From: s 22

Sent: Thursday, 19 December 2024 2:42 PM

To: S 22

Subject: RE: Invitation to AI Summit at Minderoo Station (16–18 August) [SEC=OFFICIAL]

OFFICIAL

Hi s 22 – I don't have anything, best to check with S 22

Cheers

s 22

Head of the Commissioner's Office Strategic Enablement



s 22

esafety.gov.au











eSafety acknowledges the Traditional Custodians of country throughout Australia and their continuing connection to land, water and community. We pay our respects Aboriginal and Torres Strait Islander cultures, and to Elders past, present and emerging.

From:S 22

Sent: Thursday, December 19, 2024 2:20 PM

To: S 22

Subject: FW: Invitation to AI Summit at Minderoo Station (16-18 August) [SEC=OFFICIAL]

OFFICIAL

Hi s 22

Are you able to check your emails and see if \$ 22 followed up on the below pls? It was before I started so I am not in the loop,

Thanks!

From: S 22

Sent: Thursday, December 19, 2024 2:12 PM

Subject: FW: Invitation to AI Summit at Minderoo Station (16-18 August) [SEC=OFFICIAL]

OFFICIAL

As below

From: Julie Inman Grant < Julie.InmanGrant@eSafety.gov.au>

Sent: Thursday, December 19, 2024 2:11 PM

To: S 22

Subject: Fw: Invitation to AI Summit at Minderoo Station (16-18 August) [SEC=OFFICIAL]

Get Outlook for iOS

From: S 22

Sent: Wednesday, June 5, 2024 11:16:24 AM

To: Julie Inman Grant < Julie.InmanGrant@eSafety.gov.au >

Cc:S 22

Subject: RE: Invitation to AI Summit at Minderoo Station (16-18 August) [SEC=OFFICIAL]

OFFICIAL

Thanks

I have re confirmed RSVP, but only with Flights from Perth to Minderoo and return to Perth.

I will organise other flights from Sydney and Accommodation while in Perth.

Am also checking with S 22 for any probity and declarations for this trip in particular

Regards,

s 22

Senior Executive Assistant to Commissioner Julie Inman Grant



s 22



esafety.gov.au





eSafetyCommissioner

eSafety.gov.au









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s 22

From: Chairman < events@minderoo.org Sent: Tuesday, June 4, 2024 5:30 PM

To: Julie Inman Grant < Julie.InmanGrant@eSafety.gov.au>

Subject: Invitation to AI Summit at Minderoo Station (16-18 August)

No images? Click here

Artificial Intelligence Summit at Minderoo Station

16-18 August 2024





Dear Julie,

Further to my "Save the Date" email, I am delighted to extend an invitation to you for our upcoming summit on artificial intelligence, organised by Minderoo Foundation, and hosted at Minderoo Station from 16 to 18 August.

We need great minds to come together to make sure Al's imperative use for public good.

We will discuss:

- How AI is being designed, developed and deployed.
- The impact AI has on individual rights, democracy, employment, human behaviour, national security, and the dissemination of news and information.
- Guardrails, uniform governance frameworks, standards and norms.
- The need for meaningful human oversight.

To ensure your participation, please note the following and carefully read through, and answer the RSVP questions:

Travel: Travel will be arranged for attendees in accordance with Minderoo Travel Policy.

Accommodation: Minderoo Foundation will handle arrangements for accommodation during the Summit dates of 15 – 18 August inclusive.

Dietary and Special Requirements: Should you have any specific dietary needs or special requirements, please inform us in advance so my team can accommodate them accordingly.

I kindly request that you confirm your attendance and provide any additional information or requirements by **Friday 28 June 2024**.

Your participation is integral to the success of this Summit and I eagerly anticipate your insights, provocations and contributions.

If you have any questions or require further information, please do not hesitate to reach out to:

s 47F s 47F

@minderoo.org

@minderoo.org

Kind regards,

Dr. Andrew Forrest AO

CLICK HERE TO RSVP

© Minderoo Foundation Limited as trustee for The Minderoo Foundation Trust (ABN 24 819 440 618) PO Box 3155, Broadway Nedlands, WA 6009 Australia



Unsubscribe

From: s 22

Sent: Thursday, 19 December 2024 2:12 PM

To: \$ 22 Cc: \$ 22

Subject: FW: Commissioner's travel allowance Perth, Melbourne, Gold Coast [SEC=OFFICIAL]

OFFICIAL

s 22

Another email, I think we declared everything we should have correctly. I don't know about the Gi. registry though,

s 22

From: S 22

Sent: Friday, September 6, 2024 4:13 PM

To:S 22

Subject: RE: Commissioner's travel allowance Perth, Melbourne, Gold Coast [SEC=OFFICIAL]

OFFICIAL

Hello

Have attached the guide and a summary below – unfortunately, it is probably best to have a read through it first.

