

IN THE SUPREME COURT OF VICTORIA AT MELBOURNE
COMMERCIAL COURT
CORPORATIONS LIST

S E C I

**IN THE MATTER OF GUNNS PLANTATIONS LIMITED (IN LIQUIDATION)
(RECEIVERS AND MANAGERS APPOINTED) (ACN 091 232 909)**

**DANIEL MATHEW BRYANT and CRAIG DAVID CROSBIE (in their capacities as
joint and several Liquidators of GUNNS PLANTATIONS LIMITED (IN
LIQUIDATION) (RECEIVERS AND MANAGERS APPOINTED)) (ACN 091 232 909)**
First Plaintiffs

and

**GUNNS PLANTATIONS LIMITED (IN LIQUIDATION) (RECEIVERS AND
MANAGERS APPOINTED) (ACN 091 232 909)**
Second Plaintiff

CERTIFICATE IDENTIFYING EXHIBIT

Date of document: 13 July 2021
Filed on behalf of: The Plaintiffs

Prepared by:
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This is the exhibit marked "**CDC-7**" now produced and shown to **CRAIG DAVID
CROSBIE** at the time of swearing that person's affidavit on 13 July 2021:


Craig David Crosbie

Before me: 

Samuel Martin Crock
Arnold Bloch Leibler
Level 21, 333 Collins Street, Melbourne 3000
An Australian Legal Practitioner
within the meaning of the
Legal Profession Uniform Law (Victoria)

**Exhibit "CDC-7"
PwC timesheets**

Employee Name	Grade	Timesheet Date	Code	Original Task Code	Description	Hours	Unbilled	Rate
Crestale Ilaria	Senior Bookkeeper	12/09/2016	Administration	ASIC/AFSA Forms	Drafted Form 524	0.50	95.00	190.00
Tang Ken	Graduate	13/09/2016	Administration	ASIC/AFSA Forms	Time spent locating receipts and payment vouchers for Gunns Plantations Business Activity Statement	0.50	105.00	210.00
Tang Ken	Graduate	16/09/2016	Administration	ASIC/AFSA Forms	Getting Business Activity Statement signed off on, submitting to accounts team and then for final approval by Craig Crosbie	0.20	42.00	210.00
Tang Ken	Graduate	20/09/2016	Administration	ASIC/AFSA Forms	Beginning process of compiling all necessary entered payment/receipt vouchers for Form 524	1.00	210.00	210.00
Graham Hamish	Analyst 1	21/09/2016	Administration	ASIC/AFSA Forms	Locating the annual report and lodgement submissions to assist with Form 524 preparation	0.30	93.00	310.00
Tang Ken	Graduate	21/09/2016	Administration	ASIC/AFSA Forms	Looking up annual report lodgement date for Ilaria Crestale for use in Form 524	0.30	63.00	210.00
Tang Ken	Graduate	21/09/2016	Administration	ASIC/AFSA Forms	Continuing process of compiling all necessary entered payment/receipt vouchers for Form 524	0.70	147.00	210.00
Graham Hamish	Analyst 1	23/09/2016	Administration	ASIC/AFSA Forms	Locating supporting evidence for receipt and payment vouchers and sending through to Ken Tang to prepare the Gunns Plantations Form 524	0.70	217.00	310.00
Tang Ken	Graduate	23/09/2016	Administration	ASIC/AFSA Forms	Searching for supporting documents attached to past Form 524s to explain creditor figures as instructed by Luda Unitt	0.60	126.00	210.00
Tang Ken	Graduate	26/09/2016	Administration	ASIC/AFSA Forms	Printing vouchers for Form 524 and locating supporting documentation to back up	1.10	231.00	210.00
Tang Ken	Graduate	26/09/2016	Administration	ASIC/AFSA Forms	Last attempt to look for original filed vouchers relevant to Form 524	0.60	126.00	210.00
Tang Ken	Graduate	26/09/2016	Administration	ASIC/AFSA Forms	Email to Kellie Elliott requesting supporting email chains for specific Form 524 vouchers	0.10	21.00	210.00
Cleeve James	Supervisor/Assistant	29/09/2016	Administration	ASIC/AFSA Forms	Attendance to review of secured creditor values on previous Form 524s. Review of EX01 support for s533 lodgements. Draft of email to Luda Unitt regarding secured creditor amounts	0.40	178.00	445.00
Tang Ken	Graduate	29/09/2016	Administration	ASIC/AFSA Forms	Submitting 524 to accounts team for final amendment	0.10	21.00	210.00
Slattery Rod	Partner	3/10/2016	Administration	ASIC/AFSA Forms	Reviewed and signed Form 524	0.50	337.50	675.00
Crestale Ilaria	Senior Bookkeeper	3/10/2016	Administration	ASIC/AFSA Forms	Amended Form 524	0.40	76.00	190.00
Tang Ken	Graduate	3/10/2016	Administration	ASIC/AFSA Forms	Chasing up form 524 with accounts team, answering manager queries, making final adjustments and submitting for final review	0.50	105.00	210.00
Crestale Ilaria	Senior Bookkeeper	4/10/2016	Administration	ASIC/AFSA Forms	Lodged Form 524 via Australian Securities and Investments Commission portal	0.20	38.00	190.00
Tang Ken	Graduate	12/10/2016	Administration	ASIC/AFSA Forms	Printing vouchers from INSOL program required for September Business Activity Statement which could not be located in filing	0.20	42.00	210.00
Tang Ken	Graduate	12/10/2016	Administration	ASIC/AFSA Forms	Locating all vouchers needed for September Business Activity Statement and submitting for review	0.70	147.00	210.00
Tang Ken	Graduate	8/11/2016	Administration	ASIC/AFSA Forms	Call with Australian Securities and Investments Commission re how to best go about editing lodged Form 524s	0.40	84.00	210.00
Tang Ken	Graduate	8/11/2016	Administration	ASIC/AFSA Forms	Filling out Form 492s in order to amend past two Form 524s and preparing supporting annexures	0.40	84.00	210.00
Graham Hamish	Analyst 1	14/12/2016	Administration	ASIC/AFSA Forms	Contacting Australian Securities and Investments Commission regarding ongoing director notices and invoices being sent and requesting that they be ceased	0.40	124.00	310.00
Crestale Ilaria	Senior Bookkeeper	15/12/2016	Administration	ASIC/AFSA Forms	Drafted March 2016 Business Activity Statement - revision	0.20	38.00	190.00
Zhang Lois	Manager	18/01/2017	Administration	ASIC/AFSA Forms	Reviewing GST credits belonging to the liquidation	1.30	604.50	465.00
Graham Hamish	Analyst 1	18/01/2017	Administration	ASIC/AFSA Forms	Responding to an email from Gunns Finance regarding outstanding Australian Securities and Investments Commission statements and instructing Ken Tang to correspond with Australian Securities and Investments Commission	0.20	62.00	310.00
Crestale Ilaria	Senior Bookkeeper	17/03/2017	Administration	ASIC/AFSA Forms	Drafted Form 524	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	20/03/2017	Administration	ASIC/AFSA Forms	Amended and finalised Form 524	0.10	19.00	190.00
Tang Ken	Analyst 1	20/03/2017	Administration	ASIC/AFSA Forms	Reviewing Form 524 for current period, compiling all relevant vouchers and 524 from previous period	0.50	155.00	310.00
Priddle Miranda	Senior Manager	30/03/2017	Administration	ASIC/AFSA Forms	Review draft Form 524 including supporting receipt and payment vouchers and discuss amendments with Ilaria Crestale	1.40	714.00	510.00
Priddle Miranda	Senior Manager	31/03/2017	Administration	ASIC/AFSA Forms	Discuss Form 524 amendments with Ilaria Crestale	0.10	51.00	510.00
Priddle Miranda	Senior Manager	3/04/2017	Administration	ASIC/AFSA Forms	Review and approve finalised Form 524 for signing	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	3/04/2017	Administration	ASIC/AFSA Forms	Lodged Form 524 via Australian Securities and Investments Commission portal	0.20	38.00	190.00
Priddle Miranda	Senior Manager	4/04/2017	Administration	ASIC/AFSA Forms	Discuss Form 524s with Craig Crosbie	0.10	51.00	510.00
Graham Hamish	Analyst 1	24/05/2017	Administration	ASIC/AFSA Forms	Reviewing Australian Securities and Investments Commission notices received and responding to Kellie Elliott's email prescribing required lodgements	0.20	62.00	310.00
Graham Hamish	Analyst 1	25/05/2017	Administration	ASIC/AFSA Forms	Reviewing Australian Securities and Investments Commission notices required to change the officer details for the Launceston Office and office holders and preparing draft notices and Form 484's	0.40	124.00	310.00
Priddle Miranda	Senior Manager	26/05/2017	Administration	ASIC/AFSA Forms	Review Australian Securities and Investment Commission change of company details forms	0.10	51.00	510.00
Graham Hamish	Analyst 1	26/05/2017	Administration	ASIC/AFSA Forms	Preparing an instructional email to Chris Prowse and assisting him with Form 484 lodgements to cease Robert Wood's tenure as secretary of the Gunns group entities	0.40	124.00	310.00
Priddle Miranda	Senior Manager	1/06/2017	Administration	ASIC/AFSA Forms	Review and approve change of officeholder form	0.10	51.00	510.00
Graham Hamish	Analyst 1	2/06/2017	Administration	ASIC/AFSA Forms	Preparing further information regarding Robert Wood's cessation as secretary and Form 484 lodgement	0.20	62.00	310.00
Graham Hamish	Analyst 1	13/06/2017	Administration	ASIC/AFSA Forms	Preparing a summary of creditors and determining an appropriate split of costs relating to postage of the annual report between Gunns Plantations Limited and Gunns Limited	0.60	186.00	310.00
Graham Hamish	Analyst 1	13/06/2017	Administration	ASIC/AFSA Forms	Assisting Chris Prowse with the May 2017 Business Activity Statement	0.10	31.00	310.00
Graham Hamish	Analyst 1	20/06/2017	Administration	ASIC/AFSA Forms	Lodging a Form 484 to confirm a change to Company officer details	0.20	62.00	310.00
Crestale Ilaria	Senior Bookkeeper	5/09/2017	Administration	ASIC/AFSA Forms	Drafted Form 524	0.10	19.00	190.00
Priddle Miranda	Senior Manager	14/09/2017	Administration	ASIC/AFSA Forms	Review draft form 524 and mark-up for changes Discuss with Ilaria Crestale	0.50	255.00	510.00
Crestale Ilaria	Senior Bookkeeper	18/09/2017	Administration	ASIC/AFSA Forms	Amended and finalised Form 524	1.00	190.00	190.00
Priddle Miranda	Senior Manager	19/09/2017	Administration	ASIC/AFSA Forms	Review amended Form 524 and approve for signingUpdate checklist and print and attach to Form 524	0.20	102.00	510.00
Slattery Rod	Partner	19/09/2017	Administration	ASIC/AFSA Forms	Internal meeting regarding letter of employment Review and sign Business Activity Statement Reviews and sign Form 524	2.00	1,350.00	675.00
Priddle Miranda	Senior Manager	26/09/2017	Administration	ASIC/AFSA Forms	Prepare a bank account summary reconciling to cash at bank in Form 524 for Rod Slattery review	0.30	153.00	510.00
Slattery Rod	Partner	26/09/2017	Administration	ASIC/AFSA Forms	Reviewed and signed balance of Form 524 Internal discussion with Miranda Priddle on Form 524 and letter to ABC	0.70	472.50	675.00
Crestale Ilaria	Senior Bookkeeper	2/10/2017	Administration	ASIC/AFSA Forms	Lodged Form 524 via Australian Securities and Investments Commission portal	0.20	38.00	190.00
Graham Hamish	Analyst 1	7/02/2018	Administration	ASIC/AFSA Forms	Reviewing receipt and payment vouchers for the Form 524, suggesting amendments to accounts team and checking the remaining details	0.60	186.00	310.00
Crestale Ilaria	Senior Bookkeeper	6/03/2018	Administration	ASIC/AFSA Forms	Amended and redrafted Form 524	0.10	19.00	190.00
Graham Hamish	Analyst 1	6/03/2018	Administration	ASIC/AFSA Forms	Reviewing the Form 524 including all receipt and payment vouchers and all remuneration/disbursements paid Updating the INSOL checklist Preparing a summary of the 30 bank account balances Preparing a remuneration summary and reconciling to INSOL program, seeking assistance from accounts team to determine the accounts	1.80	558.00	310.00
Graham Hamish	Analyst 1	7/03/2018	Administration	ASIC/AFSA Forms	Reviewing remuneration as reported on the Form 524, discussion with Ilaria Crestale regarding the correct amounts to be reported	0.30	93.00	310.00
Crestale Ilaria	Senior Bookkeeper	8/03/2018	Administration	ASIC/AFSA Forms	- Amended fees transactions - Reconciliation of fees amount in 524 to Hamish Graham's spreadsheet	1.00	190.00	190.00
Graham Hamish	Analyst 1	8/03/2018	Administration	ASIC/AFSA Forms	Drafting the Gunns Group annual report including:- Review of previous report and new template- Preparing receipt and payment schedules for Gunns Plantations	2.00	620.00	310.00

Priddle Miranda	Senior Manager	9/03/2018	Administration	ASIC/AFSA Forms	Review draft Form 524 and checklist	0.70	357.00	510.00
Conti Josie	Senior Bookkeeper	16/03/2018	Administration	ASIC/AFSA Forms	Amended and redrafted 524, given to Miranda Priddle to review	0.60	114.00	190.00
Priddle Miranda	Senior Manager	16/03/2018	Administration	ASIC/AFSA Forms	Review and approve finalised Form 524	0.20	102.00	510.00
Thai Dianne	Senior Bookkeeper	20/03/2018	Administration	ASIC/AFSA Forms	Lodged 524 on Australian Securities and Investments Commission website	0.10	19.00	190.00
Graham Hamish	Analyst 1	28/03/2018	Administration	ASIC/AFSA Forms	Updating the annual report commentary	0.10	31.00	310.00
Graham Hamish	Analyst 1	1/05/2018	Administration	ASIC/AFSA Forms	Updating the annual report as per Cliona Waters section on the audit claim and directors/officers claim, reviewing the receipt and payment schedules and preparing for final review and sign off	0.20	62.00	310.00
Graham Hamish	Analyst 1	21/05/2018	Administration	ASIC/AFSA Forms	Updating the annual report, receipt and payment schedule and circular to creditors Finalising for sign off Finalising the request to Miranda Priddle for mail out of the annual report provider	0.40	124.00	310.00
Graham Hamish	Analyst 1	22/05/2018	Administration	ASIC/AFSA Forms	Updating the annual report and circular to creditors, sending a copy to Miranda Priddle for legal review	0.30	93.00	310.00
Graham Hamish	Analyst 1	23/05/2018	Administration	ASIC/AFSA Forms	Drafting Australian Securities and Investments Commission annual report lodgements for 36 entities in the group	0.40	124.00	310.00
Graham Hamish	Analyst 1	23/05/2018	Administration	ASIC/AFSA Forms	Updating the annual report as per Johnson Winter and Slattery's review, finalising the report for sign off	0.60	186.00	310.00
Graham Hamish	Analyst 1	25/05/2018	Administration	ASIC/AFSA Forms	Annual Report: Reviewing the previous annual report and providing an updated summary of landowner activity during 2018 for the annual report Finalising the pack for signing	0.60	186.00	310.00
Graham Hamish	Analyst 1	29/05/2018	Administration	ASIC/AFSA Forms	Finalising the annual report to Australian Securities and Investments Commission/creditors for Craig Crosbie's review	0.30	93.00	310.00
Graham Hamish	Analyst 1	31/05/2018	Administration	ASIC/AFSA Forms	Scanning and saving a copy of the annual report to net documents, filing of relevant documents	0.20	62.00	310.00
Graham Hamish	Analyst 1	1/06/2018	Administration	ASIC/AFSA Forms	Lodging the Gunns Group annual report for 36 entitiesScanning and saving the document acknowledgements into Net Documents Updating the INSOL checklists	0.40	124.00	310.00
Plail Lorraine	Supervisor/Assistant	8/06/2018	Administration	ASIC/AFSA Forms	Upload annual report to creditor information page on website	0.30	133.50	445.00
Graham Hamish	Analyst 1	29/06/2018	Administration	ASIC/AFSA Forms	Running company searches for the three winegrape schemes, saving to net documents Sending copies to Miranda Priddle via email	0.40	124.00	310.00
Elliott Kellie	Supervisor/Assistant	16/09/2016	Investigation	ASIC/AFSA Reporting	Discussion with Ilaria Crestale re 524s and email to Ken Tang and Hamish Graham re status	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	26/09/2016	Investigation	ASIC/AFSA Reporting	Reviewing of missing supporting documentation for form 524. Email to Ken Tang	0.70	311.50	445.00
Elliott Kellie	Supervisor/Assistant	8/11/2016	Investigation	ASIC/AFSA Reporting	Discussion with Lois Zhang. Email to Ken Tang re changes required to the Australian Securities and Investments Commission 524s	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	11/11/2016	Investigation	ASIC/AFSA Reporting	Review of the form 524 amendments	0.20	89.00	445.00
Priddle Miranda	Senior Manager	24/02/2017	Investigation	ASIC/AFSA Reporting	Telephone call with Ray Merrick from Australian Securities and Investment Commission regarding enquiry from growers of former Gunns scheme	0.20	102.00	510.00
Elliott Kellie	Supervisor/Assistant	6/04/2017	Investigation	ASIC/AFSA Reporting	Email to Ray Merrick and Yvan Dang re Australian Securities and Investments Commission call and preparing for Australian Securities and Investments Commission call	0.10	44.50	445.00
Priddle Miranda	Senior Manager	23/05/2017	Investigation	ASIC/AFSA Reporting	Review draft annual report	0.90	459.00	510.00
Elliott Kellie	Supervisor/Assistant	24/05/2017	Investigation	ASIC/AFSA Reporting	Email to Hamish Graham re Australian Securities and Investments Commission notices and statements received	0.10	44.50	445.00
Priddle Miranda	Senior Manager	26/05/2017	Investigation	ASIC/AFSA Reporting	Review updated annual report and discuss with Hamish Graham	0.20	102.00	510.00
Priddle Miranda	Senior Manager	30/05/2017	Investigation	ASIC/AFSA Reporting	Review updated annual report and approve for signing	0.20	102.00	510.00
Priddle Miranda	Senior Manager	1/06/2017	Investigation	ASIC/AFSA Reporting	Review updated annual report Discuss paragraph to update on winegrape schemes with Hamish Graham Review updated paragraph on winegrape schemes and email Arnold Bloch Leibler for their review	0.40	204.00	510.00
Priddle Miranda	Senior Manager	2/06/2017	Investigation	ASIC/AFSA Reporting	Review Arnold Bloch Leibler comments on the annual report and discuss Johnson, Winter & Slattery comments on investigations with David Haddock	0.40	204.00	510.00
Priddle Miranda	Senior Manager	5/06/2017	Investigation	ASIC/AFSA Reporting	Finalise updated annual report for signing	0.20	102.00	510.00
Priddle Miranda	Senior Manager	6/06/2017	Investigation	ASIC/AFSA Reporting	Review and approve creditors circular regarding annual report and Australian Securities and Investments Commission Form 1500 submitting annual report	0.20	102.00	510.00
Prowse Chris	Graduate	30/08/2017	Investigation	ASIC/AFSA Reporting	Phoned Australian Securities and Investments Commission in relation to overdue notices for amounts due in 2013. Transferred to the insolvency department.	0.70	147.00	210.00
Prowse Chris	Graduate	1/09/2017	Investigation	ASIC/AFSA Reporting	Prepared and sent through 3 Proof of Debt Form's for separate entities of Gunns Plantations	0.60	126.00	210.00
Priddle Miranda	Senior Manager	9/03/2018	Investigation	ASIC/AFSA Reporting	Review draft 2018 annual report	0.20	102.00	510.00
Priddle Miranda	Senior Manager	4/05/2018	Investigation	ASIC/AFSA Reporting	Draft email to Ray Merrick from Australian Securities and Investment Commission regarding grower action claim and supporting documents	0.40	204.00	510.00
Priddle Miranda	Senior Manager	17/05/2018	Investigation	ASIC/AFSA Reporting	Review updated draft of annual report including receipts and payments schedules and discuss amendments with Hamish Graham	0.90	459.00	510.00
Priddle Miranda	Senior Manager	18/05/2018	Investigation	ASIC/AFSA Reporting	Discuss annual report updates with Hamish Graham Review updated annual report and mark-up for comments	0.30	153.00	510.00
Priddle Miranda	Senior Manager	22/05/2018	Investigation	ASIC/AFSA Reporting	Review amended annual report to Australian Securities and Investment CommissionEmail to Ben Renfrey from Johnson, Winter & Slattery for his review and comments	0.20	102.00	510.00
Priddle Miranda	Senior Manager	24/05/2018	Investigation	ASIC/AFSA Reporting	Update annual report for comments from Johnson, Winter & Slattery and to align for finalised committee of inspection report	0.20	102.00	510.00
Priddle Miranda	Senior Manager	25/05/2018	Investigation	ASIC/AFSA Reporting	Update annual report to align to committee of inspection reportReview and approve Form 1500 to lodge report with Australian Securities and Investment Commission	0.90	459.00	510.00
Priddle Miranda	Senior Manager	31/05/2018	Investigation	ASIC/AFSA Reporting	Review updated annual report and approve for signing	0.20	102.00	510.00
Crosbie Craig	Appointee	29/06/2018	Investigation	ASIC/AFSA Reporting	Review and sign Australian Securities and Investments Commission from notification of resignation, removal or cessation of a registered auditor in respect of Woodlot Project 2002, 2003, 2004, 200	0.80	540.00	675.00
Priddle Miranda	Senior Manager	29/06/2018	Investigation	ASIC/AFSA Reporting	Email to Robert Wood regarding wind-up of winegrape schemes	0.10	51.00	510.00
Priddle Miranda	Senior Manager	29/06/2018	Investigation	ASIC/AFSA Reporting	Telephone call with Jackson Dyer from Johnson, Winter & Slattery regarding update on grower claim	0.10	51.00	510.00
Priddle Miranda	Senior Manager	10/07/2018	Investigation	ASIC/AFSA Reporting	Review hard copy files and locate correspondence with Australian Securities and Investment Commission regarding refusal of reporting relief for Winegrape schemes Email to Jane Sheridan from Arnold Bloch Leibler regarding same and follow-up call to discuss Discuss with Louise Downie Scan and save all relevant documents on Netdocs	2.10	1,071.00	510.00
Priddle Miranda	Senior Manager	12/07/2018	Investigation	ASIC/AFSA Reporting	Telephone call with Jane Sheridan from Arnold Bloch Leibler regarding wind-up of Winegrape schemes	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	12/09/2016	Administration	ATO & Other Statutory Reporting	Drafted August 2016 Business Activity Statement	0.20	38.00	190.00
Graham Hamish	Analyst 1	12/09/2016	Administration	ATO & Other Statutory Reporting	Locating receipt and payment vouchers for the August Business Activity Statement	0.30	93.00	310.00
Tang Ken	Graduate	15/09/2016	Administration	ATO & Other Statutory Reporting	Finalising checks of Gunns Plantations monthly Business Activity Statement and submitting to Kellie Elliott for review	0.30	63.00	210.00
Elliott Kellie	Supervisor/Assistant	16/09/2016	Administration	ATO & Other Statutory Reporting	Review of the Business activity statement	0.30	133.50	445.00
Unitt Luda	Manager	16/09/2016	Administration	ATO & Other Statutory Reporting	Business activity statement review and approval for finalisation	0.10	46.50	465.00
Crestale Ilaria	Senior Bookkeeper	16/09/2016	Administration	ATO & Other Statutory Reporting	Amended and finalised August 2016 Business Activity Statement	0.10	19.00	190.00
Tang Ken	Graduate	20/09/2016	Administration	ATO & Other Statutory Reporting	Chasing up Business Activity Statement, preparing for signing and submitting to Craig Crosbie for approval	0.20	42.00	210.00
Crestale Ilaria	Senior Bookkeeper	22/09/2016	Administration	ATO & Other Statutory Reporting	Lodged August 2016 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Unitt Luda	Manager	3/10/2016	Administration	ATO & Other Statutory Reporting	Form 524 review and approval including discussions with Ken Tang and Insol team regarding bank reconciliations.	0.60	279.00	465.00
Tang Ken	Graduate	10/10/2016	Administration	ATO & Other Statutory Reporting	Discussion with Ilaria Crestale re progress of drafting of September Business Activity Statement's	0.10	21.00	210.00
Tang Ken	Graduate	11/10/2016	Administration	ATO & Other Statutory Reporting	Searching for receipt and payment vouchers in relation to September Business Activity Statement	0.30	63.00	210.00
Elliott Kellie	Supervisor/Assistant	13/10/2016	Administration	ATO & Other Statutory Reporting	Business activity statement	0.50	222.50	445.00

