conditions. The document provides a template for a budget and offers tips on how to use it effectively. It also discusses the importance of regularly reviewing the budget and adjusting it as needed to reflect changes in the business environment. Finally, the document concludes with a summary of the key points and a call to action, encouraging the reader to implement the best practices discussed throughout the document.









s47F



s47F

From: Penprase, James <James.Penprase@INFRASTRUCTURE.gov.au>
Sent: Thursday, 16 April 2020 11:38 AM
To: s47F
Cc: Pauline Sullivan; Stephen Arnott (ARTS); s47F
Subject: 34(3)

Attachments:

Importance: High

Hi s47F

Please find attached a brief and a short attachment to support s34(1) consideration of the bargaining power code of conduct.

Of course, Pauline or I happy to discuss.

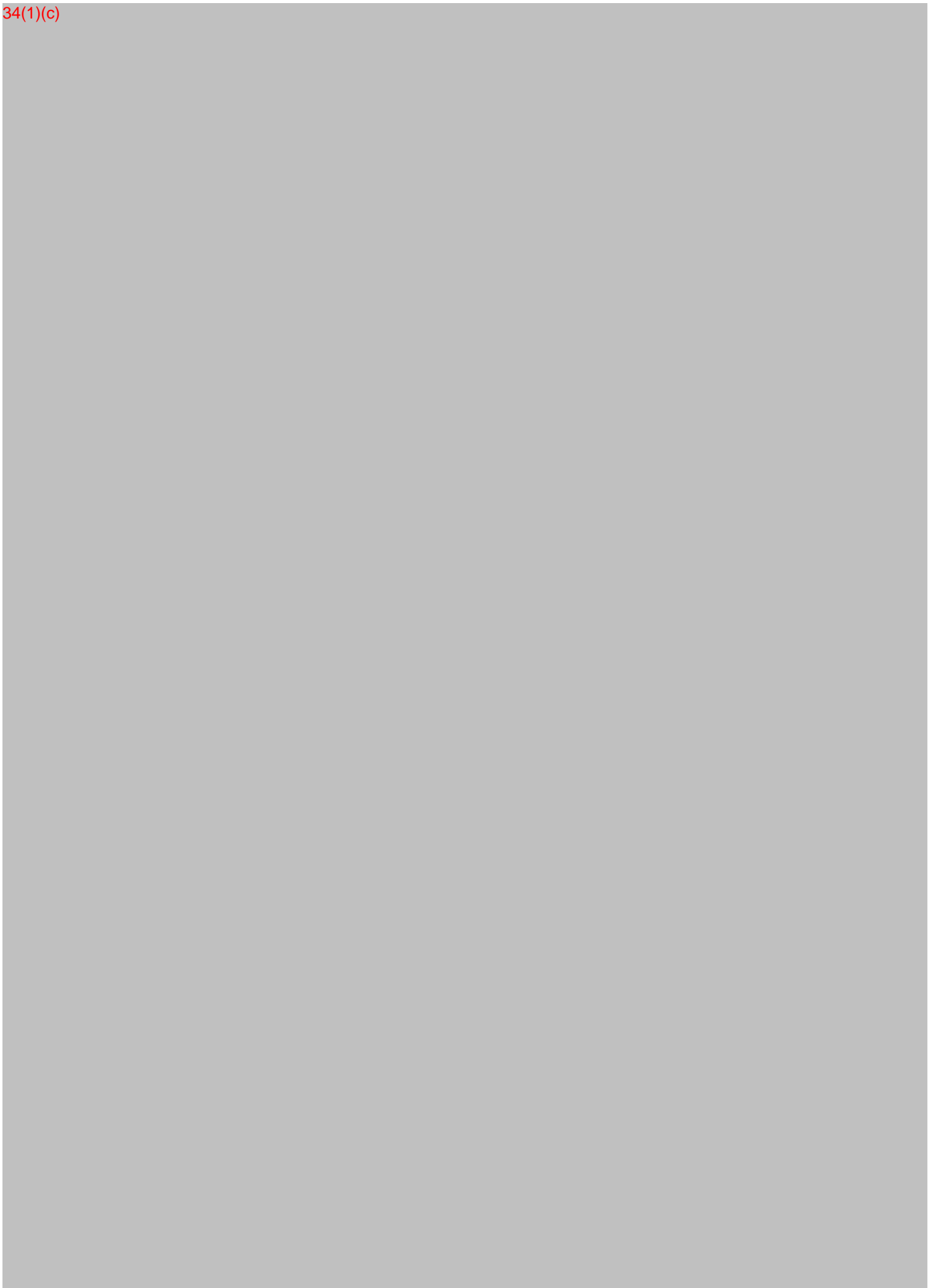
Regards

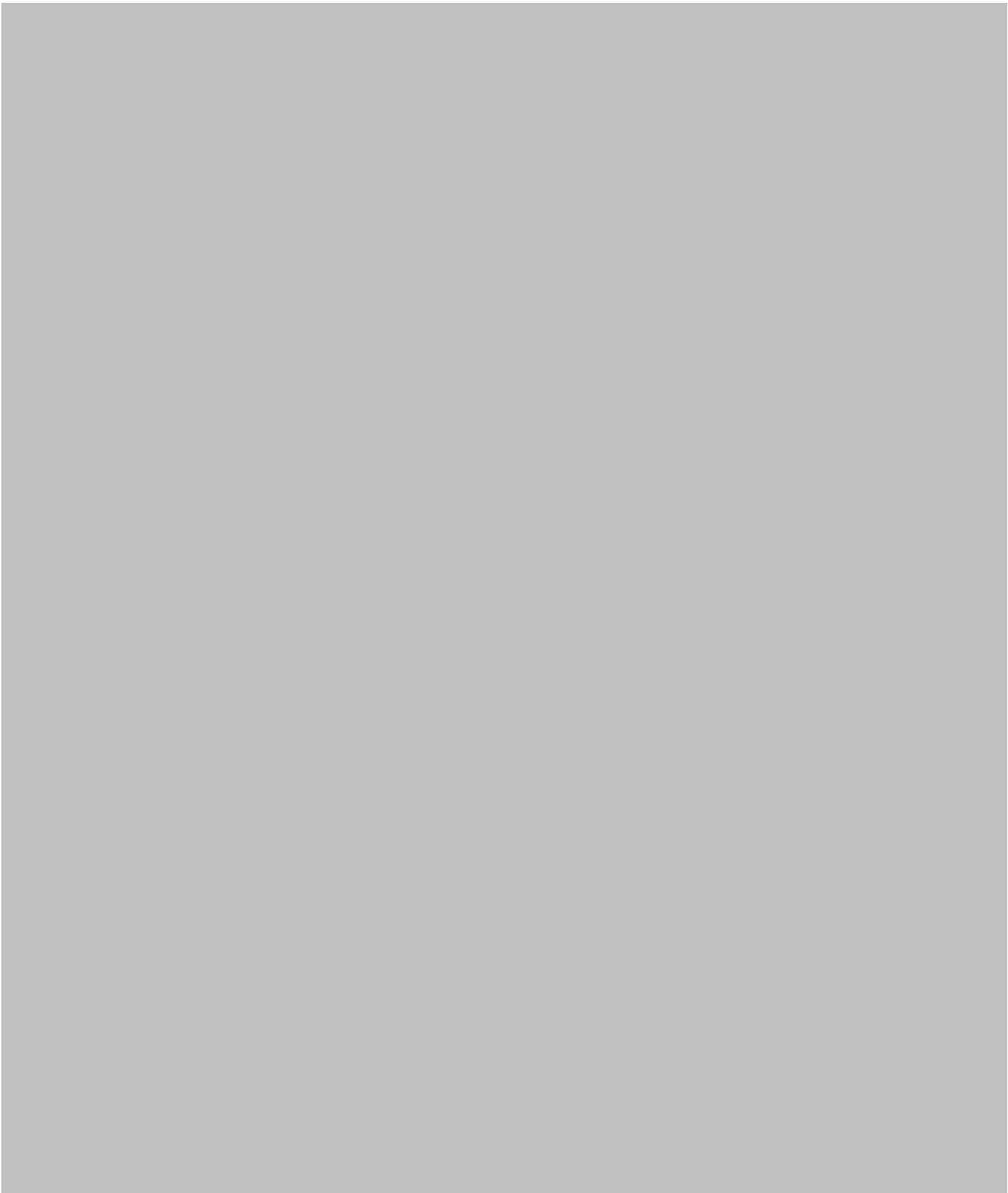
James

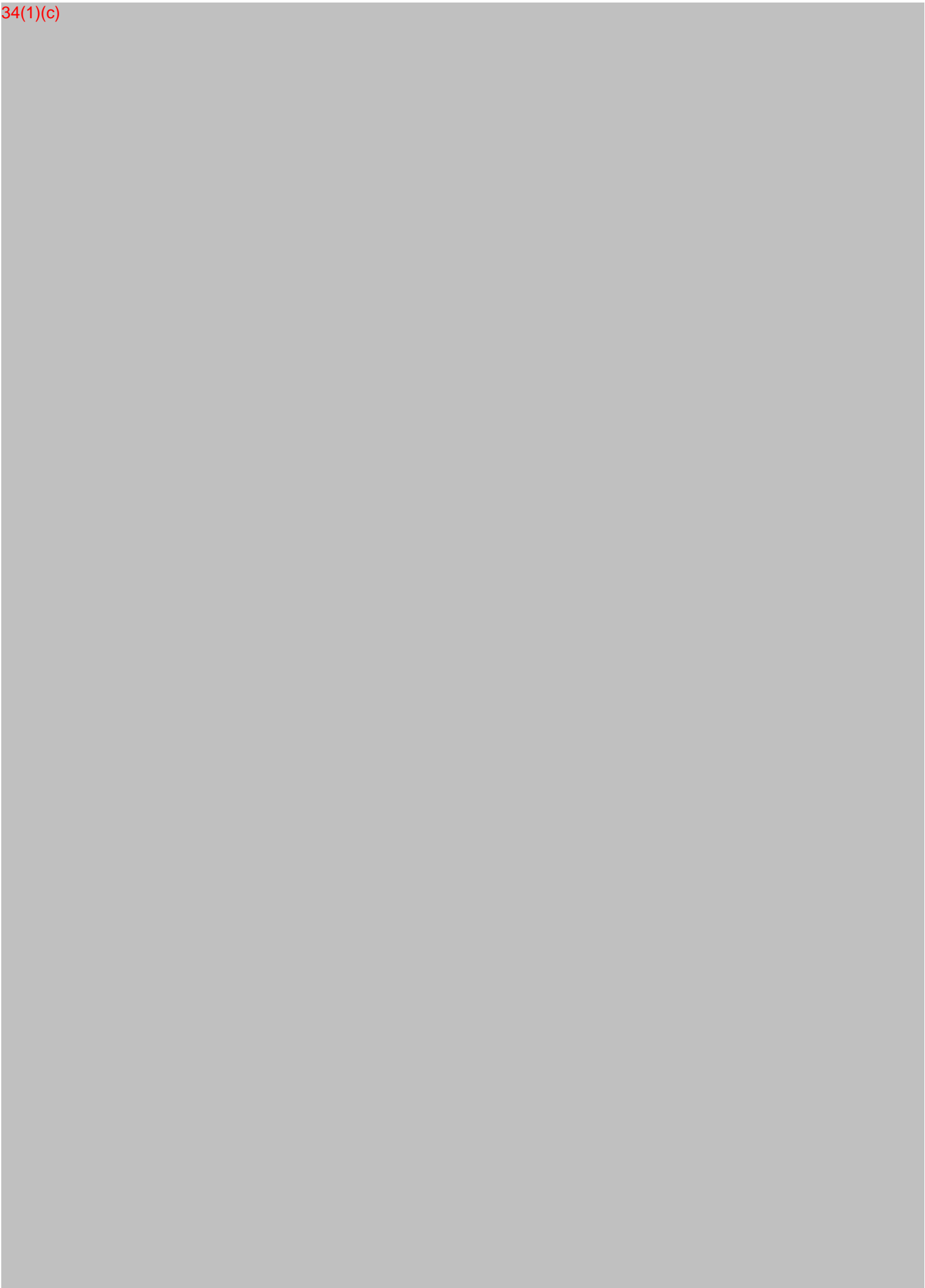
James Penprase
Assistant Secretary / Digital Platforms and Online Safety Department of Infrastructure, Transport, Regional Development and Communications P +61 2 6271 1932 s47F james.penprase@communications.gov.au

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s34(3)









s47F

From: Penprase, James <James.Penprase@INFRASTRUCTURE.gov.au>
Sent: Thursday, 16 April 2020 11:31 AM
To: Stephen Arnott (ARTS)
Cc: Pauline Sullivan; 47F
Subject: 34(3)

Attachments:

Importance: High

Hi Stephen

At 10 this morning 34(3)

I've prepared the attached, which has been cleared by Pauline.

We'll bring up a hard copy.

Appreciate your review and clearance as soon as you are able.

Thanks

James

s34(3)