What we will need to declare is any meals, accommodation, transport, flights etc that Julie was provided with on the trip that she didn't pay for.

Happy to chat after you have had a chance to read through.

cheers

s 22

Official Hospitality Guide .DOCX.DOCX (sharepoint.com)

Table 1 - Receipt of Official Hospitality, Gifts and Benefits Threshold

1	уре	Definition	Acceptance Threshold	Reporting Requirements	Approval
		Hospitality can include the receipt of items such as refreshments, food, drink and/or entertainment.		Less than \$20 - no reporting required.	No approval required.
Official Hospitali			On full consideration if there is a potential to create a perceived or real conflict of interest:	\$20 to \$300 reported by email to the Official Hospitality inbox and copied to the relevant supervisor.	No approval required.
	pituity		Less than \$300 may be accepted.	*More than \$300* the signed Form and relevant approvals to be reported by email to the Official Hospitality inbox and copied to the relevant supervisor.	Written approval in advance from the Chair or the CEO is required.
		A benefit is a non-tangible item of value that one person gives to		Less than \$20 - no reporting required.	No approval required.
3ene	nefits	another. This could include entry into competitions, membership of loyalty programs such as frequent flyer schemes, discounted goods and services (for example, free conference attendance).	More than \$300 can be accepted with written approval by the Chair or the CEO in advance.	\$20 to \$300 reported by email to the Official Hospitality inbox and copied to the relevant supervisor.	No approval required.
				More than \$300 the signed Form and relevant approvals to be reported by email to the Official Hospitality inbox and copied to the relevant supervisor.	Written approval in advance from the Chair or the CEO is required.
			Less than \$100 – can be accepted and	Less than \$20 – no reporting required.	No approval required.
Gifts	s	A gift is a physical item of value one person or organisation presents to another. This could include items such as a bottle of wine, books, movie or sporting tickets or raffle prizes.	retained.	\$20 to \$100 – reported by email to the Official Hospitality inbox and copied to the relevant supervisor.	No approval required.
			More than \$100 - can be accepted but becomes the property of ACMA.	*More than \$100* – the signed Form and relevant approvals to be reported by email to the Official Hospitality inbox and copied to the relevant supervisor.	CFO/GM CRD/CEO/Chair ca approve retention and display by the Agency or the method of disposal (sale/donation etc.).

EXCLUSIONS: 1. Light refreshments provided at conferences or events where

- an ACMA official has been invited in their formal capacity; or
- the ACMA has paid to attend the event.
 Business catering provided at an internal ACMA meeting.

ACMA officials should:

- submit Form 1 to the within 14 days of receipt of the Hospitality, Gifts and/or Benefits as per table 1 reporting and approval requirements;
- . note that all gifts and benefits received over \$100 (excluding GST) in value will be publicly disclosed on ACMA's external website; and

consider whether the receipt of any hospitality, gift or benefit has the potential to create a perceived conflict of interest.

From:s 22

Sent: Thursday, September 5, 2024 4:37 PM

To:S 22

Subject: RE: Commissioner's travel allowance Perth, Melbourne, Gold Coast [SEC=OFFICIAL]

OFFICIAL

Hi s 22

We have accounted for the breakfast/lunch/ dinners from Mindaroo and the Gala Rinner on the Gold Coast – what other hospitality am I chasing? Just want to be sure I am asking the right questions!

Thanks

s 22

From S 22

Sent: Thursday, September 5, 2024 10:42 AM

To: S 22

Subject: RE: Commissioner's travel allowance Perth, Melbourne, Gold Coast [SEC=OFFICIAL]

OFFICIAL

Hello - and sorry just a reminder on getting a list of the hospitality she was provided on the trip – ta

From: S 22

Sent: Wednesday, September 4, 2024 11:43 AM

To: S 22

Subject: RE: Commissioner's travel allowance Perth, Melbourne, Gold Coast [SEC=OFFICIAL]

OFFICIAL

Hi S 22

Thanks for this, happy to approve.

s 22

If you can attach all this to an expense 8 employee reimbursement for Julie, I will approve.

thanks s 22

From: S 22

Sent: Thursday, August 29, 2024 6:05 PM

 $_{cc}^{lo:}$ S 22

Subject: Commissioner's travel allowance Perth, Melbourne, Gold Coast [SEC=OFFICIAL]

OFFICIAL

Hi s 22

As discussed this morning, I've sent through Julie's Expense8 approval for her trip to Perth, Melbourne and the Gold Coast.