Unitt Luda	Manager	13/10/2016	Administration	ATO & Other Statutory Reporting	Business activity statement review and approval for finalisation.	0.20	93.00	465.00
Zhang Lois	Manager	13/10/2016	Administration	ATO & Other Statutory Reporting	Reviewed the August Business Activity Statement, identified the discrepancy Instructed Ken Tang on amendments Signed off voucher	0.80	372.00	465.00
Tang Ken	Graduate	18/10/2016	Administration	ATO & Other Statutory Reporting	Locating past Business Activity Statement's requiring adjustment and passing to Ilaria Crestale as requested by Lois Zhang	0.20	42.00	210.00
Crestale Ilaria	Senior Bookkeeper	19/10/2016	Administration	ATO & Other Statutory Reporting	Finalised September 2016 Business Activity Statement	0.10	19.00	190.00
Tang Ken	Graduate	19/10/2016	Administration	ATO & Other Statutory Reporting	Locating further past Business Activity Statements in filing for adjustment by Ilaria Crestale	0.20	42.00	210.00
Tang Ken	Graduate	19/10/2016	Administration	ATO & Other Statutory Reporting	Final check of Business Activity Statement and submitting for signing by Craig Crosbie	0.10	21.00	210.00
Crestale Ilaria	Senior Bookkeeper	20/10/2016	Administration	ATO & Other Statutory Reporting	Lodged September 2016 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/11/2016	Administration	ATO & Other Statutory Reporting	Drafted October 2016 Business Activity Statement	0.30	57.00	190.00
Tang Ken	Graduate	10/11/2016	Administration	ATO & Other Statutory Reporting	Discussion with Ilaria Crestale re issues with Business Activity Statement and need to redraft	0.20	42.00	210.00
Tang Ken	Graduate	11/11/2016	Administration	ATO & Other Statutory Reporting	Gathering vouchers needed for Business Activity Statement	0.30	63.00	210.00
Zhang Lois	Manager	14/11/2016	Administration	ATO & Other Statutory Reporting	Discussed the issue on Business Activity Statement amendments and GST report issue with the accounts team. Reviewed the GST on insurance Responsible Entity fees and considered the best a	1.00	465.00	465.00
Graham Hamish	Analyst 1	15/11/2016	Administration	ATO & Other Statutory Reporting	Locating receipt and payment vouchers, requesting missing vouchers from Ilaria Crestale, ticking these off against the statement and preparing the Business Activity Statement for Lois Zhang's revi	0.60	186.00	310.00
Zhang Lois	Manager	16/11/2016	Administration	ATO & Other Statutory Reporting	Discussed the GST issue on Responsible Entity fees with accounts team Considered the best approach to address the issue Prepared payment vouchers for reporting GST on the next Business Activity Statement	1.00	465.00	465.00
Crestale Ilaria	Senior Bookkeeper	8/12/2016	Administration	ATO & Other Statutory Reporting	Drafted November 2016 Business Activity Statement	0.20	38.00	190.00
Tang Ken	Graduate	8/12/2016	Administration	ATO & Other Statutory Reporting	Commencing process of locating all vouchers required to complete Business Activity Statement	0.30	63.00	210.00
Tang Ken	Graduate	9/12/2016	Administration	ATO & Other Statutory Reporting	Finished collecting all vouchers and initial review of Business Activity Statement. Submitted to Kellie Elliott	0.60	126.00	210.00
Elliott Kellie	Supervisor/Assistant	12/12/2016	Administration	ATO & Other Statutory Reporting	Review of business activity statement	0.20	89.00	445.00
Zhang Lois	Manager	12/12/2016	Administration	ATO & Other Statutory Reporting	Reviewed the November Business Activity Statement, instructed Ken Tang to prepare the GST breakdown, discussed the GST treatment on Responsible Entity fees with accounts team	1.00	465.00	465.00
Zhang Lois	Manager	14/12/2016	Administration	ATO & Other Statutory Reporting	Supervised the amendments of various Business Activity Statements for paying GST on sale proceeds	0.90	418.50	465.00
Crestale Ilaria	Senior Bookkeeper	14/12/2016	Administration	ATO & Other Statutory Reporting	Drafted September 2014 Business Activity Statement - revised Drafted December 2014 Business Activity Statement - revised Drafted Jan - Dec 2015 Business Activity Statement's - revised	4.00	760.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/12/2016	Administration	ATO & Other Statutory Reporting	Drafted October 2016 Business Activity Statement - revision	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/12/2016	Administration	ATO & Other Statutory Reporting	Drafted June 2016 Business Activity Statement - revision	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/12/2016	Administration	ATO & Other Statutory Reporting	Finalised November 2016 Business Activity Statement Created payment voucher for GST payment	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/12/2016	Administration	ATO & Other Statutory Reporting	Drafted February 2016 Business Activity Statement - revision	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/12/2016	Administration	ATO & Other Statutory Reporting	Drafted January 2016 Business Activity Statement - revision	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/12/2016	Administration	ATO & Other Statutory Reporting	Drafted May 2016 Business Activity Statement - revision	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/12/2016	Administration	ATO & Other Statutory Reporting	Drafted April 2016 Business Activity Statement - revision	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/12/2016	Administration	ATO & Other Statutory Reporting	Drafted August 2016 Business Activity Statement - revision	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	19/12/2016	Administration	ATO & Other Statutory Reporting	Lodged November 2016 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Zhang Lois	Manager	21/12/2016	Administration	ATO & Other Statutory Reporting	Instructed accounts team to contact the Australian Taxation Office regarding GST payments on amended Business Activity Statements and advised the Australian Taxation Office to wave the penalties due to the tax ruling. Provided instructions to Ken Tang regarding preparing the scheme GST payment schedules	0.70	325.50	465.00
Crestale Ilaria	Senior Bookkeeper	21/12/2016	Administration	ATO & Other Statutory Reporting	Telephone call to Australian Taxation Office re tax ruling communication and remission of future interest charges and penalties due to Business Activity Statement revision process.	0.30	57.00	190.00
Tang Ken	Graduate	22/12/2016	Administration	ATO & Other Statutory Reporting	Beginning to create GST break-down schedules for all amended Business Activity Statements	0.80	168.00	210.00
Crestale Ilaria	Senior Bookkeeper	13/01/2017	Administration	ATO & Other Statutory Reporting	Drafted December 2016 Business Activity Statement	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	13/01/2017	Administration	ATO & Other Statutory Reporting	Amended and redrafted Business Activity Statement's for June 2016, July 2016 and August 2016	0.40	76.00	190.00
Elliott Kellie	Supervisor/Assistant	16/01/2017	Administration	ATO & Other Statutory Reporting	Review of the monthly Business activity statement. Discussions with Lois Zhang.	0.80	356.00	445.00
Crestale Ilaria	Senior Bookkeeper	16/01/2017	Administration	ATO & Other Statutory Reporting	Amendments to November 2015, December 2015, April 2016 Business Activity Statement	0.50	95.00	190.00
Tang Ken	Analyst 1	16/01/2017	Administration	ATO & Other Statutory Reporting	Completing Business Activity Statement for the month and submitting for review by Kellie Elliott	0.60	186.00	310.00
Crestale Ilaria	Senior Bookkeeper	17/01/2017	Administration	ATO & Other Statutory Reporting	Lodged December 2016 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/01/2017	Administration	ATO & Other Statutory Reporting	Amendments to transactions per manager request Drafted amended Business Activity Statement for November 2014	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/01/2017	Administration	ATO & Other Statutory Reporting	Finalised December 2016 Business Activity Statement	0.10	19.00	190.00
Tang Ken	Analyst 1	17/01/2017	Administration	ATO & Other Statutory Reporting	Making amendments to past Business Activity Statements with INSOL as instructed by Miranda Priddle upon discovery of reporting errors	0.40	124.00	310.00
Crestale Ilaria	Senior Bookkeeper	19/01/2017	Administration	ATO & Other Statutory Reporting	Business Activity Statement amendments	6.50	1,235.00	190.00
Crestale Ilaria	Senior Bookkeeper	20/01/2017	Administration	ATO & Other Statutory Reporting	Business Activity Statement amendments	0.30	57.00	190.00
Crosbie Craig	Appointee	23/01/2017	Administration	ATO & Other Statutory Reporting	Review 14 quarters of Business Activity Statement return adjustments following Australian Taxation Office ruling on GST treatment of sale proceeds	1.20	810.00	675.00
Crestale Ilaria	Senior Bookkeeper	23/01/2017	Administration	ATO & Other Statutory Reporting	Business Activity Statement amendments	1.00	190.00	190.00
Tang Ken	Analyst 1	23/01/2017	Administration	ATO & Other Statutory Reporting	Making required adjustments to Business Activity Statement GST breakdown as highlighted by Ilaria Crestale	0.10	31.00	310.00
Zhang Lois	Manager	24/01/2017	Administration	ATO & Other Statutory Reporting	Reviewed and revised the memo on background for GST review and Business Activity Statement amendments	0.60	279.00	465.00
Tang Ken	Analyst 1	24/01/2017	Administration	ATO & Other Statutory Reporting	Updates to layout and contents of Amended Business Activity Statement GST breakdown/memo as requested by Lois Zhang	0.30	93.00	310.00
Crestale Ilaria	Senior Bookkeeper	27/01/2017	Administration	ATO & Other Statutory Reporting	Lodged revised Business Activity Statement' via Australian Taxation Office portal	0.50	95.00	190.00
Crestale Ilaria	Senior Bookkeeper	30/01/2017	Administration	ATO & Other Statutory Reporting	Lodged revised Business Activity Statement' via Australian Taxation Office portal	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	1/02/2017	Administration	ATO & Other Statutory Reporting	Drafted January 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	3/02/2017	Administration	ATO & Other Statutory Reporting	Re-drafted November 2015 Business Activity Statement due to amendments	0.10	19.00	190.00
Zhang Lois	Manager	6/02/2017	Administration	ATO & Other Statutory Reporting	Reviewed the revised Business Activity Statement payment amounts, discussed the revised amount with Miranda Priddle. Reviewed the redrafted November 15 Business Activity Statement, provic	0.80	372.00	465.00
Crestale Ilaria	Senior Bookkeeper	7/02/2017	Administration	ATO & Other Statutory Reporting	Amended and finalised November 2015 Business Activity Statement	0.20	38.00	190.00
Tang Ken	Analyst 1	7/02/2017	Administration	ATO & Other Statutory Reporting	Completing first stage of review for monthly Business Activity Statement and compiled all relevant vouchers	0.50	155.00	310.00
Elliott Kellie	Supervisor/Assistant	8/02/2017	Administration	ATO & Other Statutory Reporting	Reviewing the monthly business activity statement	0.20	89.00	445.00
Zhang Lois	Manager	9/02/2017	Administration	ATO & Other Statutory Reporting	Prepared detailed reconciliation on GST accrual and cash and issues identified during the Business Activity Statement review	0.80	372.00	465.00