Julie visited Minderoo Station from Friday 16/8 (10.15am) to Sunday 18/8 (8.45am). Flights from Perth to Minderoo (via charter with **s 47G**), accommodation and meals were provided to participants of the Al Summit. TA was adjusted accordingly for meals and accommodation. Charter flight costs are unknown.

The closest regional location to Minderoo has the same daily incidental allowance rate as Perth, so the Expense 8 claim was not adjusted for this.

During this trip, Julie's hotel rates were above her accommodation allowance, so your approval is required for the difference (see attached receipts).

Date	Location	Hotel	Allowance	Cost	Difference
Wed 14/8/24	Perth	Westin	\$243.00	\$300.00	\$57.00
Thurs 15/8/24	Perth	Westin	\$243.00	\$300.00	\$57.00
Sun 18/8/24	Perth	Westin	\$243.00	\$300.00	\$57.00
s 22					
				Total Difference	\$455.00

Please let me know if you need any further information.

Thanks

s 22

Executive Officer
Office of Technology & Strategy







From: S 22

Sent: Friday, 17 January 2025 1:31 PM

To: S 22 Cc: S 22

Subject: RE: FOR REVIEW: Al Summit - Declaration of Receipt of Official Hospitality, Gifts and Benefits

[SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Thanks **s 22** Some notes in the margins from me. Appreciate the opportunity to review.

s 22

From: S 22

Sent: Friday, January 17, 2025 1:09 PM

To: S 22

Cc: S 22

Subject: RE: FOR REVIEW: AI Summit - Declaration of Receipt of Official Hospitality, Gifts and Benefits

[SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi Team!

I just wanted

Hi All

I just wanted to check if anyone had any comments on the below? I have put aside some time in Julie's calendar on Tuesday to approve all the documents including Minderoo. No pressure if you haven't just wanted to do one final check in.

Please find below the outline of approximate costs for the Al Summit in August - A. achment 1 - Al Summit Minderoo Approximate Costs.docx.

The costings were based on advice from ACMA. There are a couple unknowns on cost as outlined in the document. Due to staff changes the Foundation were only able to provide approximate costs.

If everyone is ok on narrative for this I will send to Julie for final clearance.

We also have to submit a corresponding form: 16082024 Declaration of Receipt of Official Hospitality, Gifts and Benefits - Julie Inman Grant - Minderoo.docx

Thank you

s 22

1

s 22

Senior Executive Assistant to the eSafety Commissioner Office of the eSafety Commissioner







eSafety acknowledges all First Nations people for their continuing care of everything Country encompasses — land, waters and community. We pay our respects to First Nations people, and to Elders past and present.

From: S 22

Sent: Thursday, 23 January 2025 3:11 PM

To: S 22

Cc: s 22 s 47E(d) Julie Inman Grant

Subject: Al Summit Submission | Official Gifts Benefits and Hospitality Register [SEC=OFFICIAL]

Attachments: 16082024_Declaration of Receipt of Official Hospitality, Gifts and Benefits - Julie Inman Grant -AI

Summit Minderoo Foundation.docx; Attachment 1 - Al Summit Minderoo Approximate

Costs_Final .docx

Importance: High

OFFICIAL

His 22

Please find attached for the OGBH register, declaring Julie's attendance at the AI Summit at Minderoo 16 - 18 August 2024. We note this will be included in this next quarter and apologise for the delay. Julie was under the impression that this was submitted last year, however we believe this one was inadvertently missed as there was a gap in admin staffing in the Commissioner's office (the former EA had moved on and I did not commence for another month or so).

For transparency and for compliance to policy please find attached the following:

- 1. Declaration of Receipt Form Al Summit Minderoo
- 2. Attachment 1 outlining approximate value on this gift/hospitality (as advised by \mathbf{S} 22).

As this is over \$100, we understand that this will be on the public register, but the description will be modified to something more concise inline with the register format. Copying in 5 22 and 5 22 in case they have any input.

Thanks so much for all your help on this \$ 22 and everyone.