Crestale Ilaria	Senior Bookkeeper	9/02/2017	Administration	ATO & Other Statutory Reporting	Lodged revised November 2015 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	9/02/2017	Administration	ATO & Other Statutory Reporting	Finalised December 2016 Business Activity Statement	0.10	19.00	190.00
Tang Ken	Analyst 1	9/02/2017	Administration	ATO & Other Statutory Reporting	Preparing Business Activity Statement for finalisation and signing	0.10	31.00	310.00
Crestale Ilaria	Senior Bookkeeper	20/02/2017	Administration	ATO & Other Statutory Reporting	Lodged January 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	21/02/2017	Administration	ATO & Other Statutory Reporting	Telephone call to Australian Taxation Office to follow up on interest being remitted due to revised Business Activity Statement' being lodged.	0.40	76.00	190.00
Tang Ken	Analyst 1	7/03/2017	Administration	ATO & Other Statutory Reporting	Completing initial review of Business Activity Statement by locating all required vouchers for February and submitting to Kellie Elliott	0.50	155.00	310.00
Elliott Kellie	Supervisor/Assistant	8/03/2017	Administration	ATO & Other Statutory Reporting	Review of February business activity statement	0.70	311.50	445.00
Priddle Miranda	Senior Manager	9/03/2017	Administration	ATO & Other Statutory Reporting	Review and approve draft February business activity statement for finalisation	0.30	153.00	510.00
Crestale Ilaria	Senior Bookkeeper	9/03/2017	Administration	ATO & Other Statutory Reporting	Telephone call to Australian Taxation Office to have interest remitted	0.50	95.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/03/2017	Administration	ATO & Other Statutory Reporting	Finalised February 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	20/03/2017	Administration	ATO & Other Statutory Reporting	Checked Australian Taxation Office portal for remission of interest charge and emailed proof of remittance to Miranda Priddle	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	21/03/2017	Administration	ATO & Other Statutory Reporting	Lodged February 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Tang Ken	Analyst 1	28/03/2017	Administration	ATO & Other Statutory Reporting	Preparing Form 524 for review by Miranda Priddle by compiling all vouchers, reprinting vouchers where required, sourcing previous period 524 and verifying all figures	1.80	558.00	310.00
Crestale Ilaria	Senior Bookkeeper	31/03/2017	Administration	ATO & Other Statutory Reporting	Telephone call to Australian Taxation Office to have correct GST refund adjusted and reflected in the running balance of account as it was incorrectly offset against the general interest charge remit	0.30	57.00	190.00
Crestale Ilaria	Senior Bookkeeper	3/04/2017	Administration	ATO & Other Statutory Reporting	Drafted March 2017 Business Activity Statement	0.10	19.00	190.00
Tang Ken	Analyst 1	5/04/2017	Administration	ATO & Other Statutory Reporting	Beginning process of preparing Business Activity Statement for review. Compiled relevant completed vouchers in filing and attached behind Business Activity Statement	0.70	217.00	310.00
Elliott Kellie	Supervisor/Assistant	6/04/2017	Administration	ATO & Other Statutory Reporting	First review of the Business activity statement	0.40	178.00	445.00
Tang Ken	Analyst 1	6/04/2017	Administration	ATO & Other Statutory Reporting	Completing process of preparing Business Activity Statement for review. Compiled relevant completed vouchers in filing and attached behind Business Activity Statement	0.30	93.00	310.00
Crestale Ilaria	Senior Bookkeeper	10/04/2017	Administration	ATO & Other Statutory Reporting	Amended and re-drafted March 2017 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	11/04/2017	Administration	ATO & Other Statutory Reporting	Review and approve March business activity statement for finalisationReview and approve March business activity statement for signing	0.40	204.00	510.00
Crestale Ilaria	Senior Bookkeeper	11/04/2017	Administration	ATO & Other Statutory Reporting	Finalised March 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/04/2017	Administration	ATO & Other Statutory Reporting	Lodged March 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	9/05/2017	Administration	ATO & Other Statutory Reporting	Drafted April 2017 Business Activity Statement	0.10	19.00	190.00
Tang Ken	Analyst 1	9/05/2017	Administration	ATO & Other Statutory Reporting	Preparing Business Activity Statement for first stage review	0.70	217.00	310.00
Elliott Kellie	Supervisor/Assistant	10/05/2017	Administration	ATO & Other Statutory Reporting	Review of monthly Business activity statement	0.30	133.50	445.00
Priddle Miranda	Senior Manager	11/05/2017	Administration	ATO & Other Statutory Reporting	Review April 2017 business activity statement and approve for finalisation	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	11/05/2017	Administration	ATO & Other Statutory Reporting	Finalised April 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/05/2017	Administration	ATO & Other Statutory Reporting	Lodged April 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Conti Josie	Senior Bookkeeper	8/06/2017	Administration	ATO & Other Statutory Reporting	Prepare draft Business Activity Statement for May 2017 and given to Kellie Elliott to review	0.20	38.00	190.00
Prowse Chris	Graduate	13/06/2017	Administration	ATO & Other Statutory Reporting	Began gathering receipts and payment for the monthly Business Activity Statement. Began checking off all payments and receipts. Continued tomorrow.	0.60	126.00	210.00
Prowse Chris	Graduate	16/06/2017	Administration	ATO & Other Statutory Reporting	Searched for multiple receipt and payment vouchers for the May Business Activity Statement for Gunns Plantations Limited. Emailed colleagues to try and find them all. Printed off those that could r	2.00	420.00	210.00
Prowse Chris	Graduate	16/06/2017	Administration	ATO & Other Statutory Reporting	Sending out Annual Gunns report	0.30	63.00	210.00
Conti Josie	Senior Bookkeeper	19/06/2017	Administration	ATO & Other Statutory Reporting	Amend and finalise Business Activity Statement / drafted Business Activity Statement on Australian Taxation Office Portal and given to Miranda Priddle to review	0.30	57.00	190.00
Elliott Kellie	Supervisor/Assistant	19/06/2017	Administration	ATO & Other Statutory Reporting	Review of business activity statement	0.20	89.00	445.00
Priddle Miranda	Senior Manager	19/06/2017	Administration	ATO & Other Statutory Reporting	Review and approve May 2017 business activity statement for signing and finalisation	0.30	153.00	510.00
Prowse Chris	Graduate	19/06/2017	Administration	ATO & Other Statutory Reporting	Send annual reports to those who requested one through email	0.30	63.00	210.00
Crestale Ilaria	Senior Bookkeeper	5/07/2017	Administration	ATO & Other Statutory Reporting	Drafted June 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	11/07/2017	Administration	ATO & Other Statutory Reporting	Amendments made to June 2017 Business Activity Statement, per Miranda Priddle's and Kellie Elliott's instructions	0.20	38.00	190.00
Prowse Chris	Graduate	11/07/2017	Administration	ATO & Other Statutory Reporting	Completed the monthly GST and quarterly PAYG Business Activity Statement. Searched for all the invoices. Printed off several as some were missing. Handed to Kellie Elliott for review.	1.30	273.00	210.00
Elliott Kellie	Manager	11/07/2017	Administration	ATO & Other Statutory Reporting	Review of business activity statement	0.40	186.00	465.00
Priddle Miranda	Senior Manager	13/07/2017	Administration	ATO & Other Statutory Reporting	Review draft June 2017 business activity statement Discuss amendments with Ilaria Crestale Review and approve updated June 2017 business activity statement and approve for Craig Crosbie signing	0.50	255.00	510.00
Crestale Ilaria	Senior Bookkeeper	19/07/2017	Administration	ATO & Other Statutory Reporting	Lodged June 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Priddle Miranda	Senior Manager	14/08/2017	Administration	ATO & Other Statutory Reporting	Review draft July 2017 business activity statement and discuss changes with Ilaria Crestale	0.20	102.00	510.00
Crestale Ilaria	Senior Bookkeeper	14/08/2017	Administration	ATO & Other Statutory Reporting	Amended and redrafted July 2017 Business Activity Statement	0.10	19.00	190.00
Prowse Chris	Graduate	14/08/2017	Administration	ATO & Other Statutory Reporting	Made changes to July Business Activity Statement and delivered it to Miranda Priddle for final review.	0.20	42.00	210.00
Prowse Chris	Graduate	14/08/2017	Administration	ATO & Other Statutory Reporting	Completed the July Business Activity Statement. Included all supporting documentation - receipts and payment invoices.	0.80	168.00	210.00
Priddle Miranda	Senior Manager	15/08/2017	Administration	ATO & Other Statutory Reporting	Review and approve updated July 2017 business activity statement for finalisationReview and approve payment voucher to pay Australian Taxation Office	0.20	102.00	510.00
Slattery Rod	Partner	15/08/2017	Administration	ATO & Other Statutory Reporting	Reviewed and signed Business Activity Statement	0.30	202.50	675.00
Crestale Ilaria	Senior Bookkeeper	15/08/2017	Administration	ATO & Other Statutory Reporting	Finalised July 2017 Business Activity Statement	0.10	19.00	190.00
Prowse Chris	Graduate	15/08/2017	Administration	ATO & Other Statutory Reporting	Gunns July Business Activity Statement including payment to Australian Taxation Office for a tax withheld	0.20	42.00	210.00
Crestale Ilaria	Senior Bookkeeper	17/08/2017	Administration	ATO & Other Statutory Reporting	Lodged July 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Prowse Chris	Graduate	1/09/2017	Administration	ATO & Other Statutory Reporting	Emailed Insol in relation to the upcoming 524's	0.10	21.00	210.00
Crestale Ilaria	Senior Bookkeeper	5/09/2017	Administration	ATO & Other Statutory Reporting	Drafted August 2017 Business Activity Statement	0.10	19.00	190.00
Prowse Chris	Graduate	5/09/2017	Administration	ATO & Other Statutory Reporting	Completed the August Business Activity Statement. Searched for all the payment and receipt vouchers.	1.00	210.00	210.00
Prowse Chris	Graduate	6/09/2017	Administration	ATO & Other Statutory Reporting	Completed monthly Business Activity Statement, making slight changes. Compared with old Business Activity Statement'.	0.40	84.00	210.00
Prowse Chris	Graduate	6/09/2017	Administration	ATO & Other Statutory Reporting	Commenced the form 524. Printed off SCAMS, task checklist and searched for past 524's for comparison.	0.90	189.00	210.00
Priddle Miranda	Senior Manager	7/09/2017	Administration	ATO & Other Statutory Reporting	Review draft August 2017 business activity statement	0.20	102.00	510.00
Crestale Ilaria	Senior Bookkeeper	7/09/2017	Administration	ATO & Other Statutory Reporting	Amended and finalised August 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	19/09/2017	Administration	ATO & Other Statutory Reporting	Lodged August 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Graham Hamish	Analyst 1	5/10/2017	Administration	ATO & Other Statutory Reporting	Reviewing receipt and payment vouchers for the September Business Activity Statement	0.20	62.00	310.00
Priddle Miranda	Senior Manager	10/10/2017	Administration	ATO & Other Statutory Reporting	Review and approve September business activity statement for finalisation	0.10	51.00	510.00

Crestale Ilaria	Senior Bookkeeper	10/10/2017	Administration	ATO & Other Statutory Reporting	Finalised September 2017 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	12/10/2017	Administration	ATO & Other Statutory Reporting	Review and approve September business activity statement for signingReview and approve payment voucher to Australian Taxation Office	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	12/10/2017	Administration	ATO & Other Statutory Reporting	Lodged September 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Graham Hamish	Analyst 1	1/11/2017	Administration	ATO & Other Statutory Reporting	Reviewing receipts and payments for the October Business Activity Statement and discussion with Ilaria Crestale regarding a few issues	0.30	93.00	310.00
Graham Hamish	Analyst 1	2/11/2017	Administration	ATO & Other Statutory Reporting	Locating vouchers and other payments made during October for the Business Activity Statement and liaising with Ilaria Crestale regarding the September Business Activity Statement payment	0.30	93.00	310.00
Crestale Ilaria	Senior Bookkeeper	3/11/2017	Administration	ATO & Other Statutory Reporting	Drafted October 2017 Business Activity Statement	0.10	19.00	190.00
Graham Hamish	Analyst 1	8/11/2017	Administration	ATO & Other Statutory Reporting	Locating and reviewing receipt and payment vouchers for the October 2017 Business Activity Statement, requesting accounts team amend the Business Activity Statement to match the invoices	0.60	186.00	310.00
Priddle Miranda	Senior Manager	10/11/2017	Administration	ATO & Other Statutory Reporting	Review draft October business activity statement	0.20	102.00	510.00
Crestale Ilaria	Senior Bookkeeper	10/11/2017	Administration	ATO & Other Statutory Reporting	Amended and finalised October 2017 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	13/11/2017	Administration	ATO & Other Statutory Reporting	Review and approve October business activity statement	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	14/11/2017	Administration	ATO & Other Statutory Reporting	Lodged October 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Graham Hamish	Analyst 1	1/12/2017	Administration	ATO & Other Statutory Reporting	Requesting Ilaria Crestale draft the Business Activity Statement and requesting supporting information to complete vouchers from various members of staff	0.20	62.00	310.00
Crestale Ilaria	Senior Bookkeeper	6/12/2017	Administration	ATO & Other Statutory Reporting	Drafted November 2017 Business Activity Statement	0.10	19.00	190.00
Graham Hamish	Analyst 1	11/12/2017	Administration	ATO & Other Statutory Reporting	Gathering and reviewing receipt and payment vouchers for the November 2017 Business Activity Statement, reviewing estimated payment amount	0.60	186.00	310.00
Priddle Miranda	Senior Manager	12/12/2017	Administration	ATO & Other Statutory Reporting	Review and approve draft November business activity statement for finalisation	0.30	153.00	510.00
Priddle Miranda	Senior Manager	14/12/2017	Administration	ATO & Other Statutory Reporting	Review and approve November business activity statement for signing	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	15/12/2017	Administration	ATO & Other Statutory Reporting	Lodged November 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	8/01/2018	Administration	ATO & Other Statutory Reporting	Drafted December 2017 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	9/01/2018	Administration	ATO & Other Statutory Reporting	Review draft December 2017 business activity statement	0.30	153.00	510.00
Crestale Ilaria	Senior Bookkeeper	11/01/2018	Administration	ATO & Other Statutory Reporting	Finalised December 2017 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	12/01/2018	Administration	ATO & Other Statutory Reporting	Review and approve finalised December 2017 business activity statement	0.10	51.00	510.00
Crosbie Craig	Appointee	15/01/2018	Administration	ATO & Other Statutory Reporting	Review and approve Business Activity Statement form	0.20	135.00	675.00
Crestale Ilaria	Senior Bookkeeper	18/01/2018	Administration	ATO & Other Statutory Reporting	Lodged December 2017 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/02/2018	Administration	ATO & Other Statutory Reporting	Drafted January 2018 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/02/2018	Administration	ATO & Other Statutory Reporting	Amended and finalised January 2018 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/02/2018	Administration	ATO & Other Statutory Reporting	Amended December 2016 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/02/2018	Administration	ATO & Other Statutory Reporting	Amended January 2018 Business Activity Statement	0.10	19.00	190.00
Graham Hamish	Analyst 1	12/02/2018	Administration	ATO & Other Statutory Reporting	Preparing amendments to the Business Activity Statement for final review and sign off	0.30	93.00	310.00
Priddle Miranda	Senior Manager	12/02/2018	Administration	ATO & Other Statutory Reporting	Review draft January 2018 business activity statement	0.30	153.00	510.00
Priddle Miranda	Senior Manager	13/02/2018	Administration	ATO & Other Statutory Reporting	Review and approve finalised business activity statement for January 2018Review and approved revised December 2016 business activity statement	0.20	102.00	510.00
Crestale Ilaria	Senior Bookkeeper	14/02/2018	Administration	ATO & Other Statutory Reporting	Finalised December 2016 Business Activity Statement amendment	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/02/2018	Administration	ATO & Other Statutory Reporting	Lodged January 2018 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/02/2018	Administration	ATO & Other Statutory Reporting	Lodged December 2016 revised Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Graham Hamish	Analyst 1	15/02/2018	Administration	ATO & Other Statutory Reporting	Preparing a memo regarding the revised December 2016 Business Activity Statement resulting from a revised GST calculation from the receivers and managers	0.90	279.00	310.00
Priddle Miranda	Senior Manager	15/02/2018	Administration	ATO & Other Statutory Reporting	Review and approve revised December 2016 business activity statementReview memo to support business activity statement revision	0.20	102.00	510.00
Crestale Ilaria	Senior Bookkeeper	23/02/2018	Administration	ATO & Other Statutory Reporting	Finalised re-revised December 2016 Business Activity Statement	0.10	19.00	190.00
Graham Hamish	Analyst 1	23/02/2018	Administration	ATO & Other Statutory Reporting	Preparing a memorandum regarding the revised December 2016 Business Activity Statement	0.90	279.00	310.00
Priddle Miranda	Senior Manager	23/02/2018	Administration	ATO & Other Statutory Reporting	Review revised December 2016 business activity statement	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	1/03/2018	Administration	ATO & Other Statutory Reporting	Drafted February 2018 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	2/03/2018	Administration	ATO & Other Statutory Reporting	Amended and redrafted February 2018 Business Activity Statement	0.10	19.00	190.00
Graham Hamish	Analyst 1	2/03/2018	Administration	ATO & Other Statutory Reporting	Preparing a supporting memorandum and review of the September 2017 Business Activity Statement to recognise a missing landowner transfer Reviewing the Business Activity Statement prior to finalisation	0.80	248.00	310.00
Priddle Miranda	Senior Manager	2/03/2018	Administration	ATO & Other Statutory Reporting	Review and approve revised September 2017 business activity statement	0.20	102.00	510.00
Graham Hamish	Analyst 1	2/03/2018	Administration	ATO & Other Statutory Reporting	Reviewing receipt and payment vouchers for the February 2018 Business Activity Statement Suggesting two edits for Ilaria Crestale	0.80	248.00	310.00
Crestale Ilaria	Senior Bookkeeper	5/03/2018	Administration	ATO & Other Statutory Reporting	Drafted Form 524	0.10	19.00	190.00
Graham Hamish	Analyst 1	5/03/2018	Administration	ATO & Other Statutory Reporting	Final review of the February 2018 Business Activity Statement and providing to Miranda Priddle for final review	0.20	62.00	310.00
Graham Hamish	Analyst 1	5/03/2018	Administration	ATO & Other Statutory Reporting	Final review of the revised September 2017 Business Activity Statement and providing to Miranda Priddle for final review	0.20	62.00	310.00
Crestale Ilaria	Senior Bookkeeper	5/03/2018	Administration	ATO & Other Statutory Reporting	Finalised September 2017 revision Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	5/03/2018	Administration	ATO & Other Statutory Reporting	Review and approve February 2018 business activity statement for finalisation	0.20	102.00	510.00
Priddle Miranda	Senior Manager	5/03/2018	Administration	ATO & Other Statutory Reporting	Review and approve revised September 2017 Business Activity Statement	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	6/03/2018	Administration	ATO & Other Statutory Reporting	Finalised February 2018 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	6/03/2018	Administration	ATO & Other Statutory Reporting	Review and approve February 2018 business activity statement for signing	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	7/03/2018	Administration	ATO & Other Statutory Reporting	Lodged February 2018 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Thai Dianne	Senior Bookkeeper	26/03/2018	Administration	ATO & Other Statutory Reporting	Send manager information regarding a GST refund as requested	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	4/04/2018	Administration	ATO & Other Statutory Reporting	Drafted March 2018 Business Activity Statement	0.10	19.00	190.00
Graham Hamish	Analyst 1	5/04/2018	Administration	ATO & Other Statutory Reporting	Reviewing the March 2018 Business Activity Statement including receipt and payment vouchers, suggesting amendments to accounts team	0.60	186.00	310.00
Crestale Ilaria	Senior Bookkeeper	12/04/2018	Administration	ATO & Other Statutory Reporting	Amended and redrafted March 2018 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	13/04/2018	Administration	ATO & Other Statutory Reporting	Review and approve March 2018 business activity statement for finalisation	0.20	102.00	510.00
Graham Hamish	Analyst 1	13/04/2018	Administration	ATO & Other Statutory Reporting	Reviewing receipt and payment vouchers for the March 2018 Business Activity Statement	0.40	124.00	310.00
Crestale Ilaria	Senior Bookkeeper	16/04/2018	Administration	ATO & Other Statutory Reporting	Finalised March 2018 Business Activity Statement	0.10	19.00	190.00
Crosbie Craig	Appointee	18/04/2018	Administration	ATO & Other Statutory Reporting	Review and sign Business Activity Statement	0.40	270.00	675.00
Crestale Ilaria	Senior Bookkeeper	19/04/2018	Administration	ATO & Other Statutory Reporting	Lodged March 2018 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Priddle Miranda	Senior Manager	1/05/2018	Administration	ATO & Other Statutory Reporting	Review and approve draft April 2018 business activity statement	0.20	102.00	510.00

Crestale Ilaria	Senior Bookkeeper	1/05/2018	Administration	ATO & Other Statutory Reporting	Drafted April 2018 Business Activity Statement	0.10	19.00	190.00
Graham Hamish	Analyst 1	1/05/2018	Administration	ATO & Other Statutory Reporting	Reviewing the April 2018 Business Activity Statement figures and receipt/payment vouchers	0.60	186.00	310.00
Crestale Ilaria	Senior Bookkeeper	2/05/2018	Administration	ATO & Other Statutory Reporting	Finalised April 2018 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	3/05/2018	Administration	ATO & Other Statutory Reporting	Review and approve April 2018 business activity statement for signing	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	3/05/2018	Administration	ATO & Other Statutory Reporting	Lodged April 2018 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	4/06/2018	Administration	ATO & Other Statutory Reporting	Drafted May 2018 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	5/06/2018	Administration	ATO & Other Statutory Reporting	Review and approve May 2018 business activity statement	0.30	153.00	510.00
Graham Hamish	Analyst 1	5/06/2018	Administration	ATO & Other Statutory Reporting	May 2018 Business Activity Statement: Scanning and saving various receipt and payment vouchers to net documents Reviewing all relevant receipts and payments for the period, as well as reviewing the other details of the Business Activity Statement	0.80	248.00	310.00
Crestale Ilaria	Senior Bookkeeper	12/06/2018	Administration	ATO & Other Statutory Reporting	Finalised May 2018 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crosbie Craig	Appointee	14/06/2018	Administration	ATO & Other Statutory Reporting	Review and approve Business Activity Statement	0.20	135.00	675.00
Priddle Miranda	Senior Manager	14/06/2018	Administration	ATO & Other Statutory Reporting	Review and approve finalised business activity statement for approval by Craig Crosbie	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	14/06/2018	Administration	ATO & Other Statutory Reporting	Lodged May 2018 Business Activity Statement lodged via Australian Taxation Office portal	0.10	19.00	190.00
Priddle Miranda	Senior Manager	15/06/2018	Administration	ATO & Other Statutory Reporting	Telephone call with Christine Adams from the Australian Taxation Office regarding updates on lease disclaimers for schemes	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	13/07/2018	Administration	ATO & Other Statutory Reporting	Drafted June 2018 Business Activity Statement	0.30	57.00	190.00
Priddle Miranda	Senior Manager	17/07/2018	Administration	ATO & Other Statutory Reporting	Review and approve June 2018 business activity statement for finalisation Review and email Craig Crosbie for approval of business activity statement	0.40	204.00	510.00
Crestale Ilaria	Senior Bookkeeper	17/07/2018	Administration	ATO & Other Statutory Reporting	Lodged June 2018 Business Activity Statement via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/07/2018	Administration	ATO & Other Statutory Reporting	Finalised June 2018 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	19/07/2018	Administration	ATO & Other Statutory Reporting	Lodged PAYG payment summaries for FY 2018 via Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	5/09/2016	Administration	Bank Account Administration	Bank reconciliations	0.20	38.00	190.00
Tang Ken	Graduate	15/09/2016	Administration	Bank Account Administration	Completing Gunns GST reconciliation for Lois Zhang	0.60	126.00	210.00
Crestale Ilaria	Senior Bookkeeper	16/09/2016	Administration	Bank Account Administration	Created receipt voucher for GST refund	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	4/10/2016	Administration	Bank Account Administration	Reconciled all bank accounts	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/10/2016	Administration	Bank Account Administration	Discussions with Sylvia Young re amending Business Activity Statement's due to GST ruling	0.50	95.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/10/2016	Administration	Bank Account Administration	Discussions with Lois Zhang re amending Business Activity Statement's due to GST ruling	0.50	95.00	190.00
Crestale Ilaria	Senior Bookkeeper	20/10/2016	Administration	Bank Account Administration	Created receipt voucher for GST refund outstanding	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	3/11/2016	Administration	Bank Account Administration	Bank reconciliation of all bank accounts, except for account #0226	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/11/2016	Administration	Bank Account Administration	Posted receipt voucher Amended and redrafted October 2016 Business Activity Statement	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/11/2016	Administration	Bank Account Administration	Finalised October 2016 Business Activity Statement on Australian Taxation Office portal	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	2/12/2016	Administration	Bank Account Administration	Bank reconciliations for November 2016 for various accounts	0.20	38.00	190.00
Young Sylvia	Senior Bookkeeper	13/12/2016	Administration	Bank Account Administration	Assisted Lois Zhang in fixing receipts and payments relating to Responsible Entity fees with unpaid GST	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	13/12/2016	Administration	Bank Account Administration	Prepared paperwork to close bank account # 7667	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	16/12/2016	Administration	Bank Account Administration	Entered closing entries in cashbook for account #7667	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	5/01/2017	Administration	Bank Account Administration	Various bank reconciliations for December 2016	0.50	95.00	190.00
Crestale Ilaria	Senior Bookkeeper	13/01/2017	Administration	Bank Account Administration	Amendments to journal entriesBank reconciliations for December 2016	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/01/2017	Administration	Bank Account Administration	Obtained copies of amended and original Business Activity Statement's per manager request	1.00	190.00	190.00
Crestale Ilaria	Senior Bookkeeper	20/01/2017	Administration	Bank Account Administration	Emailed National Australia Bank transaction listing per manager request	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	30/01/2017	Administration	Bank Account Administration	Bank reconciliation to date	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	1/02/2017	Administration	Bank Account Administration	Bank reconciliation for January 2017	0.20	38.00	190.00
Young Sylvia	Senior Bookkeeper	7/02/2017	Administration	Bank Account Administration	Reviewed payments for partner approval	0.30	57.00	190.00
Crestale Ilaria	Senior Bookkeeper	9/02/2017	Administration	Bank Account Administration	Cancelled old unrepresented cheques	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	9/02/2017	Administration	Bank Account Administration	Created receipt voucher for GST refund outstanding	0.10	19.00	190.00
Zhang Lois	Manager	20/02/2017	Administration	Bank Account Administration	Working on liquidation funds reconciliation. Separating schemes funds and liquidation funds	0.80	372.00	465.00
Crestale Ilaria	Senior Bookkeeper	20/02/2017	Administration	Bank Account Administration	Created receipt voucher for GST refund outstanding	0.10	19.00	190.00
Graham Hamish	Analyst 1	23/02/2017	Administration	Bank Account Administration	Preparing an Access Records Management invoice from January 2017 to be disbursed	0.20	62.00	310.00
Crestale Ilaria	Senior Bookkeeper	1/03/2017	Administration	Bank Account Administration	Bank reconciliations for February 2017	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/03/2017	Administration	Bank Account Administration	Reconciled all bank accounts for February 2017	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/03/2017	Administration	Bank Account Administration	Prepared paperwork for closure of Australia and New Zealand Banking Group account	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/03/2017	Administration	Bank Account Administration	Bank reconciliation to date for account # #281726974	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	21/03/2017	Administration	Bank Account Administration	Created receipt voucher for GST refund outstanding	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	27/03/2017	Administration	Bank Account Administration	Entered closing entries for Australia and New Zealand Banking Group bank account closure	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	3/04/2017	Administration	Bank Account Administration	Bank reconciliations for March 2017	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/04/2017	Administration	Bank Account Administration	Created receipt voucher for GST refund outstanding	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	4/05/2017	Administration	Bank Account Administration	Reconciliation of all bank accounts for April 2017	0.30	57.00	190.00
Crestale Ilaria	Senior Bookkeeper	11/05/2017	Administration	Bank Account Administration	Created payment voucher for payment to Australian Taxation Office	0.10	19.00	190.00
Thai Dianne	Senior Bookkeeper	30/05/2017	Administration	Bank Account Administration	Reconcile 16 bank accounts to cash book as at 29/05/17	0.20	38.00	190.00
Thai Dianne	Senior Bookkeeper	2/06/2017	Administration	Bank Account Administration	Month end bank reconciliation x27 bank accounts.	0.10	19.00	190.00
Priddle Miranda	Senior Manager	20/06/2017	Administration	Bank Account Administration	Review schedule prepared by Hamish Graham regarding split of annual report printing and postage between Gunns Plantations Limited and Gunns Limited and approve split of costs	0.10	51.00	510.00
Thai Dianne	Senior Bookkeeper	22/06/2017	Administration	Bank Account Administration	Lodge Business Activity Statement – Lodge via Australian Taxation Office Business Portal, update memo in insol checklist, pass back to staff for filing	0.10	19.00	190.00
Crosbie Craig	Appointee	28/06/2017	Administration	Bank Account Administration	Review and approve EFT payment	0.20	135.00	675.00
Crestale Ilaria	Senior Bookkeeper	4/07/2017	Administration	Bank Account Administration	Bank reconciliations for all bank accounts	0.40	76.00	190.00

Priddle Miranda	Senior Manager	10/07/2017	Administration	Bank Account Administration	Update bank balances for all accounts in cash master spreadsheet Import transactions into cash master Reconcile and update amounts owed by scheme to liquidation Update GST running account balance Calculate scheme running account balance and request transfer of funds Update inflows and outflows table Calculate liquidation free cash	2.50	1,275.00	510.00
Crestale Ilaria	Senior Bookkeeper	19/07/2017	Administration	Bank Account Administration	Created receipt voucher to account for GST refund expected from June 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	21/07/2017	Administration	Bank Account Administration	Bank reconciliations to date	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	3/08/2017	Administration	Bank Account Administration	Posted receipt voucher for Australian Taxation Office	0.10	19.00	190.00
Priddle Miranda	Senior Manager	7/08/2017	Administration	Bank Account Administration	Update cash master bank balances for July 2017 Download transactions for each bank account and import into Liquidation tab Update summary cash flows table and reconcile to cash balances Update GST tab for GST funded by liquidation Update running cost balance of amounts owed by Schemes to Liquidation Check all amounts transferred into liquidation account from scheme accounts has been paid Calculate free liquidation cash Request funds transfer	4.00	2,040.00	510.00
Crestale Ilaria	Senior Bookkeeper	15/08/2017	Administration	Bank Account Administration	Created payment voucher for payment of GST liability	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/08/2017	Administration	Bank Account Administration	Processed EFT payment for Australian Taxation Office	0.10	19.00	190.00
Ditrich Robert	Partner	17/08/2017	Administration	Bank Account Administration	Authorisation of payment	0.10	67.50	675.00
Young Sylvia	Senior Bookkeeper	17/08/2017	Administration	Bank Account Administration	Reviewed payments for partner approval	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/08/2017	Administration	Bank Account Administration	Checked banking site to ensure payment to Australian Taxation Office was successfully processed and authorised by partner	0.10	19.00	190.00
Priddle Miranda	Senior Manager	1/09/2017	Administration	Bank Account Administration	Discussion with Chris Prowse regarding receipts in to liquidation accounts	0.10	51.00	510.00
Priddle Miranda	Senior Manager	4/09/2017	Administration	Bank Account Administration	Update summary of bank account balances for August 2017 Download transactions for each bank account and import into Liquidation tab Update summary cash flows table and reconcile to cash balances Update GST tab for GST funded by liquidation Update running cost balance of amounts owed by Schemes to Liquidation Check all amounts transferred into liquidation account from scheme accounts has been paid Calculate free liquidation cash Request funds transfer from scheme accounts to liquidation costs to cover amount funded by liquidation for August 2017	3.20	1,632.00	510.00
Priddle Miranda	Senior Manager	5/09/2017	Administration	Bank Account Administration	Update cash flow model for updated transactions	0.20	102.00	510.00
Crestale Ilaria	Senior Bookkeeper	5/09/2017	Administration	Bank Account Administration	Reconciliation of all bank accounts to 04/09/2017, in order to draft Form 524	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	5/09/2017	Administration	Bank Account Administration	Bank reconciliation for August 2017	0.10	19.00	190.00
Priddle Miranda	Senior Manager	7/09/2017	Administration	Bank Account Administration	Update August 2017 cash flow for additional transactions and reconcile total bank account balances	0.30	153.00	510.00
Crestale Ilaria	Senior Bookkeeper	19/09/2017	Administration	Bank Account Administration	Created receipt voucher for GST refund expected form August 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	4/10/2017	Administration	Bank Account Administration	Bank reconciliation of account # 0412 for September 2017	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	4/10/2017	Administration	Bank Account Administration	Drafted September 2017 Business Activity Statement	0.10	19.00	190.00
Young Sylvia	Senior Bookkeeper	6/10/2017	Administration	Bank Account Administration	Reviewed payments for partner approval	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/10/2017	Administration	Bank Account Administration	Processed EFT payment for Iron Mountain	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/10/2017	Administration	Bank Account Administration	Processed BPAY payment for Australian Taxation Office	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/10/2017	Administration	Bank Account Administration	Created payment voucher for payment of GST liability from September 2017 Business Activity Statement	0.10	19.00	190.00
Priddle Miranda	Senior Manager	24/10/2017	Administration	Bank Account Administration	Update September cash flow model	0.10	51.00	510.00
Priddle Miranda	Senior Manager	26/10/2017	Administration	Bank Account Administration	Download transactions for each bank account and import into Liquidation tab Update summary cash flows table and reconcile to cash balances Update GST tab for GST funded by liquidation Update running cost balance of amounts owed by Schemes to Liquidation Check all amounts transferred into liquidation account from scheme accounts has been paid Calculate free liquidation cash Request funds transfer (if applicable)	2.00	1,020.00	510.00
Graham Hamish	Analyst 1	27/10/2017	Administration	Bank Account Administration	Locating the Gunns Plantations Form 505's and providing to Ilaria Crestale via email	0.20	62.00	310.00
Crestale Ilaria	Senior Bookkeeper	3/11/2017	Administration	Bank Account Administration	Bank reconciliation for October 2017	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	8/11/2017	Administration	Bank Account Administration	Checked banking site to ensure various payments were successfully processed and authorised by partner:- Australian Taxation Office- intercompany transfers-	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/11/2017	Administration	Bank Account Administration	Created receipt voucher for GST refund expected from Australian Taxation Office	0.10	19.00	190.00
Young Sylvia	Senior Bookkeeper	15/11/2017	Administration	Bank Account Administration	Reviewed payments for partner approval	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/11/2017	Administration	Bank Account Administration	Follow up email to Australia and New Zealand Banking Group to provide pre-appointment bank statements	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/11/2017	Administration	Bank Account Administration	Processed EFT payment for Iron Mountain	0.10	19.00	190.00
Priddle Miranda	Senior Manager	24/11/2017	Administration	Bank Account Administration	Complete summary of cash balances at end of month October 2017 Download transactions and import into cash master Update reconciliation of costs paid by liquidation on behalf of schemes to calculate running account analysis Update Goods & Services Tax reconciliation for tax paid on behalf of schemes and refund owed to schemes	1.70	867.00	510.00
Priddle Miranda	Senior Manager	27/11/2017	Administration	Bank Account Administration	Download transactions and import into cash master Update reconciliation of costs paid by liquidation on behalf of schemes to calculate running account analysis Update Goods & Services Tax reconciliation for tax paid on behalf of schemes and refund owed to schemes	0.50	255.00	510.00
Plail Lorraine	Supervisor/Assistant	28/11/2017	Administration	Bank Account Administration	Review funds held in post appointment proceeds and custodian bank accounts, and calculate whether any surplus held. Amend calculations to allocate interest to insurance distribution.	1.50	667.50	445.00
Crestale Ilaria	Senior Bookkeeper	6/12/2017	Administration	Bank Account Administration	Bank reconciliation of account #0412 for November 2017	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/12/2017	Administration	Bank Account Administration	Created receipt voucher for GST refund expected from November 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/12/2017	Administration	Bank Account Administration	Finalised November 2017 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	8/01/2018	Administration	Bank Account Administration	Bank reconciliation for December 2017 (Acc# 0412)	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	11/01/2018	Administration	Bank Account Administration	Created receipt voucher for GST refund expected from Australian Taxation Office	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	11/01/2018	Administration	Bank Account Administration	Processed EFT payment for Iron Mountain	0.10	19.00	190.00
Blake Erin	Undergraduate	11/01/2018	Administration	Bank Account Administration	Preparing payment voucher for payment of Iron Mountain Invoice for December period	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	5/02/2018	Administration	Bank Account Administration	- Processed internal funds transfers- Recorded journal entries in Insol cashbook to reflect internal funds transfers	0.20	38.00	190.00

Crestale Ilaria	Senior Bookkeeper	6/02/2018	Administration	Bank Account Administration	Bank reconciliation for January 2018, for account #0412	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	9/02/2018	Administration	Bank Account Administration	- Processed internal funds transfers- Entered journal entries in Insol to records internal funds transfers	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/02/2018	Administration	Bank Account Administration	Created receipt voucher for GST expected from Australian Taxation Office	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/02/2018	Administration	Bank Account Administration	Created credit voucher for GST amount owing to Australian Taxation Office from Dec 2016 Business Activity Statement revision, placed against current funds expected from Australian Taxation Off	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	21/02/2018	Administration	Bank Account Administration	- Entered journal entries in Insol to record intercompany transfers- Processed intercompany funds transfers	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	23/02/2018	Administration	Bank Account Administration	- Entered journal entries to reflect intercompany transfers- Processed intercompany funds transfers	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	27/02/2018	Administration	Bank Account Administration	- Processed various intercompany funds transfers- Entered journal entries to reflect the intercompany funds transfers	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	1/03/2018	Administration	Bank Account Administration	- Reconciled all bank accounts for February 2018 - Resolved issues with September 2017 bank reconciliation Posted receipt voucher for Australian Taxation Office	0.60	114.00	190.00
Crestale Ilaria	Senior Bookkeeper	1/03/2018	Administration	Bank Account Administration		0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	5/03/2018	Administration	Bank Account Administration	Bank reconciliations to 04/03/2018, to draft Form 524	1.30	247.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/03/2018	Administration	Bank Account Administration	Created receipt voucher for GST refund expected from February 2018 Business Activity Statement	0.10	19.00	190.00
Graham Hamish	Analyst 1	21/03/2018	Administration	Bank Account Administration	Liaising with James O'Connell of Korda Mentha and PPB Advisory staff members regarding books and records as part of a subpoena	0.30	93.00	310.00
Crestale Ilaria	Senior Bookkeeper	3/04/2018	Administration	Bank Account Administration	Bank reconciliation of all bank accounts for March 2018	0.40	76.00	190.00
Crestale Ilaria	Senior Bookkeeper	16/04/2018	Administration	Bank Account Administration	Created receipt voucher for GST refund expected from March 2018 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	1/05/2018	Administration	Bank Account Administration	Entered new counterparty in Insol: Felix Vitiello	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	1/05/2018	Administration	Bank Account Administration	Bank reconciliation of all bank accounts	1.00	190.00	190.00
Crosbie Craig	Appointee	2/05/2018	Administration	Bank Account Administration	Review and approve payment and internal transfers	0.20	135.00	675.00
Young Sylvia	Senior Bookkeeper	2/05/2018	Administration	Bank Account Administration	Reviewed payments for partner approval	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	2/05/2018	Administration	Bank Account Administration	Created receipt voucher for GST refund expected from April 2018 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	2/05/2018	Administration	Bank Account Administration	- Processed intercompany funds transfers- Entered journal entries in Insol	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	2/05/2018	Administration	Bank Account Administration	Processed BPAY payment for Telstra	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	3/05/2018	Administration	Bank Account Administration	Processed EFT payments for:- Felix Vitiello- Mr S Moss	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	3/05/2018	Administration	Bank Account Administration	- Entered journal entries in cashbook- Processed intercompany transfers	0.20	38.00	190.00
Crosbie Craig	Appointee	4/05/2018	Administration	Bank Account Administration	Review and transfer payments.	0.30	202.50	675.00
Young Sylvia	Senior Bookkeeper	4/05/2018	Administration	Bank Account Administration	Reviewed payments for partner approval	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	9/05/2018	Administration	Bank Account Administration	Checked banking site to ensure various intercompany funds transfers and payment to Telstra were successfully processed and authorised by partner	0.10	19.00	190.00
Young Sylvia	Senior Bookkeeper	11/05/2018	Administration	Bank Account Administration	Reviewed payments for partner approval	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	11/05/2018	Administration	Bank Account Administration	Processed EFT payment for Link Market Services	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	11/05/2018	Administration	Bank Account Administration	- Entered journal entry to record intercompany funds transfer- Processed intercompany funds transfers	0.10	19.00	190.00
Conti Josie	Senior Bookkeeper	14/05/2018	Administration	Bank Account Administration	Review EFT payments	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/05/2018	Administration	Bank Account Administration	Processed EFT payment for Robert Wood	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/05/2018	Administration	Bank Account Administration	Checked banking site to ensure intercompany funds transfers and payment to Link Administration Services were successfully processed and authorised by partner	0.10	19.00	190.00
Young Sylvia	Senior Bookkeeper	16/05/2018	Administration	Bank Account Administration	Reviewed payments for partner approval	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	16/05/2018	Administration	Bank Account Administration	Checked banking site to ensure payment to Mr Robert Wood was successfully processed and authorised by partner	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	16/05/2018	Administration	Bank Account Administration	Processed EFT payment for Ultimate Storage Solutions	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/05/2018	Administration	Bank Account Administration	Posted receipt vouchers from Australian Taxation Office	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/05/2018	Administration	Bank Account Administration	Bank reconciliation of Cheque Account #0412 to date	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/05/2018	Administration	Bank Account Administration	Checked banking site to ensure payment to Ultimate Storage Solutions was successfully processed and authorised by partner	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	24/05/2018	Administration	Bank Account Administration	Created Insol entry for payment to SoftwareONE	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	24/05/2018	Administration	Bank Account Administration	Processed EFT payment for SoftwareONE	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	24/05/2018	Administration	Bank Account Administration	Created receipt voucher for funds received from Geoffrey and Kathleen Norris	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	24/05/2018	Administration	Bank Account Administration	- Created journal entries to reflect intercompany funds transfers- Processed intercompany funds transfers on National Australia Bank Group banking site	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	24/05/2018	Administration	Bank Account Administration	Updated counterparty details per memo and letterhead provided by Lorraine Plail	0.10	19.00	190.00
Conti Josie	Senior Bookkeeper	25/05/2018	Administration	Bank Account Administration	Review receipt voucher - Geoffrey and Kathellen Norris	0.10	19.00	190.00
Conti Josie	Senior Bookkeeper	25/05/2018	Administration	Bank Account Administration	Review BPAY and EFT payments / transfers	0.40	76.00	190.00
Conti Josie	Senior Bookkeeper	25/05/2018	Administration	Bank Account Administration	Review EFT transfers	0.10	19.00	190.00
Conti Josie	Senior Bookkeeper	25/05/2018	Administration	Bank Account Administration	Review EFT payments	0.10	19.00	190.00
Ditrich Robert	Partner	25/05/2018	Administration	Bank Account Administration	Authorise online payments	0.30	202.50	675.00
Crestale Ilaria	Senior Bookkeeper	25/05/2018	Administration	Bank Account Administration	Processed BPAY payment for Telstra	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	25/05/2018	Administration	Bank Account Administration	Created payment voucher for payment to Telstra	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	25/05/2018	Administration	Bank Account Administration	Created journal entries for intercompany funds transfers	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	25/05/2018	Administration	Bank Account Administration	Processed intercompany funds transfers	0.10	19.00	190.00
Plail Lorraine	Supervisor/Assistant	28/05/2018	Administration	Bank Account Administration	Scan and email receipt voucher	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	28/05/2018	Administration	Bank Account Administration	Review bank account to confirm payments made by KordaMentha	0.10	44.50	445.00
Crestale Ilaria	Senior Bookkeeper	28/05/2018	Administration	Bank Account Administration	Emailled National Australia Bank Group to obtain interest rates for term deposits and at call accounts	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	28/05/2018	Administration	Bank Account Administration	Created receipt voucher for funds received from KordaMentha	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	28/05/2018	Administration	Bank Account Administration	Created voucher for payment to Link Market Services	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	28/05/2018	Administration	Bank Account Administration	Created voucher for payment to Australian Financial Security Authority	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	28/05/2018	Administration	Bank Account Administration	Bank reconciliation of #3850 bank account	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	28/05/2018	Administration	Bank Account Administration	Prepared paperwork to close #3850 bank account	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	28/05/2018	Administration	Bank Account Administration	- Created journal entries in Insol to record the intercompany funds transfers- Processed intercompany funds transfers	0.50	95.00	190.00
Crestale Ilaria	Senior Bookkeeper	28/05/2018	Administration	Bank Account Administration	Processed EFT payment for Link Market Services	0.10	19.00	190.00