Kind regards

s 22

Senior Executive Assistant to the eSafety Commissioner Office of the eSafety Commissioner













eSafety acknowledges all First Nations people for their continuing care of everything Country encompasses — land, waters and community. We pay our respects to First Nations people, and to Elders past and present.

Declaration of <u>Receipt</u> of Official Hospitality, Gifts and Benefits

This form must be completed for the receipt of any Official Hospitality, Gift or Benefit valued over \$20 and submitted to \$47E(d) within 14 days of receipt.

AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY

Step 1 - DECLARER DETAILS

Name: Julie Inman Grant	Section: eSafety Commissioner	
Position: Commissioner	Branch/Division:	
Phone: s 47F	Signature & Date:	
	(not required if declarer emails this form)	

Step 2 - DETAILS OF OFFICIAL HOSPITALITY, GIFT OR BENEFIT RECEIVED^

^ If declaring multiple items, please number these in the fields below where appropriate. Additional pages can be added if required.

Name of Provider	Minderoo Foundation (Philanthropy)
Company/Organisation	Minderoo Foundation
Date of Offer	16 – 18 August 2024
Reason for offer	The Minderoo Al Summit brought together 32 leading global experts to identify and explore ways to improve stakeholder alignment and action towards safe and responsible Al. I
Hospitality, Gift or Benefit	Please refer to attachment 1 for further details.
description	Chartered flights to Minderoo Station (no options available)
	Accommodation provided at private residence.
	Meals provided (deducted from the Commissioners Travel Allowance)
Category (Hospitality, Gift or Benefit)	Benefit /Hospitality
Estimated Value	\$5176
Basis of valuation	Valuation is approximate. Charted flight was the only option available to and from the summit.
	Accommodation was at a private residence; however, we have provided an average of accommodation costs in the same area.
Additional comments	

Refuse offer		Pers	sonal retention		
Official purpose	₫	Raff	le/donate to ch	arity \square	
Step 4 – PRIVACY ACT	OBLIGATIO	NS			
Has the person or organ that their information ma					efits been advised
Yes ⊠ No) [N/A - the a	mount is below	the \$100 (excl GST) re	eporting threshold
Step 5 – SEEK DELEGA	ATE APPRO	VAL (only	y required if	over \$300)	
ENDORSED BY RELEVAN	IT MANAGER	:			
Name:			Position:		
Branch/Division:			Section:		
Signature:			Date:		
APPROVED: CHAIR/CEO] 🗆		
	Yes	N	o N/	Α	
Chair/CEO Signature			 Dat	e:	
Step 6 – SUBMIT COM	PLETED FO	RM			
Submit the completed fo your supervisor.	rm to S 47E	(d)		within 14 days of	receipt and copy in

Further Information

The links below provide additional guidance for completing this form:

- Official Hospitality and Business Catering Flowchart
- Financial Delegation Schedules A and B
- Related ACMA Accountable Authority Instructions

Declaration – Gifts Benefits Hospitality Supporting Document

Dates: Thursday 16 August to Saturday 18 August

Purpose:

The Minderoo Al Summit brought together 32 leading global experts to identify and explore ways to improve stakeholder alignment and action towards safe and responsible Al.

Aim: to discuss approaches to mitigate the potentially harmful impacts of Al'

Artificial intelligence poses risks, including algorithmic bias, manipulation, impersonation, and impacts on employment and the environment. Ensuring AI is designed, developed, and deployed with human well-being and safety in mind is crucial. Consistent governance protections and proactive measures are needed to address these impacts and harms.

Considerations: All participants were offered allowance, accommodation in Perth and transfers. The Commissioner <u>did not accept any of these</u>. The only benefits accepted were return flights to Minderoo Station (no other options available) and accommodation at the private residence at Minderoo Station (no other options available). All government-issued travel allowances for this were modified to exclude meals, etc.'