Conti Josie	Senior Bookkeeper	29/05/2018	Administration	Bank Account Administration	Review EFT payments, and transfers	0.40	76.00	190.00
Plail Lorraine	Supervisor/Assistant	29/05/2018	Administration	Bank Account Administration	Pruning - Scan and email Payment & Receipt vouchers and bank account verification details to accounts team for processing.	0.20	89.00	445.00
Crestale Ilaria	Senior Bookkeeper	29/05/2018	Administration	Bank Account Administration	Checked National Australia Bank Group banking site to ensure various intercompany funds transfers and payment to Link Market Services was successfully processed and authorised by partner	0.10	19.00	190.00
Thai Dianne	Senior Bookkeeper	29/05/2018	Administration	Bank Account Administration	Checked receipt voucher, mark off task in insol QCR inbox	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	30/05/2018	Administration	Bank Account Administration	Created receipt voucher for Gunns Finance	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	30/05/2018	Administration	Bank Account Administration	Entered closing entries in cashbook for account #3850	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	30/05/2018	Administration	Bank Account Administration	Checked National Australia Bank Group banking site to ensure intercompany funds transfers and payment to Link Market Services were successfully processed and authorised by partner	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	31/05/2018	Administration	Bank Account Administration	Processed EFT payment for Brown & McWilliam	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	31/05/2018	Administration	Bank Account Administration	Bank reconciliation of all accounts, except account #0412	1.00	190.00	190.00
Crestale Ilaria	Senior Bookkeeper	31/05/2018	Administration	Bank Account Administration	Created voucher for payment to Brown & McWilliam	0.10	19.00	190.00
Thai Dianne	Senior Bookkeeper	31/05/2018	Administration	Bank Account Administration	Review payment from Insol QCR inbox, compile into one PDF, save to NetDocs, send email to partner to release payment	0.10	19.00	190.00
Thai Dianne	Senior Bookkeeper	31/05/2018	Administration	Bank Account Administration	Review receipt voucher to make sure it is correct, enter in receipt to insol cash book, print to PDF, send to accounts team member/ manager to review x2	0.10	19.00	190.00
Thai Dianne	Senior Bookkeeper	31/05/2018	Administration	Bank Account Administration	Review payment from Insol QCR inbox, compile into one PDF, save to NetDocs, send email to partner to release payment	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	1/06/2018	Administration	Bank Account Administration	Emailed Hamish Graham to provide missing receipt voucher to complete reconciliation of account #0412	0.10	19.00	190.00
Plail Lorraine	Supervisor/Assistant	4/06/2018	Administration	Bank Account Administration	Emails with Australian Securities and Investments Commission regarding lodgement for unclaimed money forwarded by KordaMentha. Amend file as requested.	0.10	44.50	445.00
Crestale Ilaria	Senior Bookkeeper	4/06/2018	Administration	Bank Account Administration	Created receipt voucher for Gunns Finance	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	4/06/2018	Administration	Bank Account Administration	Bank reconciliation of account #0412 for May 2018	0.10	19.00	190.00
Thai Dianne	Senior Bookkeeper	4/06/2018	Administration	Bank Account Administration	Review payment from Insol QCR inbox, compile into one PDF, save to NetDocs, send email to partner to release payment	0.10	19.00	190.00
Thai Dianne	Senior Bookkeeper	5/06/2018	Administration	Bank Account Administration	Review payment from Insol QCR inbox, compile into one PDF, save to NetDocs, send email to partner to release payment (EFT/BPAY)	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/06/2018	Administration	Bank Account Administration	Checked National Australia Bank Group banking site to ensure various intercompany funds transfers were successfully processed and authorised by partner	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	7/06/2018	Administration	Bank Account Administration	Processed cheque payments for Australian Securities and Investment Commission	0.30	57.00	190.00
Crestale Ilaria	Senior Bookkeeper	7/06/2018	Administration	Bank Account Administration	- Processed internal funds transfers- Entered journal entries in cashbook	0.60	114.00	190.00
Crestale Ilaria	Senior Bookkeeper	7/06/2018	Administration	Bank Account Administration	Prepared bank account closure paperwork for account 0879	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	7/06/2018	Administration	Bank Account Administration	Prepared bank account closure paperwork for account 4452	0.10	19.00	190.00
Conti Josie	Senior Bookkeeper	8/06/2018	Administration	Bank Account Administration	Review EFT transfers x13	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	8/06/2018	Administration	Bank Account Administration	Created vouchers for payment to Minuteman Press	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	8/06/2018	Administration	Bank Account Administration	- Processed x2 internal funds transfers- Entered journal entries in cashbook	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	8/06/2018	Administration	Bank Account Administration	Processed EFT payments for PPB Advisory	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	8/06/2018	Administration	Bank Account Administration	Processed EFT payments for Minuteman Press	0.20	38.00	190.00
Thai Dianne	Senior Bookkeeper	8/06/2018	Administration	Bank Account Administration	Review payment from Insol QCR inbox, compile into one PDF, save to NetDocs, send email to partner to release payment (EFT/BPAY) x4	0.30	57.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/06/2018	Administration	Bank Account Administration	Processed intercompany funds transfers	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/06/2018	Administration	Bank Account Administration	Checked National Australia Bank Group banking site to ensure ayments to Minuteman Press and various intercompany funds transfers were successfully processed and authorised by partner	0.10	19.00	190.00
Young Sylvia	Senior Bookkeeper	13/06/2018	Administration	Bank Account Administration	Reviewed payment processed into Insol cashbook and bank upload, sent email to Partner for approval of same	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	13/06/2018	Administration	Bank Account Administration	Checked National Australia Bank Group banking site to ensure various intercompany transfers were successfully processed and authorised by partner	0.10	19.00	190.00
Young Sylvia	Senior Bookkeeper	14/06/2018	Administration	Bank Account Administration	Reviewed payments processed on Insol and bank upload, sent email to Partner for approval	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/06/2018	Administration	Bank Account Administration	Checked National Australia Bank Group banking site to ensure payment to PPB Advisory was successfully processed and autorised by partner	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/06/2018	Administration	Bank Account Administration	Created receipt voucher for Australian Taxation Office	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/06/2018	Administration	Bank Account Administration	Processed EFT payments for: - Robert Wood - Ultimate Storage Solutions	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/06/2018	Administration	Bank Account Administration	Created voucher for payment to Ultimate Storage Solutions	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	14/06/2018	Administration	Bank Account Administration	Created voucher for payment to Robert Wood	0.10	19.00	190.00
Conti Josie	Senior Bookkeeper	15/06/2018	Administration	Bank Account Administration	Review cheque payments	0.20	38.00	190.00
Plail Lorraine	Supervisor/Assistant	15/06/2018	Administration	Bank Account Administration	Scan, save and email various payment and receipt vouchers to Insol team for processing	0.20	89.00	445.00
Crestale Ilaria	Senior Bookkeeper	15/06/2018	Administration	Bank Account Administration	Processed cheque payments for Australian Securities and Investment Commission	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/06/2018	Administration	Bank Account Administration	Created receipt voucher for Link Market Services	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	15/06/2018	Administration	Bank Account Administration	Created vouchers for payment to Australian Securities and Investment Commission	0.20	38.00	190.00
Priddle Miranda	Senior Manager	18/06/2018	Administration	Bank Account Administration	Review email from Robert Wood regarding wages payment. Discuss Sylvia Young	0.10	51.00	510.00
Young Sylvia	Senior Bookkeeper	18/06/2018	Administration	Bank Account Administration	Reviewed payments and submitted to Partners for online approval	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/06/2018	Administration	Bank Account Administration	Emailed bank account closure paperwork to National Australia Bank Group for processing	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/06/2018	Administration	Bank Account Administration	Entered bank account closing entries in cashbook	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/06/2018	Administration	Bank Account Administration	Checked National Australia Bank Group banking site to ensure payments to Ultimate Storage Solutions and Robert Wood were successfully processed and authorised by partner	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	19/06/2018	Administration	Bank Account Administration	Processed EFT payment for Arnold Bloch Leibler	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	19/06/2018	Administration	Bank Account Administration	Created voucher for payment to Arnold Bloch Leibler	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	19/06/2018	Administration	Bank Account Administration	- Processed internal funds transfers- Recorded journal entries in cashbook	0.20	38.00	190.00
Young Sylvia	Senior Bookkeeper	20/06/2018	Administration	Bank Account Administration	Reviewed payments both on INSOL cashbook and bank upload, sent email to Partner for approval of same	0.20	38.00	190.00
Young Sylvia	Senior Bookkeeper	20/06/2018	Administration	Bank Account Administration	Reviewed transfers between bank accounts processed to Insol and Bank Upload, sent email to Craig Crosbie for online approval	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	20/06/2018	Administration	Bank Account Administration	Created receipt vouchers for:- Shaun McElwaine & Associates- Eddington Estates Pty Ltd	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	21/06/2018	Administration	Bank Account Administration	Processed EFT payment for Arnold Bloch Leibler	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	21/06/2018	Administration	Bank Account Administration	Created voucher for payment to Arnold Bloch Leibler	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	22/06/2018	Administration	Bank Account Administration	Created voucher for payment to Link Market Services	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	22/06/2018	Administration	Bank Account Administration	Created voucher for payment to Adam Phillips	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	22/06/2018	Administration	Bank Account Administration	Processed EFT payments for:- Link Market Services- Adam Phillips	0.20	38.00	190.00

Young Sylvia	Senior Bookkeeper	25/06/2018	Administration	Bank Account Administration	Reviewed payment on Insol cashbook and Bank Upload, sent email to Partner to action online approval of same	0.30	57.00	190.00
Crestale Ilaria	Senior Bookkeeper	25/06/2018	Administration	Bank Account Administration	Created receipt voucher for Rubicon Farms Pty Ltd	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	25/06/2018	Administration	Bank Account Administration	- Processed internal funds transfers- Entered journal entries in Insol	0.50	95.00	190.00
Young Sylvia	Senior Bookkeeper	27/06/2018	Administration	Bank Account Administration	Reviewed various transfers between bank accounts and sent email to Partner for approval	0.20	38.00	190.00
Young Sylvia	Senior Bookkeeper	27/06/2018	Administration	Bank Account Administration	Reviewed vouchers processed to cashbook by the accounts team, sent email to Hamish Graham for filing	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	29/06/2018	Administration	Bank Account Administration	Checked National Australia Bank Group banking site to ensure payment to Arnold Bloch Leibler was successfully processed and authorised by partner	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	2/07/2018	Administration	Bank Account Administration	- Entered journal entries in cashbook- Processed intercompany funds transfers	0.20	38.00	190.00
Plail Lorraine	Supervisor/Assistant	3/07/2018	Administration	Bank Account Administration	Pruning - Scan and email payment voucher	0.10	44.50	445.00
Crestale Ilaria	Senior Bookkeeper	4/07/2018	Administration	Bank Account Administration	Processed EFT payment for Arnold Bloch Leibler	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	4/07/2018	Administration	Bank Account Administration	Created voucher for payment to Arnold Bloch Leibler	0.10	19.00	190.00
Plail Lorraine	Supervisor/Assistant	5/07/2018	Administration	Bank Account Administration	Prepare receipt voucher for funds from Receivers & Managers, scan and email to Insol team	0.40	178.00	445.00
Priddle Miranda	Senior Manager	5/07/2018	Administration	Bank Account Administration	Search records for details of receipt voucher for June 2018 bank reconciliationReview and approve receipt voucher for IT hosting costs	0.30	153.00	510.00
Conti Josie	Senior Bookkeeper	6/07/2018	Administration	Bank Account Administration	Review EFT payment	0.10	19.00	190.00
Conti Josie	Senior Bookkeeper	6/07/2018	Administration	Bank Account Administration	Review EFT and cheque payments	0.10	19.00	190.00
Young Sylvia	Senior Bookkeeper	6/07/2018	Administration	Bank Account Administration	Reviewed payments processed to Insol cashbook, reviewed Bank Upload, sent email to Partner for approval of same	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/07/2018	Administration	Bank Account Administration	Processed EFT payment for C T Superannuation Fund	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/07/2018	Administration	Bank Account Administration	Created voucher for payment to C T Superannuation Fund	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/07/2018	Administration	Bank Account Administration	Created voucher for payment to Australian Financial Security Authority	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/07/2018	Administration	Bank Account Administration	Emailed June 2018 bank listing to Miranda Priddle, as requested	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	6/07/2018	Administration	Bank Account Administration	Processed cheque payment for Australian Financial Security Authority	0.10	19.00	190.00
Conti Josie	Senior Bookkeeper	9/07/2018	Administration	Bank Account Administration	Prepare payment vouchers and process cheque payments - Australian Securities and Investments Commission - Unclaimed Monies Unit	0.40	76.00	190.00
Conti Josie	Senior Bookkeeper	9/07/2018	Administration	Bank Account Administration	Reconcile cash book GPL 2004 Option 2 Distribution Account 0245 and prepare National Australia Bank Annexure C form with instructions to close the account.	0.30	57.00	190.00
Conti Josie	Senior Bookkeeper	9/07/2018	Administration	Bank Account Administration	Process funds transfer from GSP 2006 Distribution account 9549 to NAB Cheque Account 041 / enter journal entry in cash book	0.20	38.00	190.00
Plail Lorraine	Supervisor/Assistant	10/07/2018	Administration	Bank Account Administration	Scan and email payment vouchers to insol team	0.10	44.50	445.00
Crestale Ilaria	Senior Bookkeeper	10/07/2018	Administration	Bank Account Administration	Processed internal funds transfers	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/07/2018	Administration	Bank Account Administration	Processed internal funds transfer	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/07/2018	Administration	Bank Account Administration	Posted receipt voucher for KordaMentha	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/07/2018	Administration	Bank Account Administration	Bank reconciliation of account #0412 for June 2018	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/07/2018	Administration	Bank Account Administration	Emailed bank account closure paperwork to NAB for processing (account #0245)	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/07/2018	Administration	Bank Account Administration	Closed off GPL 2004 Option 2 account in Insol	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	10/07/2018	Administration	Bank Account Administration	Entered journal entry to record internal transfer of funds in cashbook	0.10	19.00	190.00
Plail Lorraine	Supervisor/Assistant	11/07/2018	Administration	Bank Account Administration	Prepare calculation for cost split for Link Market Services invoice for resolved financier distribution, pruning distribution and finalisation of register. Draft payment vouchers for same.	0.70	311.50	445.00
Ditrich Robert	Partner	11/07/2018	Administration	Bank Account Administration	Authorisation of online bank payments	0.20	135.00	675.00
Plail Lorraine	Supervisor/Assistant	12/07/2018	Administration	Bank Account Administration	Prepare payment voucher for wages. Scan and email to Insol team	0.20	89.00	445.00
Crestale Ilaria	Senior Bookkeeper	12/07/2018	Administration	Bank Account Administration	Processed EFT payments for: - PPB Advisory - Robert Wood	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/07/2018	Administration	Bank Account Administration	Created voucher for payment to PPB Advisory	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/07/2018	Administration	Bank Account Administration	Created voucher for payment to Robert Wood	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/07/2018	Administration	Bank Account Administration	Prepared bank paperwork for bank account closure of #0215	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	12/07/2018	Administration	Bank Account Administration	Processed intercompany funds transfers	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/07/2018	Administration	Bank Account Administration	Processed cheque payments for:- IOOF Superannuation- Australian Securities and Investment Commission	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/07/2018	Administration	Bank Account Administration	Created voucher for payment to Australian Securities and Investment Commission	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/07/2018	Administration	Bank Account Administration	Created receipt voucher for GST refund expected from June 2018 Business Activity Statement	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	17/07/2018	Administration	Bank Account Administration	Created voucher for payment to IOOF Superannuation	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/07/2018	Administration	Bank Account Administration	Created voucher for payment to Australian Securities and Investment Commission	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	18/07/2018	Administration	Bank Account Administration	Processed cheque payment for Australian Securities and Investment Commission	0.10	19.00	190.00
Crosbie Craig	Appointee	19/07/2018	Administration	Bank Account Administration	Review and approve superannuation contribution payment for Robert Wood.	0.20	135.00	675.00
Plail Lorraine	Supervisor/Assistant	19/07/2018	Administration	Bank Account Administration	Prepare internal transfer request and finalise payment vouchers for Link Market Services invoices. Scan and email various payment vouchers to accounts team	1.00	445.00	445.00
Plail Lorraine	Supervisor/Assistant	19/07/2018	Administration	Bank Account Administration	Prepare payment voucher for Ultimate Storage	0.10	44.50	445.00
Crestale Ilaria	Senior Bookkeeper	20/07/2018	Administration	Bank Account Administration	Processed EFT payments for:- Ultimate Storage Solutions- Link Market Services	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	20/07/2018	Administration	Bank Account Administration	Created voucher for payment to Ultimate Storage Solutions	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	20/07/2018	Administration	Bank Account Administration	Processed various intercompany funds transfers and entered journal entries in cashbook	1.00	190.00	190.00
Crestale Ilaria	Senior Bookkeeper	20/07/2018	Administration	Bank Account Administration	Created voucher for payment to Link Market Services	0.10	19.00	190.00
Young Sylvia	Senior Bookkeeper	24/07/2018	Administration	Bank Account Administration	Reviewed payments for partner approval and emailed same to Partners for online approval	0.50	95.00	190.00
Conti Josie	Senior Bookkeeper	26/07/2018	Administration	Bank Account Administration	Review EFT payment	0.10	19.00	190.00
Priddle Miranda	Senior Manager	27/07/2018	Administration	Bank Account Administration	Review and approve transfer of funds to enable payment of pruning distribution	0.10	51.00	510.00
Crestale Ilaria	Senior Bookkeeper	28/07/2018	Administration	Bank Account Administration	Processed various intercompany payments	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	29/07/2018	Administration	Bank Account Administration	Processed EFT payment for Australian Securities and Investment Commission	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	29/07/2018	Administration	Bank Account Administration	Processed various intercompany transfers	0.20	38.00	190.00
Crestale Ilaria	Senior Bookkeeper	29/07/2018	Administration	Bank Account Administration	Created voucher for payment to Australian Securities and Investment Commission	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	30/07/2018	Administration	Bank Account Administration	Processed EFT payment for Roslyn Ann McMaster	0.10	19.00	190.00
Crestale Ilaria	Senior Bookkeeper	30/07/2018	Administration	Bank Account Administration	Created voucher for payment to Roslyn Ann McMaster	0.10	19.00	190.00