Costs provided for public register

Item	Approximate Cost	Considerations when evaluating costs	Rationale /Basis
Flights Perth to Minderoo Station	\$2061 per head (return) Note: provided by Minderoo	 The only option to get to Minderoo is via plane or car. There are no commercial services that fly between Perth and Minderoo Station. It is approximately 1387km from Perth. Charter flight to Minderoo Station is approximately 2hrs 45mins All other participants used the charted flight Driving to Minderoo Station takes approximately 14 hours 22 minutes to drive from Perth to Minderoo Station and there are no buses or trains available. Considerations for car hire as an alternative would need to include 2 additional days each side, cost of hire car and fuel. 	 Flight was organised and paid for by the Minderoo Foundation Costs were obtained through Minderoo Foundation however due to change in staff this is best approximate cost.
Accommodation Minderoo Station (evaluation only – private residence)	\$553 total (2 x nights) – Approx. only Note: accommodation was at private residence so calculations can only be estimated.	 Accommodation was at private residence The closest accommodation (and closest town) is located at Onslow beach which is approximately 46km away (approx. 56-minute rural drive). Hire car costs to get to and from Onslow beach would need to be incorporated into considering external accommodation. No taxis or public transport available. All other participants were staying at the facilities. 	Please see below attachment 1, table 1 outlining accommodation costs in the area. Calculation is based on average cost of 3 hotels within the same area.
Breakfast x 2	\$50 (catered) \$100 Note approximates only	Breakfast provided at private residence	Costs of meals provided deducted from TA
Lunch x 1	\$100	Lunch provided at private residence	Costs of meals provided deducted from TA
Dinner x 2	\$150 x 2 = \$300	Dinner provided at private residence	Costs of meals provided deducted from TA
Total	\$5176		

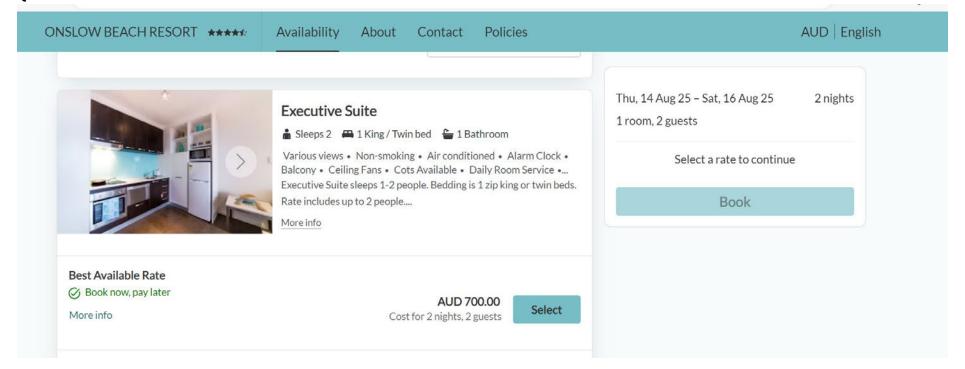
Additional Costs provided for ACMA information only- not public information

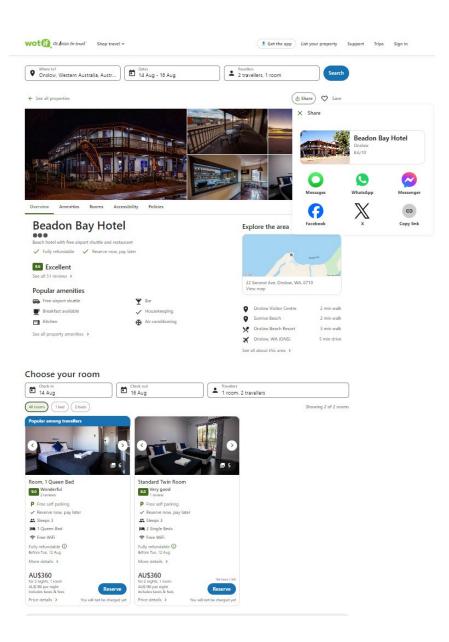
Total of Gift (available to the						
public)						
Flights	\$1,806.50 return	\$7226.01 % 4 meetings – as advised by ACMA.	Flights can be divided by the numbers of meetings attended in Perth			
Accommodation	\$611.70					
Taxis	\$126.60					
Total of Gift in its Entirety (available to ACMA -only available to public through Estimates Process or FOI)						

Attachment 1

Table 1 - Accommodation Costs – Comparison Table (for comparative purposes only)						
Accommodation Costs in Same Area (only town wi	thin vicinity)					
Hotel name	Hotel name Cost for 2 nights (August Thursday – Saturday) Website /Other details					
Onslow Beach Resort	ONSLOW BEACH RESORT					
Beadon Bay Hotel	\$360	Accommodation Beadon Bay Hotel				
Onslow Apartments	Onslow Apartments \$598 Onslow Apartments					
Average Cost \$553						
Accommodation at 5 Star Farm Stays (WA)						

Quote 1





Onslow Apartments Availability About Contact Policies AUD





Apartment

👗 Sleeps 2 📛 1 Double bed 🔓 1 Bathroom

42m² • Non-smoking • Wireless Internet • Washing machine • TV • Smoke detectors • Iron • Full kitchen • Fridge • Terrace •...