Crosbie Craig	Appointee	31/07/2018	Administration	Bank Account Administration	Review and approve EFT payments	0.30	202.50	675.00
Graham Hamish	Analyst 1	3/02/2017	Administration	Books and Records / Storage	Disbursements- Arranging for Access records invoice to be signed and disbursed, copying and filing a copy	0.20	62.00	310.00
Graham Hamish	Analyst 1	2/10/2017	Administration	Books and Records / Storage	Transferring files generated by Robert Wood related to pruning from the Gunns server to PPB Advisory network	0.30	93.00	310.00
Graham Hamish	Analyst 1	9/10/2017	Administration	Books and Records / Storage	Searching the server for pre-appointment insurance records and liaising with Alex Chisholm to fix access	0.30	93.00	310.00
Graham Hamish	Analyst 1	13/11/2017	Administration	Books and Records / Storage	Investigating a query from Lorraine Plail regarding Gunns equipment and storage, and providing an email response.	0.30	93.00	310.00
Graham Hamish	Analyst 1	8/12/2017	Administration	Books and Records / Storage	Reviewing a storage agreement to continue storage facility at Launceston and drafting the the agreement for review and sign off	0.40	124.00	310.00
Graham Hamish	Analyst 1	28/03/2018	Administration	Books and Records / Storage	Liaising with James O'Connell of Korda Mentha and PPB Advisory staff members regarding books and records locations as part of a subpoena	0.30	93.00	310.00
Graham Hamish	Analyst 1	3/07/2018	Administration	Books and Records / Storage	Reviewing a listing of Arnold Bloch Leibler invoices and preparing a pack for Miranda Priddle's review	0.80	248.00	310.00
Graham Hamish	Analyst 1	4/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Filing	0.20	62.00	310.00
Plail Lorraine	Supervisor/Assistant	10/07/2018	Administration	Books and Records / Storage	Sort Arnold Bloch Leibler invoices folder/box for storage	0.10	44.50	445.00
Zhang Lois	Manager	13/09/2016	Trade-on	Budgeting & Financial Reporting	Reconciled remuneration model to the source data	1.00	465.00	465.00
Priddle Miranda	Senior Manager	4/11/2016	Trade-on	Budgeting & Financial Reporting	Draft email to committee of inspection regarding notification of cost application Resend email to return emails and alternative contacts Email to Hamish Graham and Ken Tang regarding updated contact details for committee of inspection member	0.50	255.00	510.00
Priddle Miranda	Senior Manager	21/11/2016	Trade-on	Budgeting & Financial Reporting	Review and approve IT costs for Gunns backup tapes Discussion with Leah Campbell regarding additional PriceWaterhouseCoopers invoice for withholding tax advice	0.20	102.00	510.00
Priddle Miranda	Senior Manager	21/11/2016	Trade-on	Budgeting & Financial Reporting	Review receipts and payments for 1 January 2016	1.90	969.00	510.00
Priddle Miranda	Senior Manager	9/03/2017	Trade-on	Budgeting & Financial Reporting	Update liquidation cash master including downloading all transactions for February 2017, updating summary cash flow for transactions, calculating scheme payments made on behalf of liquidation a	5.30	2,703.00	510.00
Graham Hamish	Analyst 1	9/03/2017	Trade-on	Budgeting & Financial Reporting	Discussion with Miranda Priddle regarding the Gunns cash flow spreadsheet	0.10	31.00	310.00
Priddle Miranda	Senior Manager	2/05/2017	Trade-on	Budgeting & Financial Reporting	Update cash master for April 2017 including updating cash balances in balance summary spreadsheet and calculating allocation of GST refund for December 2016 business activity statement betw	0.50	255.00	510.00
Priddle Miranda	Senior Manager	5/06/2017	Trade-on	Budgeting & Financial Reporting	Update cash master for May 2017 including update bank account balances for all accounts and requesting reconciliations for accounts not reconciled	0.30	153.00	510.00
Priddle Miranda	Senior Manager	6/06/2017	Trade-on	Budgeting & Financial Reporting	Update cash master for May 2017, including reviewing transactions and updating scheme and liquidation cash positions for interrelated transaction	0.60	306.00	510.00
Priddle Miranda	Senior Manager	16/06/2017	Trade-on	Budgeting & Financial Reporting	Review Arnold Bloch Leibler invoice register and split invoices between scheme and liquidation	1.00	510.00	510.00
Priddle Miranda	Senior Manager	16/06/2017	Trade-on	Budgeting & Financial Reporting	Review Arnold Bloch Leibler liquidation invoices outstanding and discuss amount outstanding, remuneration paid to liquidators and available cash	0.90	459.00	510.00
Priddle Miranda	Senior Manager	19/06/2017	Trade-on	Budgeting & Financial Reporting	Review Arnold Bloch Leibler invoice register and split invoices between scheme and liquidation	1.40	714.00	510.00
Priddle Miranda	Senior Manager	20/06/2017	Trade-on	Budgeting & Financial Reporting	Review outstanding invoice schedule relating to liquidation for Arnold Bloch Leibler and calculate total outstandingPrepare proposal to pay Arnold Bloch Leibler	1.90	969.00	510.00
Priddle Miranda	Senior Manager	22/06/2017	Trade-on	Budgeting & Financial Reporting	Discussion with Craig Crosbie regarding payment of Arnold Bloch Leibler non-scheme costs Discussion with Craig Crosbie regarding payment of Arnold Bloch Leibler non-scheme costs Discussion with Sunny Puni regarding calculation of remuneration paid to date Telephone call and follow-up email to Jane Sheridan from Arnold Bloch Leibler regarding fee proposal non-scheme costs	0.60	306.00	510.00
Priddle Miranda	Senior Manager	23/06/2017	Trade-on	Budgeting & Financial Reporting	Finalise payment schedule for non-scheme costs including allocation of payment between invoices, taking account of split between fees and disbursements	2.00	1,020.00	510.00
Priddle Miranda	Senior Manager	26/06/2017	Trade-on	Budgeting & Financial Reporting	Draft email to Arnold Bloch Leibler regarding payment of invoices including schedule to support paymentEmail to Insol to transfer funds to cover legal fees payment	0.30	153.00	510.00
Priddle Miranda	Senior Manager	27/06/2017	Trade-on	Budgeting & Financial Reporting	Email to Solomon Generoso from Arnold Bloch Leibler regarding breakdown of legal fees paid and update on payment of counsel fees	0.10	51.00	510.00
Priddle Miranda	Senior Manager	28/11/2017	Trade-on	Budgeting & Financial Reporting	Download transactions for each bank account and import into Liquidation tab Update summary cash flows table and reconcile to cash balances Update GST tab for GST funded by liquidation Update running cost balance of amounts owed by Schemes to Liquidation Check all amounts transferred into liquidation account from scheme accounts has been paid Calculate free liquidation cash Request funds transfer	0.70	357.00	510.00
Graham Hamish	Analyst 1	13/06/2018	Trade-on	Budgeting & Financial Reporting	Email to Heather of Minuteman Press confirming details of payments and requesting that funds be transferred back to the correct account	0.20	62.00	310.00
Priddle Miranda	Senior Manager	15/06/2018	Trade-on	Budgeting & Financial Reporting	Review Arnold Bloch Leibler outstanding invoice schedule to determine further payments to be made	0.30	153.00	510.00
Priddle Miranda	Senior Manager	18/06/2018	Trade-on	Budgeting & Financial Reporting	Review Arnold Bloch Leibler outstanding invoices schedule and calculate amounts to pay	0.30	153.00	510.00
Priddle Miranda	Senior Manager	28/06/2018	Trade-on	Budgeting & Financial Reporting	Prepare invoice allocations for payment made to Arnold Bloch LeiblerPrepare recoverability summary of remaining invoices.Email to Jayne McDonald from Arnold Bloch Leibler	0.30	153.00	510.00
Tarrant Lloyd	Undergraduate	11/10/2016	Investigation	Conducting Investigation	Searching for proof of debt forms relating to Caltas and Lloyd North	0.70	133.00	190.00
Elliott Kellie	Supervisor/Assistant	18/11/2016	Investigation	Conducting Investigation	Locating Gunns director information and signed Committee of Inspection minutes for Lois Zhang	0.40	178.00	445.00
Priddle Miranda	Senior Manager	3/03/2017	Investigation	Conducting Investigation	Review draft letter from Tara Privitelli from Arnold Bloch Leibler regarding information request from Minter Ellison Discuss indemnity in relation to liquidators costs with Kellie Elliott	0.20	102.00	510.00
Prowse Chris	Graduate	8/06/2017	Investigation	Conducting Investigation	Went through Gunns mail	0.30	63.00	210.00
Prowse Chris	Graduate	23/06/2017	Investigation	Conducting Investigation	Read through 2 weeks of mail	0.40	84.00	210.00
Prowse Chris	Graduate	4/07/2017	Investigation	Conducting Investigation	Received an email from a Superfund enquiring about the upcoming distributions and status of the Liquidation. Emailed them back, attaching 2 reports to creditors and the most updated annual repoi	0.50	105.00	210.00
Prowse Chris	Analyst 1	22/01/2018	Investigation	Conducting Investigation	Processed a payment voucher to iron mountain for document storage. Determined which invoices have been paid, and are still yet to be paid.	0.30	93.00	310.00
Prowse Chris	Analyst 1	20/03/2018	Investigation	Conducting Investigation	Received a call from the Agricultural department. Provided information on the finalisation date of the Liquidation. Discussed with Miranda Priddle.	0.30	93.00	310.00
Haddock David	Director	29/03/2018	Investigation	Conducting Investigation	Emails Johnson Winter & Slattery re class action	0.20	117.00	585.00
Haddock David	Director	11/04/2018	Investigation	Conducting Investigation	Email from Willis	0.20	117.00	585.00
Crosbie Craig	Appointee	12/04/2018	Investigation	Conducting Investigation	Discussion with David Haddock regarding funding options, including discussions with Burford Capital.	0.80	540.00	675.00
Haddock David	Director	16/04/2018	Investigation	Conducting Investigation	Email to Dirk Luff of Maurice Blackburn re Willis correspondence and court outcomes	0.40	234.00	585.00
Priddle Miranda	Senior Manager	28/05/2018	Investigation	Conducting Investigation	Review books and records for copy of committee of inspection minutes confirming approval of third party funding to respond to grower subpoenas	0.40	204.00	510.00
Priddle Miranda	Senior Manager	9/07/2018	Investigation	Conducting Investigation	Review files for evidence and letters on status of wind-up of the Winegrape schemes	0.90	459.00	510.00
Haddock David	Director	10/07/2018	Investigation	Conducting Investigation	Call with Johnson Winter & Slattery re updates	0.20	117.00	585.00
Haddock David	Director	18/07/2018	Investigation	Conducting Investigation	Email Ben Renfrey of Johnson Winter & Slattery re IAG Limited	0.20	117.00	585.00
Priddle Miranda	Senior Manager	24/02/2017	Administration	Correspondence	Review and approve draft email to Jane Sheridan from Arnold Bloch Leibler regarding enquiry to obtain access to certain records of former Gunns schemes	0.10	51.00	510.00
Priddle Miranda	Senior Manager	28/02/2017	Administration	Correspondence	Telephone call with Kim McKay from Arnold Bloch Leibler regarding legal liquidation costs	0.10	51.00	510.00
Priddle Miranda	Senior Manager	2/03/2017	Administration	Correspondence	Review and approve letter to AGW Funds Management regarding enquiry on information relating to former Gunns schemes	0.10	51.00	510.00
Campbell Leah	Senior Manager	24/03/2017	Administration	Correspondence	Review of email exchange with Kim Lovely, Daniel Bryant and Craig Crosbie regarding general update for website	0.20	102.00	510.00
Prowse Chris	Graduate	8/08/2017	Administration	Correspondence	Organised Gunns mail. Processed it, and gave to the necessary operators	0.40	84.00	210.00
Plail Lorraine	Supervisor/Assistant	31/08/2017	Administration	Correspondence	Email to Annabel Martin of KordaMentha regarding outstanding Australian Securities and Investments Commission fine for Form 484.	0.10	44.50	445.00

Graham Hamish	Analyst 1	24/11/2017	Administration	Correspondence	Conversation with K Blair regarding freedom of application forms to obtain information on a former Gunns employee for court proceedings, and responding to his query via email	0.50	155.00	310.00
Graham Hamish	Analyst 1	1/12/2017	Administration	Correspondence	Reviewing correspondence from a party to a legal matter requesting employee records, drafting an email to Miranda Priddle with a suggested response	0.30	93.00	310.00
Graham Hamish	Analyst 1	4/12/2017	Administration	Correspondence	Responding to a request for former employee information from K Blair	0.20	62.00	310.00
Graham Hamish	Analyst 1	15/05/2018	Administration	Correspondence	Reviewing correspondence from the Australian Taxation Office regarding the Common Reporting Standard	0.30	93.00	310.00
Crosbie Craig	Appointee	14/06/2018	Administration	Correspondence	Liaising with accounts team regarding actions required			
					Review and sign Instrument Releasing Registered Forestry Right in respect of property owned by Rubicon Farms Pty Ltd and Eddington Estates Pty Ltd.	0.40	270.00	675.00
Priddle Miranda	Senior Manager	3/07/2018	Administration	Correspondence	Review correspondence received regarding grower loan and scan and forward to Receivers & Managers	0.20	102.00	510.00
Priddle Miranda	Senior Manager	5/07/2018	Administration	Correspondence	Telephone call with Jane Sheridan regarding wind-up of winegrape schemes	0.60	306.00	510.00
					Follow-up call with Jane Sheridan regarding same			
					Review correspondence with Australian Securities and Investment Commission sent by Jane			
					Discuss winegrape schemes with Louise Downie			
Priddle Miranda	Senior Manager	19/07/2018	Administration	Correspondence	Review and approve correspondence to IOOF regarding Robert Wood super payment	0.10	51.00	510.00
Ho Joanna	Analyst 1	17/10/2016	Creditors	Creditor Reports	Prepare remuneration table and remuneration report for the period 1 January 2015 to 31 August 2016	5.00	1,550.00	310.00
Ho Joanna	Analyst 1	18/10/2016	Creditors	Creditor Reports	Prepare remuneration report for the period 1 January 2015 to 31 August 2016	1.50	465.00	310.00
Zhang Lois	Manager	19/10/2016	Creditors	Creditor Reports	Reviewed the remuneration report and schedule	1.20	558.00	465.00
Zhang Lois	Manager	20/10/2016	Creditors	Creditor Reports	Attended to review and amend remuneration report	1.50	697.50	465.00
Zhang Lois	Manager	21/10/2016	Creditors	Creditor Reports	Worked on the remuneration report	2.00	930.00	465.00
Puni Sunny	Senior Analyst 1	21/10/2016	Creditors	Creditor Reports	Meeting with Miranda Priddle to discuss meeting notices to be updated and finalised. Review of previous meeting notice and commence collating report to creditors	0.30	118.50	395.00
Ho Joanna	Analyst 1	21/10/2016	Creditors	Creditor Reports	Obtain supporting documentation for remuneration table and reports for the period 1 April 2015 to 31 August 2016	0.50	155.00	310.00
Puni Sunny	Senior Analyst 1	24/10/2016	Creditors	Creditor Reports	Draft Committee of Inspection meeting notices, proxy forms and annexures to meeting notice including listing of companies for the purposes of holding Committee of Inspection meeting	0.80	316.00	395.00
Puni Sunny	Senior Analyst 1	24/10/2016	Creditors	Creditor Reports	Discuss draft of meeting notices with Lois Zhang. Make amendments to meeting notices for purpose of issuing report and holding meeting	0.60	237.00	395.00
Puni Sunny	Senior Analyst 1	25/10/2016	Creditors	Creditor Reports	Meeting with Lois Zhang and Craig Crosbie to discuss amendments to meeting notices. Review previous reports to creditors and commence amending meeting notices, proxy forms and report to creditors	0.80	316.00	395.00
Puni Sunny	Senior Analyst 1	26/10/2016	Creditors	Creditor Reports	Update to proxy forms to incorporate updated remuneration resolutions and resolutions for entering into agreements for the purpose of gaining approval at meeting of creditors	0.30	118.50	395.00
Puni Sunny	Senior Analyst 1	27/10/2016	Creditors	Creditor Reports	Update to Committee of Inspection meeting notices and collate all documents for review by Craig Crosbie. Discuss with Lois Zhang	0.40	158.00	395.00
Zhang Lois	Manager	31/10/2016	Creditors	Creditor Reports	Updated the remuneration report	1.00	465.00	465.00
Puni Sunny	Senior Analyst 1	2/11/2016	Creditors	Creditor Reports	Update to Committee of Inspection notices for the purposes of reporting to creditors and holding meeting	0.20	79.00	395.00
Zhang Lois	Manager	4/11/2016	Creditors	Creditor Reports	Amended the remuneration report	3.00	1,395.00	465.00
Graham Hamish	Analyst 1	4/11/2016	Creditors	Creditor Reports	Assisting Sunny Puni with information regarding receipts and payments, for the committee of inspection report	0.20	62.00	310.00
Zhang Lois	Manager	17/11/2016	Creditors	Creditor Reports	Discussed the receipts and payments attached to the remuneration report with Carl Hoerner	1.60	744.00	465.00
					Discussed the disbursement issues			
					Updated the report as requested by Carl Hoerner			
Zhang Lois	Manager	18/11/2016	Creditors	Creditor Reports	Amended the remuneration report as requested by Carl Hoerner.	3.00	1,395.00	465.00
					Discussed the insurance issue with Carl Hoerner and gathered supporting documents			
Zhang Lois	Manager	21/11/2016	Creditors	Creditor Reports	Reconciled and prepared receipts and payments summary on liquidation only transactions as requested by Carl Hoerner	2.50	1,162.50	465.00
Zhang Lois	Manager	22/11/2016	Creditors	Creditor Reports	Updated the remuneration report as per the Australian Taxation Office's comments	0.50	232.50	465.00
Graham Hamish	Analyst 1	12/12/2017	Creditors	Creditor Reports	Uploading Australian Securities and Investments Commission reports to the website and re-ordering of the reports available to creditors	0.60	186.00	310.00
Graham Hamish	Analyst 1	17/05/2018	Creditors	Creditor Reports	Reviewing and cleaning up the creditor listing, preparing the mail merge data and sending an email to Minuteman requesting a quote for the annual report mail out	0.60	186.00	310.00
Graham Hamish	Analyst 1	18/05/2018	Creditors	Creditor Reports	Requesting quotes from Minuteman and Kwikkopy for mail out of the annual report, sending an email recommendation to Miranda Priddle	0.20	62.00	310.00
Graham Hamish	Analyst 1	18/05/2018	Creditors	Creditor Reports	Updating the annual report to creditors including a review of the receipts and payments schedules and other annexuresDrafting a circular to creditors regarding release of the annual reportFinalising	1.10	341.00	310.00
Graham Hamish	Analyst 1	29/05/2018	Creditors	Creditor Reports	Liaising with Minuteman Press regarding mail out of the annual report notification	0.20	62.00	310.00
Plail Lorraine	Supervisor/Assistant	15/06/2018	Creditors	Creditor Reports	Update creditor address schedule for requested growers.	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	30/11/2016	Creditors	Creditor's Enquiries	Reviewing grower enquiry re insurance distribution	0.30	133.50	445.00
Graham Hamish	Analyst 1	15/02/2017	Creditors	Creditor's Enquiries	Responding to a creditor enquiry regarding the Gunns annual report and providing a copy	0.20	62.00	310.00
Priddle Miranda	Senior Manager	2/03/2017	Creditors	Creditor's Enquiries	Discussion with Kellie Elliott regarding response to enquiry from AGW	0.10	51.00	510.00
Tang Ken	Analyst 1	23/03/2017	Creditors	Planning / Review / Supervision of Staff	Weekly Gunns update meeting	0.20	62.00	310.00
Elliott Kellie	Supervisor/Assistant	16/05/2017	Creditors	Creditor's Enquiries	Discussion with Chris Prowse re Grower enquiry re insurance payment not received.	0.10	44.50	445.00
Chisholm Alex	Senior Analyst 1	6/06/2017	Creditors	Creditor's Enquiries	Post "Gunns Group Annual Report 2017" to the Gunns creditors information page	0.30	118.50	395.00
Elliott Kellie	Supervisor/Assistant	7/06/2017	Creditors	Creditor's Enquiries	Unclaimed monies discussion with C Mavridis	0.30	133.50	445.00
Prowse Chris	Graduate	9/06/2017	Creditors	Creditor's Enquiries	Answered a call from an accountant of a grower. Requesting information on the value of shares. I informed him the shares have been declared worthless by the Liquidator, and sent him a declaratic	0.40	84.00	210.00
Prowse Chris	Graduate	15/06/2017	Creditors	Creditor's Enquiries	Sending out the Gunns annual report	0.20	42.00	210.00
Graham Hamish	Analyst 1	16/06/2017	Creditors	Creditor's Enquiries	Responding to creditor enquiries regarding the annual report and providing copies of the report	0.30	93.00	310.00
Prowse Chris	Graduate	22/06/2017	Creditors	Creditor's Enquiries	Gunns weekly meeting	0.10	21.00	210.00
Prowse Chris	Graduate	29/08/2017	Creditors	Creditor's Enquiries	Answered a call from Watercorp WA enquiring about the status of the liquidation.	0.20	42.00	210.00
Graham Hamish	Analyst 1	1/03/2018	Creditors	Creditor's Enquiries	Searching INSOL program for the creditor listing, providing a response to Lorraine Plail's email regarding listings	0.20	62.00	310.00
Prowse Chris	Analyst 1	21/05/2018	Creditors	Creditor's Enquiries	Answered a grower phone call relating the distribution.	0.10	31.00	310.00
Graham Hamish	Analyst 1	23/05/2018	Creditors	Creditor's Enquiries	Updating the INSOL creditor listing for return to sender letters received	0.20	62.00	310.00
Graham Hamish	Analyst 1	4/06/2018	Creditors	Creditor's Enquiries	Preparing a split of costs between the Gunns group entities and drafting an email to Sally Garmonsway setting out how the postage charges from the mail out of the annual report should be applied	0.40	124.00	310.00
Plail Lorraine	Supervisor/Assistant	8/06/2018	Creditors	Creditor's Enquiries	Email copy of annual report to Z Duff of Artec.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	8/06/2018	Creditors	Creditor's Enquiries	Email copy of annual report to Mr P Ager following query received via PPB Advisory website and Gunns email address	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	12/06/2018	Creditors	Creditor's Enquiries	Email copy of creditors report to P Badenoch of Badenoch Integrated Logging	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	15/06/2018	Creditors	Creditor's Enquiries	Emails with Sharon of Stanshield regarding annual report and address update.	0.10	44.50	445.00
Graham Hamish	Analyst 1	22/06/2018	Creditors	Creditor's Enquiries	Updating the creditor listing for return to sender letters received including searching the internet for new addresses (30 creditors)	0.60	186.00	310.00
Graham Hamish	Analyst 1	25/06/2018	Creditors	Creditor's Enquiries	Updating the creditor listing for return to sender letters received including searching the internet for new addresses (10 creditors)	0.20	62.00	310.00
Graham Hamish	Analyst 1	26/06/2018	Creditors	Creditor's Enquiries	Updating the creditor listing for return to sender letters received including searching the internet for new addresses (10 creditors)	0.30	93.00	310.00
Graham Hamish	Analyst 1	2/07/2018	Creditors	Creditor's Enquiries	Updating the creditor listing for return to sender letters received following mail out of the annual report	0.20	62.00	310.00
Graham Hamish	Analyst 1	2/07/2018	Creditors	Creditor's Enquiries	Responding to an enquiry from the solicitors of a bankrupt estate in relation to a Gunns Finance loan and re-directing them to the appropriate party	0.30	93.00	310.00

Plail Lorraine	Supervisor/Assistant 16/07/2018	Creditors	Creditor's Enquiries	Email copy of annual report to John Fogarty of Corrs Chambers Westgarth	0.10	44.50	445.00
Campbell Leah	Senior Manager 6/10/2016	Dividend	Dividend Procedures	Various discussions with Steve Commadeur regarding insurance reconciliations, review of amendments to schedules following processing insurance through grower database, review of emails and	1.10	561.00	510.00
Campbell Leah	Senior Manager 7/10/2016	Dividend	Dividend Procedures	Distribution planning: Discussion with Kellie Elliott regarding notification to growers of negotiated claims, edited insurance letter, discussions with Kellie Elliott and Lois Zhang regarding history of ne	1.40	714.00	510.00
Campbell Leah	Senior Manager 10/10/2016	Dividend	Dividend Procedures	Various discussions with Steve Commadeur regarding insurance reports and issues identified, discussion with Kellie Elliott regarding Arnold Bloch Leibler agreement to format of distribution letters	0.40	204.00	510.00
Campbell Leah	Senior Manager 11/10/2016	Dividend	Dividend Procedures	Discussions with Kellie Elliott regarding information required for approval of insurance distribution	0.40	204.00	510.00
Campbell Leah	Senior Manager 17/10/2016	Dividend	Dividend Procedures	Various discussions with Kellie Elliott and Lois Zhang regarding reconciliation of post appointment proceeds account for insurance distribution	0.50	255.00	510.00
Crosbie Craig	Appointee 25/01/2017	Dividend	Dividend Procedures	Review GST memorandum prepared by Lois Zang, including Australian Taxation Office ruling. Verify payments to be made to Australian Taxation Office to summary distribution sheet.Review amenc	1.50	1,012.50	675.00
Campbell Leah	Senior Manager 13/02/2017	Dividend	Dividend Procedures	Transferred all insurance distribution letters to T Drive for retention	0.50	255.00	510.00
Graham Hamish	Analyst 1 16/03/2017	Dividend	Dividend Procedures	Weekly update meeting	0.20	62.00	310.00
Elliott Kellie	Supervisor/Assistant 18/04/2017	Dividend	Dividend Procedures	Splitting up the interest accrued in the pre appointment monies in the general distribution account	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant 18/04/2017	Dividend	Dividend Procedures	Updating unclaimed monies letters for wording in relation to invoices available upon request and updating the Gunns Plantations Limited letterhead.	0.40	178.00	445.00
Elliott Kellie	Supervisor/Assistant 19/04/2017	Dividend	Dividend Procedures	Updating unclaimed monies data in the reconciliation spreadsheets	0.30	133.50	445.00
Campbell Leah	Senior Manager 16/05/2017	Dividend	Dividend Procedures	Discussion with Kellie Elliott regarding unclaimed monies distribution	0.10	51.00	510.00
Elliott Kellie	Supervisor/Assistant 19/05/2017	Dividend	Dividend Procedures	Unclaimed monies reconciliation	1.40	623.00	445.00
Elliott Kellie	Supervisor/Assistant 29/05/2017	Dividend	Dividend Procedures	Updating unclaimed monies data for upcoming distribution reconciliation	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant 1/06/2017	Dividend	Dividend Procedures	Updating the unclaimed monies interest in the distribution reconciliation.	0.40	178.00	445.00
Elliott Kellie	Supervisor/Assistant 1/06/2017	Dividend	Dividend Procedures	Preparing the Unclaimed monies distribution for Link Market Services payment.	1.50	667.50	445.00
Campbell Leah	Senior Manager 1/06/2017	Dividend	Dividend Procedures	Discussion with Kellie Elliott regarding Unclaimed Monies distribution	0.20	102.00	510.00
Elliott Kellie	Supervisor/Assistant 2/06/2017	Dividend	Dividend Procedures	Email to Jin Koh at Link Market Services re unclaimed monies distribution quote	0.40	178.00	445.00
Elliott Kellie	Supervisor/Assistant 7/06/2017	Dividend	Dividend Procedures	Email to Jin Koh at Link Market Services re unclaimed monies quote	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant 8/06/2017	Dividend	Dividend Procedures	Preparing Unclaimed monies distribution memo for review by Leah Campbell	0.70	311.50	445.00
Crosbie Craig	Appointee 9/06/2017	Dividend	Dividend Procedures	Review memorandum regarding unclaimed monies and distribution model. Authorise distributions and approve transfer to Link Market Services Pty Ltd.	1.00	675.00	675.00
Campbell Leah	Senior Manager 9/06/2017	Dividend	Dividend Procedures	Unclaimed Monies Distribution: Reviews of distribution memo, various discussions with Kellie Elliott, discussion with Miranda Priddle regarding interest component, review of source documents for i	2.20	1,122.00	510.00
Priddle Miranda	Senior Manager 9/06/2017	Dividend	Dividend Procedures	Review books and records to confirm calculation of unclaimed monies, specifically the calculation of the variable amount applied	0.70	357.00	510.00
Elliott Kellie	Supervisor/Assistant 13/06/2017	Dividend	Dividend Procedures	Discuss with Kellie Elliott and email links to source data	0.30	133.50	445.00
Campbell Leah	Senior Manager 16/06/2017	Dividend	Dividend Procedures	Preparing data for Link Market Services for the Unclaimed Monies distribution	0.30	153.00	510.00
Elliott Kellie	Supervisor/Assistant 19/06/2017	Dividend	Dividend Procedures	Review of Link data for Unclaimed Monies distribution	0.40	178.00	445.00
Campbell Leah	Senior Manager 19/06/2017	Dividend	Dividend Procedures	Unclaimed monies data review as per email from Jin Koh of Link Market Services requesting confirmation of data	0.60	306.00	510.00
Elliott Kellie	Supervisor/Assistant 20/06/2017	Dividend	Dividend Procedures	Commenced review of unclaimed monies distribution letters, discussion with Chris Prowse regarding changes required, discussion with Kellie Elliott regarding Link data and amended memo require	0.30	133.50	445.00
Campbell Leah	Senior Manager 20/06/2017	Dividend	Dividend Procedures	Updating unclaimed monies distribution and preparing short memo re updated amount to sent to Link Market Services	2.60	1,326.00	510.00
Elliott Kellie	Supervisor/Assistant 21/06/2017	Dividend	Dividend Procedures	Checked distribution letters for unclaimed monies distribution (c400 growers)	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant 22/06/2017	Dividend	Dividend Procedures	Email to Jin Koh of Link Market Services re unclaimed monies data	0.80	356.00	445.00
Prowse Chris	Graduate 23/06/2017	Dividend	Creditor Reports	Updating Unclaimed monies spreadsheet for Link Market Services	0.60	126.00	210.00
Elliott Kellie	Manager 6/07/2017	Dividend	Dividend Procedures	Began completing the remuneration report up until 15 June.	0.40	186.00	465.00
Campbell Leah	Senior Manager 13/07/2017	Dividend	Dividend Procedures	Review of unclaimed monies distribution with Lorraine Plail	0.20	102.00	510.00
Campbell Leah	Senior Manager 18/07/2017	Dividend	Dividend Procedures	Checked Link payment data for Unclaimed Monies distribution	0.10	51.00	510.00
Campbell Leah	Senior Manager 20/07/2017	Dividend	Dividend Procedures	Email to Ilaria Crestale re transfer for distributions for Unclaimed Monies	0.20	102.00	510.00
Campbell Leah	Senior Manager 18/08/2017	Dividend	Dividend Procedures	Checked live proofs for Unclaimed Monies distribution	0.60	306.00	510.00
Campbell Leah	Senior Manager 5/09/2017	Dividend	Dividend Procedures	Discussion with Lorraine Plail regarding pruning proceeds, review of analysis from Robert Wood for pruning, searched for documents confirming interest accrual	0.40	204.00	510.00
Plail Lorraine	Supervisor/Assistant 5/09/2017	Dividend	Dividend Procedures	Discussion with Lorraine Plail regarding pruning, review of pruning summary for 2002	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant 14/09/2017	Dividend	Dividend Procedures	Pruning - Review finalised schedule of refunds (2002 scheme invoices) prepared by Robert Wood of Gunns Limited.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 22/09/2017	Dividend	Dividend Procedures	Pruning - Emails with Robert Wood of Gunns Limited regarding status of pruning worksheets.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 28/09/2017	Dividend	Dividend Procedures	Emails with Robert Wood of Gunns Ltd regarding update on pruning worksheets.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 28/09/2017	Dividend	Dividend Procedures	Pruning - Email to Robert Wood of Gunns Limited requesting update.	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant 9/10/2017	Dividend	Dividend Procedures	Pruning - Telephone attendance upon Robert Wood of Gunns Limited regarding Pruning calculations, and follow up on employment contract.	1.40	623.00	445.00
Plail Lorraine	Supervisor/Assistant 19/10/2017	Dividend	Dividend Procedures	Pruning - review documents prepared by Robert Wood for distribution.	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant 2/11/2017	Dividend	Dividend Procedures	Pruning - search for legislation governing minimum payment thresholds.	0.80	356.00	445.00
Plail Lorraine	Supervisor/Assistant 3/11/2017	Dividend	Dividend Procedures	Pruning - Review documents saved onto system. Compare to previously discussed documents with Robert Wood. Email to Robert Wood regading same.	1.20	534.00	445.00
Plail Lorraine	Supervisor/Assistant 8/11/2017	Dividend	Dividend Procedures	Pruning - Telephone attendance upon Robert Wood regarding pruning documents. Save new pruning worksheets into Netdocuments from Gunns server.	0.90	400.50	445.00
Plail Lorraine	Supervisor/Assistant 9/11/2017	Dividend	Dividend Procedures	Pruning - Prepare summary of finalised spreadsheets and compare to previously provided summary of expected distributions.	2.00	890.00	445.00
Plail Lorraine	Supervisor/Assistant 10/11/2017	Dividend	Dividend Procedures	Pruning - Consolidate worksheets provided by Robert Wood. Prepare various data checks for completeness and accuracy	2.50	1,112.50	445.00
Plail Lorraine	Supervisor/Assistant 13/11/2017	Dividend	Dividend Procedures	Pruning - Review Robert Wood workings	1.10	489.50	445.00
Plail Lorraine	Supervisor/Assistant 13/11/2017	Dividend	Dividend Procedures	Pruning - Telephone attendance upon Robert Wood regarding worksheets	0.90	400.50	445.00
Plail Lorraine	Supervisor/Assistant 15/11/2017	Dividend	Dividend Procedures	Unclaimed Money - Review distribution correspondence regarding unclaimed money paid to A Wilson. Review records for copies of invoices. Amend and send distribution correspondence regardin	0.40	178.00	445.00
Campbell Leah	Senior Manager 17/11/2017	Dividend	Dividend Procedures	Pruning - Review email and attachment from Robert Wood regarding outstanding pruning queries.	0.40	204.00	510.00
Plail Lorraine	Supervisor/Assistant 17/11/2017	Dividend	Dividend Procedures	Discussion with Lorraine Plail regarding Unclaimed Monies distribution	1.60	712.00	445.00
Campbell Leah	Senior Manager 21/11/2017	Dividend	Dividend Procedures	Unclaimed money - Review of growers who may be included in Phase 2 distribution. Locate Phase 1 source documents.	0.40	204.00	510.00
Plail Lorraine	Supervisor/Assistant 21/11/2017	Dividend	Dividend Procedures	Discussion with Lorraine Plail regarding complications on pruning reconciliation	2.80	1,246.00	445.00
Plail Lorraine	Supervisor/Assistant 23/11/2017	Dividend	Dividend Procedures	Pruning - Review pruning distribution calculations, investigate growers with transferred accounts on Members Database.	2.10	934.50	445.00
Plail Lorraine	Supervisor/Assistant 23/11/2017	Dividend	Dividend Procedures	Prepare various data checks for pruning distribution. Prepare listing of issues to be investigated by Robert Wood.	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant 24/11/2017	Dividend	Dividend Procedures	Emails with Robert Wood regarding debtor report and pruning queries. Review attachment regarding same.	0.40	178.00	445.00
Campbell Leah	Senior Manager 28/11/2017	Dividend	Dividend Procedures	Pruning - Saving amended worksheets after excel crash. Compiling attachment for queries to be sent to Robert Wood.	0.40	204.00	510.00