One bedroom apartment with separate full size kitchen and living room.

More info

Apartment - Standard Rate

① One-night deposit required

More info

AUD 598

Cost for 2 nights, 2 guests

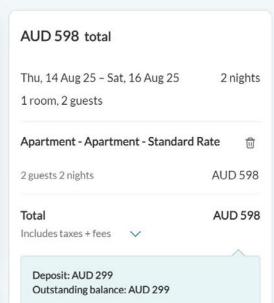
Select



3 bdrm house Second Ave

Sleeps 6

3 x 2 house next door to the apartments. Cleaning fee of \$285 applies. All queen beds. Fully equipped kitchen. Contact us for speci...



Book

From: Julie Inman Grant

Sent: Thursday, 23 January 2025 3:20 PM

To: \$ 22

Cc: s 22 s 47E(d)

Subject: RE: Al Summit Submission | Official Gifts Benefits and Hospitality Register [SEC=OFFICIAL]

OFFICIAL

Thank you \$ 22 for your diligence in obtaining the costings and making sure all of our declarations are accurate and up to date. Julie

From: S 22

Sent: Thursday, 23 January 2025 3:11 PM

To: \$ 22 Cc: \$ 22

;s 47E(d)

; Julie Inman Grant < Julie. Inman Grant @e Safety.gov.au>

Subject: Al Summit Submission | Official Gifts Benefits and Hospitality Register [SEC=OFFICIAL]

Importance: High

OFFICIAL

Hi ^{s 22}

Please find attached for the OGBH register, declaring Julie's attendance at the AI Summit at Minderoo 16 – 18 August 2024. We note this will be included in this next quarter and apologise for the delay. Julie was under the impression that this was submitted last year, however we believe this one was inadvertently missed as there was a gap in admin staffing in the Commissioner's office (the former EA had moved on and I did not commence for another month or so).

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Kind regards

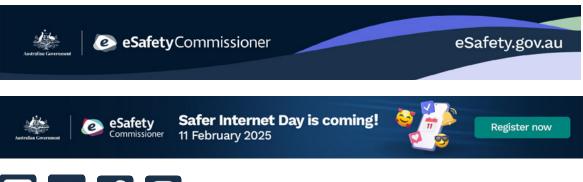
s 22

Senior Executive Assistant to the eSafety Commissioner Office of the eSafety Commissioner



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eSafety acknowledges all First Nations people for their continuing care of everything Country encompasses — land, waters and community. We pay our respects to First Nations people, and to Elders past and present.

From: s 22

Sent: Wednesday, 29 January 2025 3:14 PM

To: S 22

Subject: Re: OGBH Review 2024 - Submissions for the Commissioner [SEC=OFFICIAL]

OFFICIAL

Thank you, \$ 22 and also to you, \$ 22 for your hard work on all of this.

I think this is fine and note the changes. \$ 22

s 22

Let me know your thoughts on these changes. When agreed, we can notify Julie of the approach. I trust \$ 22 have reviewed also?

s 22

From:s 22

Sent: Wednesday, January 29, 2025 8:19 AM

To: S 22

Subject: OGBH Review 2024 - Submissions for the Commissioner [SEC=OFFICIAL]

OFFICIAL

Hi s 22

As discussed, here are the accepted and declined declarations for the Commissioner for declarations over \$100 to be published on our website by this Friday, 31 October.

Accepted over \$100

eSafety 2024-25 Gifts and Benefits Register - 1 October 24 - 31 December 2024 (Quarter 2) - Commissioners Office (Accepted).xlsx

Declined over \$100

eSafety 2024-25 Gifts and Benefits Register - 1 October 24 - 31 December 2024 (Quarter 2) - Commissioners Office (Declined).xlsx

Please note:

s 22

3. The Minderoo occasion description, were you happy to leave in the part in red?

Happy to chat or take you through these.

Thanks

s 22

Date received	Date recorded	Itemisation of Hospitality/Gift/Benefit		Presented by (giver's name, organisation / country)	Occasion	Estimated value in \$AUD (wholesale value in country of origin or current market value in Australia)
s 22						
16/08/2024	21/01/2025	Benefit	Commissioner	Minderoo Foundation	Attendance at Minderoo Al Summit. This brought together 32 leading global experts to identify and	\$5,176.00
					explore ways to improve stakeholder alignment and action towards safe and responsible AI.	