Plail Lorraine	Supervisor/Assistant 28/11/2017	Dividend	Dividend Procedures	Emails with Robert Wood regarding '3rd party financier' funds held in custodian account. Review documents provided.	0.40	178.00	445.00
Plail Lorraine	Supervisor/Assistant 28/11/2017	Dividend	Dividend Procedures	Financier unclaimed money - Review schedules regarding surplus funds in account. Review grower details on Members Database to identify souse of funds. Prepare review of current debtors and c	1.50	667.50	445.00
Plail Lorraine	Supervisor/Assistant 29/11/2017	Dividend	Dividend Procedures	Review an update weekly task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 29/11/2017	Dividend	Dividend Procedures	Emails with Robert Wood regarding amended 3rd party financier money details	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 30/11/2017	Dividend	Dividend Procedures	Update schedule of third party financier funds held per Robert Wood further scheme and grower details provided.	0.40	178.00	445.00
Plail Lorraine	Supervisor/Assistant 5/12/2017	Dividend	Dividend Procedures	Pruning - Prepare documents for review	0.40	178.00	445.00
Plail Lorraine	Supervisor/Assistant 6/12/2017	Dividend	Dividend Procedures	Review and update weekly task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 7/12/2017	Dividend	Planning / Review / Supervision of Staff	Attendance at team meeting with Miranda Priddle, Leah Campbell, Sunny Puni and Hamish Graham.	0.10	44.50	445.00
Campbell Leah	Senior Manager 8/12/2017	Dividend	Dividend Procedures	Insurance distribution: Review of memos for GPL and GSP insurance Phase 2 distribution, compared figures to Phase 1 memo plus distribution amounts, various discussions with Lorraine Plail	3.30	1,683.00	510.00
Campbell Leah	Senior Manager 15/12/2017	Dividend	Dividend Procedures	Further investigation and review of Phase 2 insurance distributions, discussion with Lorraine Plail	2.10	1,071.00	510.00
Campbell Leah	Senior Manager 19/12/2017	Dividend	Dividend Procedures	Finalised review of insurance distribution for GSP	1.60	816.00	510.00
Plail Lorraine	Supervisor/Assistant 20/12/2017	Dividend	Dividend Procedures	Gunns unclaimed money - Post phase 1 distribution reconciliation	0.80	356.00	445.00
Plail Lorraine	Supervisor/Assistant 8/01/2018	Dividend	Dividend Procedures	Insurance - Prepare internal transfer request for insurance distribution.	0.20	89.00	445.00
Campbell Leah	Senior Manager 8/01/2018	Dividend	Dividend Procedures	Final review of Phase 2 insurance distributions, discussions with Lorraine Plail re distribution, sent email to Ilaria Crestale re internal transfer of funds for insurance distribution	3.20	1,632.00	510.00
Crosbie Craig	Appointee 10/01/2018	Dividend	Dividend Procedures	Review and sign off on Phase 2 insurance proceeds distributions	0.80	540.00	675.00
Campbell Leah	Senior Manager 11/01/2018	Dividend	Dividend Procedures	Sent email to Ilaria confirming internal transfers required for payment of Phase 2 insurance distributions	0.20	102.00	510.00
Campbell Leah	Senior Manager 15/01/2018	Dividend	Dividend Procedures	Email to Ilaria Crestale re payment of insurance distribution	0.20	102.00	510.00
Crosbie Craig	Appointee 15/01/2018	Dividend	Dividend Procedures	Review and approve Phase 2 insurance distributions.	0.60	405.00	675.00
Campbell Leah	Senior Manager 25/01/2018	Dividend	Dividend Procedures	Various discussions with Lorraine Plail regarding distribution of Gunns Unclaimed Monies and Pruning Proceeds	0.60	306.00	510.00
Plail Lorraine	Supervisor/Assistant 30/01/2018	Dividend	Dividend Procedures	Pruning - Prepare distribution worksheet including reviewing grower transfers, updating grower details where units have been transferred, amending individual batch worksheets to check data and c	5.20	2,314.00	445.00
Plail Lorraine	Supervisor/Assistant 31/01/2018	Dividend	Dividend Procedures	Pruning - Review batch 961 for process used to confirm any error in calculations. Review debtor values as calculated by Robert Wood for debtor impacts. Confirm Gunns Finance transfers to be co	3.60	1,602.00	445.00
Plail Lorraine	Supervisor/Assistant 1/02/2018	Dividend	Dividend Procedures	Pruning - Telephone attendance upon Leah Campbell regarding distribution worksheet. Prepare debtor and financier ledgers for inclusion. Update worksheet for relevant lookups and net calculation	2.40	1,068.00	445.00
Plail Lorraine	Supervisor/Assistant 5/02/2018	Dividend	Dividend Procedures	Pruning - Prepare memo for distribution.	1.80	801.00	445.00
Plail Lorraine	Supervisor/Assistant 6/02/2018	Dividend	Dividend Procedures	Pruning - Amend worksheet and memo. Include growers with distributions under \$25 who are already receiving a distribution over \$25.	5.60	2,492.00	445.00
Plail Lorraine	Supervisor/Assistant 6/02/2018	Dividend	Dividend Procedures	Pruning - Prepare distribution memo and attachments	0.70	311.50	445.00
Plail Lorraine	Supervisor/Assistant 6/02/2018	Dividend	Dividend Procedures	Pruning - Send emails to growers with cheque requests to confirm instructions and mailing address.	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant 7/02/2018	Dividend	Dividend Procedures	Pruning - Emails with grower regarding cheque postal address received	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 8/02/2018	Dividend	Dividend Procedures	Pruning - Prepare distribution correspondences, Print schedules of grower categories, update grower worksheets for net amounts. Update memo on work undertaken to calculate and review pruning	2.70	1,201.50	445.00
Plail Lorraine	Supervisor/Assistant 14/02/2018	Dividend	Dividend Procedures	Gunns Unclaimed money - Prepare distribution data and review interest allocation made in Phase 1	3.00	1,335.00	445.00
Plail Lorraine	Supervisor/Assistant 15/02/2018	Dividend	Dividend Procedures	Gunns Unclaimed money - print distribution documents and attachments	0.40	178.00	445.00
Campbell Leah	Senior Manager 16/02/2018	Dividend	Dividend Procedures	Gunns Unclaimed Monies: Review of distribution documents for Pruning distribution, discussions with Lorraine Plail	2.40	1,224.00	510.00
Plail Lorraine	Supervisor/Assistant 16/02/2018	Dividend	Dividend Procedures	Pruning - Discussions with Leah Campbell regarding pruning distribution memo.	0.20	89.00	445.00
Campbell Leah	Senior Manager 16/02/2018	Dividend	Dividend Procedures	Pruning: Review of distribution documents for Pruning distribution, discussions with Lorraine Plail	1.70	867.00	510.00
Campbell Leah	Senior Manager 19/02/2018	Dividend	Dividend Procedures	Gunns Unclaimed Monies: Reviewed amended calculation for Gunns Unclaimed monies distribution, discussion with Lorraine Plail	0.40	204.00	510.00
Plail Lorraine	Supervisor/Assistant 22/02/2018	Dividend	Dividend Procedures	Pruning - Finalise distribution documents	0.90	400.50	445.00
Campbell Leah	Senior Manager 23/02/2018	Dividend	Dividend Procedures	Final review of Pruning distribution documentation	0.40	204.00	510.00
Campbell Leah	Senior Manager 23/02/2018	Dividend	Dividend Procedures	Final review of Unclaimed Monies distribution documentation	0.40	204.00	510.00
Plail Lorraine	Supervisor/Assistant 23/02/2018	Dividend	Dividend Procedures	Gunns unclaimed money distribution - Amend distribution memo.	0.10	44.50	445.00
Campbell Leah	Senior Manager 27/02/2018	Dividend	Dividend Procedures	Gunns Unclaimed Monies: Review of Post Phase 2 reconciliation, discussion with Lorraine Plail, review of Australian Securities and Investments Commission unclaimed spreadsheet for GPL 2008	0.50	255.00	510.00
Plail Lorraine	Supervisor/Assistant 28/02/2018	Dividend	Dividend Procedures	Review and update weekly task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 2/03/2018	Dividend	Dividend Procedures	Gunns unclaimed money - Prepare payment voucher and supporting documents for phase 2 distributions.	0.40	178.00	445.00
Plail Lorraine	Supervisor/Assistant 5/03/2018	Dividend	Dividend Procedures	Gunns unclaimed money - Review details held for gunns unclaimed money to determine if funds can be allocated to schemes for payment Australian Securities and Investments Commission. Deter	0.40	178.00	445.00
Campbell Leah	Senior Manager 6/03/2018	Dividend	Dividend Procedures	Gunns Unclaimed Monies - Review of distribution letters to 2 growers	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant 8/03/2018	Dividend	Dividend Procedures	Gunns unclaimed money - Amend and re-finalise distribution letters. Post letters.	0.20	89.00	445.00
Campbell Leah	Senior Manager 9/03/2018	Dividend	Dividend Procedures	Discussion with Craig Crosbie regarding pruning distribution	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant 9/03/2018	Dividend	Dividend Procedures	Pruning - Scan and save signed memo documents	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant 14/03/2018	Dividend	Dividend Procedures	Pruning - Prepare data for Link Market Services distribution. Email to Anuja Nakarmi of Link Market Services regarding same.	0.80	356.00	445.00
Plail Lorraine	Supervisor/Assistant 14/03/2018	Dividend	Dividend Procedures	Pruning - Send email to Anuja Nakarmi of Link Market Services requesting cheque register update for grower details	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 27/03/2018	Dividend	Dividend Procedures	Pruning - Add pruning distribution information into debtor payment listing. Update outstanding debtors and required adjustments accordingly.	0.60	267.00	445.00
Plail Lorraine	Supervisor/Assistant 27/03/2018	Dividend	Dividend Procedures	Pruning - Send follow up email to Anuja Nakarmi of Link Market Services	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 12/04/2018	Dividend	Dividend Procedures	Pruning - Send follow up email to Anuja Nakarmi of Link Market Services regarding status if distribution.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 16/04/2018	Dividend	Dividend Procedures	Pruning - Review amended distribution data provided by Link Market Services	0.50	222.50	445.00
Campbell Leah	Senior Manager 17/04/2018	Dividend	Dividend Procedures	Pruning - Review of pruning distribution data from Link Market Services for discrepancy, email exchange with Lorraine Plail	2.20	1,122.00	510.00
Plail Lorraine	Supervisor/Assistant 17/04/2018	Dividend	Dividend Procedures	Pruning - Review email from Anuja Nakarmi of Link Market Services regarding amended distribution data. Review document provided.	1.30	578.50	445.00
Plail Lorraine	Supervisor/Assistant 18/04/2018	Dividend	Dividend Procedures	Pruning - Final review of Link Market Services data.	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant 19/04/2018	Dividend	Dividend Procedures	Pruning - Emails with Leah Campbell regarding additional Insol account required to make pruning distribution.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 20/04/2018	Dividend	Dividend Procedures	Pruning - Emails with Anuja Nakarmi of Link Market Services regarding payment date for distribution. Emails with Hamish Graham and Leah Campbell advising same.	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant 22/04/2018	Dividend	Dividend Procedures	Pruning - Review distribution planning documents provided by Alex Mikulcik of Link Market Services. Add key task dates to calendars.	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant 22/04/2018	Dividend	Dividend Procedures	Debtors: Pruning - Print documents for debtor payment to KordaMentha.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 22/04/2018	Dividend	Dividend Procedures	Pruning - Prepare new chart of account code request.	0.10	44.50	445.00
Campbell Leah	Senior Manager 23/04/2018	Dividend	Dividend Procedures	Review of project outline and timetable for pruning and third party financiers distributions	0.50	255.00	510.00
Plail Lorraine	Supervisor/Assistant 23/04/2018	Dividend	Dividend Procedures	Pruning - Review amendments provided by Link Market Services regarding distribution date.	0.10	44.50	445.00

Campbell Leah	Senior Manager	24/04/2018	Dividend	Dividend Procedures	Review of Link distribution calculations for Pruning distribution	0.40	204.00	510.00
Plail Lorraine	Supervisor/Assistant	24/04/2018	Dividend	Dividend Procedures	Begin drafting Insol payment voucher for distribution. Consider categories available for pruning and pre-appointment funds subject to competing claims	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	24/04/2018	Dividend	Dividend Procedures	Review distribution calculations provided by Link Market Services (Pruning & resolved financier distributions)	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant	24/04/2018	Dividend	Dividend Procedures	Email to Alex Mikulcik of Link Market Services approving distribution calculations	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	24/04/2018	Dividend	Dividend Procedures	Pruning - Amend debtor payment voucher for pruning portion. Email documents to Hamish Graham to print. Review internal transfer request and send to Leah Campbell for review.	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant	24/04/2018	Dividend	Dividend Procedures	Pruning - Prepare amended memo and review data provided by Link Market Services treasury team.	1.50	667.50	445.00
Plail Lorraine	Supervisor/Assistant	26/04/2018	Dividend	Dividend Procedures	Pruning - prepare excel information for generating distribution letters. Review letter approvals from memo	2.30	1,023.50	445.00
Plail Lorraine	Supervisor/Assistant	26/04/2018	Dividend	Dividend Procedures	Pruning - Prepare internal transfer requests for Insol for pre-appointment funds subject to financier claims and payment of distribution.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	26/04/2018	Dividend	Dividend Procedures	Finalise payment voucher and supporting documents for distribution payment (resolved financier & pruning distributions)	0.10	44.50	445.00
Crosbie Craig	Appointee	27/04/2018	Dividend	Dividend Procedures	Review and approve Great Southern woodlot schemes and Gunns Plantations woodlot schemes pre appointment funds subject to competing claims	0.80	540.00	675.00
					Review and approve Gunns Pruning Distribution			
Plail Lorraine	Supervisor/Assistant	27/04/2018	Dividend	Dividend Procedures	Pruning - Prepare letters for grower distribution for cheques and debtor full	1.10	489.50	445.00
Campbell Leah	Senior Manager	1/05/2018	Dividend	Dividend Procedures	Review of detail and prepared instructions to Ilaria Crestale for third party financier transfers	0.30	153.00	510.00
Plail Lorraine	Supervisor/Assistant	1/05/2018	Dividend	Dividend Procedures	Pruning - Review live proofs. Investigate grower listed as joint account but on Link Market Services listing as single investor	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant	3/05/2018	Dividend	Dividend Procedures	Pruning - Emails with Alex Mikulcik of Link Market Services regarding payment of distribution funds	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	4/05/2018	Dividend	ASIC/AFSA Reporting	Meeting with Ray Merrick of Australian Securities and Investments Commission and Miranda Priddle	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	9/05/2018	Dividend	Dividend Procedures	Pruning - amend mail merge source data for distribution letters. Prepare and finalise debtor and EFT letters ready for mail house. Prepare background information for Hamish Graham in case of gro	4.70	2,091.50	445.00
Campbell Leah	Senior Manager	10/05/2018	Dividend	Dividend Procedures	Discussions with Lorraine Plail re pruning distribution and letters	0.40	204.00	510.00
Plail Lorraine	Supervisor/Assistant	10/05/2018	Dividend	Dividend Procedures	Pruning - Prepare and review distribution letters and merge document. Print for final review and sending.	2.30	1,023.50	445.00
Campbell Leah	Senior Manager	11/05/2018	Dividend	Dividend Procedures	Reviewed pruning distribution letters, email to Lorraine Plail	0.70	357.00	510.00
Plail Lorraine	Supervisor/Assistant	11/05/2018	Dividend	Dividend Procedures	Pruning - Emails with Leah Campbell regarding amendments required to distribution letters	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant	11/05/2018	Dividend	Dividend Procedures	Pruning - Amend cheque letters, review two debtor accounts to ensure correct debtor treatment recorded.	0.30	133.50	445.00
Campbell Leah	Senior Manager	14/05/2018	Dividend	Dividend Procedures	Email exchange with Lorraine Plail re changes to pruning letters	0.20	102.00	510.00
Plail Lorraine	Supervisor/Assistant	14/05/2018	Dividend	Dividend Procedures	Pruning - Prepare listing of distributions paid to Gunns Finance as the current grower. Email to Annabel Martin of KordaMentha regarding same.	0.40	178.00	445.00
Plail Lorraine	Supervisor/Assistant	14/05/2018	Dividend	Dividend Procedures	Pruning & Gunns UM - Update reconciliation spreadsheet for distributions paid and allocation of interest received since prior calculation. Add detail and bank account into scheme summary spreads	0.60	267.00	445.00
Plail Lorraine	Supervisor/Assistant	14/05/2018	Dividend	Dividend Procedures	Pruning - Make required amendments to debtor letters following review.	0.50	222.50	445.00
Plail Lorraine	Supervisor/Assistant	14/05/2018	Dividend	Dividend Procedures	Pruning - Emails with Sam Bailey of Financial Professionals regarding distribution funds received.	0.20	89.00	445.00
Campbell Leah	Senior Manager	15/05/2018	Dividend	Dividend Procedures	Discussion with Lorraine Plail re letters for resolved financier distribution	0.30	153.00	510.00
Plail Lorraine	Supervisor/Assistant	17/05/2018	Dividend	Dividend Procedures	Pruning - Emails with James O'Connell of KordaMentha regarding pruning funds paid. Review distribution workings and members database to determine transfer details. Email to Robert Wood rege	1.30	578.50	445.00
Plail Lorraine	Supervisor/Assistant	18/05/2018	Dividend	Dividend Procedures	Pruning - Emails with Robert Wood regarding pruning enquiry	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	21/05/2018	Dividend	Dividend Procedures	Pruning - Emails with James O'Connell of KordaMentha regarding treatment of funds where growers have settled their accounts.	0.10	44.50	445.00
Campbell Leah	Senior Manager	22/05/2018	Dividend	Dividend Procedures	Checked distribution letters for pruning distribution and financier distribution, various discussions with Lorraine Plail re amendments required	1.90	969.00	510.00
Plail Lorraine	Supervisor/Assistant	22/05/2018	Dividend	Dividend Procedures	Pruning - Emails with James O'Connell of KordaMentha regarding incorrectly paid funds for Turner.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	22/05/2018	Dividend	Dividend Procedures	Pruning - Emails with James O'Connell regarding Turner account. Review Member database and distribution listing to confirm correct treatment.	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant	22/05/2018	Dividend	Dividend Procedures	Pruning - Amend and post distribution letters, excluding posting EFT letters to be outsourced. Amend merge document for EFT letters to be outsourced in order to correct formatting carried forward	2.60	1,157.00	445.00
Campbell Leah	Senior Manager	24/05/2018	Dividend	Dividend Procedures	Reviewed merge source for amended pruning letters, discussion with Lorraine Plail	0.60	306.00	510.00
Plail Lorraine	Supervisor/Assistant	24/05/2018	Dividend	Dividend Procedures	Pruning - Amend merge source to correct rounding issue showing in EFT letters to be outsourced. Remerge letters and correct address inset for window facing envelopes.	1.40	623.00	445.00
Campbell Leah	Senior Manager	25/05/2018	Dividend	Dividend Procedures	Final review of pruning letters, discussion with Lorraine Plail	1.30	663.00	510.00
Plail Lorraine	Supervisor/Assistant	25/05/2018	Dividend	Dividend Procedures	Discussion with Leah Campbell regarding amended pruning letters and merge source document.	0.40	178.00	445.00
Campbell Leah	Senior Manager	28/05/2018	Dividend	Dividend Procedures	Review of unclaimed monies lodgement for KordaMentha, discussion with Lorraine Plail	0.30	153.00	510.00
Campbell Leah	Senior Manager	28/05/2018	Dividend	Dividend Procedures	Second review of Financier distribution letters, discussion with Lorraine Plail	0.40	204.00	510.00
Plail Lorraine	Supervisor/Assistant	28/05/2018	Dividend	Dividend Procedures	Australian Securities and Investments Commission unclaimed money lodgement - Funds provided by Receivers and Managers	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant	28/05/2018	Dividend	Dividend Procedures	Pruning - Emails with Sam Bailey of Financial Professionals regarding distribution letter for HMHA Investment Trust	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	28/05/2018	Dividend	Dividend Procedures	Pruning - Prepare receipt voucher for funds refunded by KordaMentha following incorrect payment. Review file for current grower details and bank account details held. Prepare payment voucher ar	0.60	267.00	445.00
Plail Lorraine	Supervisor/Assistant	28/05/2018	Dividend	Dividend Procedures	Pruning - Instructions to Hamish Graham for mail out of pruning letters	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	28/05/2018	Dividend	Dividend Procedures	Prepare receipt voucher and supporting documents for funds provided by KordaMentha for Australian Securities and Investments Commission unclaimed money. Update CSV file provided by Kord	0.60	267.00	445.00
Graham Hamish	Analyst 1	28/05/2018	Dividend	Dividend Procedures	Pruning Distribution: Liaising with Minuteman Press regarding mail out of the pruning distribution letters	0.30	93.00	310.00
Crosbie Craig	Appointee	29/05/2018	Dividend	Dividend Procedures	Review and approve internal transfers prior to Link Mark Services April invoice payment. Pay creditors.	0.30	202.50	675.00
Campbell Leah	Senior Manager	29/05/2018	Dividend	Dividend Procedures	Review of payment for Brown & McWilliam re pruning distribution	0.10	51.00	510.00
Campbell Leah	Senior Manager	29/05/2018	Dividend	Dividend Procedures	Reconciliation of Unclaimed Monies following Phase 2 distribution, discussion with Lorraine Plail	1.80	918.00	510.00
Plail Lorraine	Supervisor/Assistant	29/05/2018	Dividend	Dividend Procedures	Pruning - Amend payment voucher for off cycle distribution.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	29/05/2018	Dividend	Dividend Procedures	Emails with Annabel Martin of KordaMentha regarding lodgement of unclaimed money with Australian Securities and Investments Commission	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	29/05/2018	Dividend	Dividend Procedures	Gunns unclaimed money - Prepare post phase 2 distribution reconciliation and begin preparing address data for lodgement with Australian Securities and Investments Commission unclaimed mone	2.40	1,068.00	445.00
Plail Lorraine	Supervisor/Assistant	1/06/2018	Dividend	Dividend Procedures	Pruning - Emails with Hamish Graham regarding bank deposit received as refund of pruning distribution. Provide supporting documents and prior voucher, review records for bank details and email	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant	7/06/2018	Dividend	Dividend Procedures	Amend and re-print letter to Australian Securities and Investments Commission regarding lodgement of unclaimed money on behalf of Receivers and Managers.	0.10	44.50	445.00
Crosbie Craig	Appointee	8/06/2018	Dividend	Dividend Procedures	Review payment schedules for unclaimed monies. Transfer unclaimed money payments to Australian Securities and Investments Commission	1.50	1,012.50	675.00
Plail Lorraine	Supervisor/Assistant	14/06/2018	Dividend	Dividend Procedures	Gunns unclaimed money - Prepare schedule of growers with returned fund from Link Market Services per scheme. Add data to post distribution worksheets. Prepare receipt voucher to allocate func	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant	14/06/2018	Dividend	Dividend Procedures	Pruning - Emails with Hamish Graham regarding grower query for bank account details distribution paid into	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	14/06/2018	Dividend	Dividend Procedures	Pruning - Post unclaimed money cheque, scan and save signed cheque and letter, and payment vouchers to netdocuments	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	18/06/2018	Dividend	Dividend Procedures	Pruning - Emails with Hamish Graham regarding grower contact for bounced payment	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	18/06/2018	Dividend	Dividend Procedures	Pruning - Telephone attendance upon Grower regarding pruning letter received	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	19/06/2018	Dividend	Dividend Procedures	Pruning - confirm grower payment returned by Link Market Services. Instructions to Hamish Graham	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	25/06/2018	Dividend	Dividend Procedures	Pruning & Gunns unclaimed money - email regarding internal transfer request for Australian Securities and Investments Commission unclaimed money	0.20	89.00	445.00

Plail Lorraine	Supervisor/Assistant 27/06/2018	Dividend	Dividend Procedures	Pruning - Review emails regarding unpaid invoice for pruning distribution costs. Review Insol program to confirm whether previously paid	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant 2/07/2018	Dividend	Dividend Procedures	Email Annabel Martin of KordaMentha advising funds provided by Receives had been accepted by Australian Securities and Investments Commission unclaimed money.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant 2/07/2018	Dividend	Dividend Procedures	Pruning - Prepare payment voucher and supporting documents for funds incorrect directed to Gunns Finance	0.50	222.50	445.00
Crosbie Craig	Appointee 10/07/2018	Dividend	Dividend Procedures	Review current status of unclaimed monies	0.50	337.50	675.00
Plail Lorraine	Supervisor/Assistant 19/07/2018	Dividend	Dividend Procedures	Pruning - Email to Stacey regarding distribution to be paid to deceased estate.	0.20	89.00	445.00
Priddle Miranda	Senior Manager 19/07/2018	Dividend	Dividend Procedures	Telephone call with a grower regarding pruning notice received for a deceased estate	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant 23/07/2018	Dividend	Dividend Procedures	Gunns unclaimed money and general distribution bank account reconciliation. Update linked spreadsheet for related portion of funds (pruning), allocate interest and determine treatment of costs.	2.30	1,023.50	445.00
Plail Lorraine	Supervisor/Assistant 25/07/2018	Dividend	Dividend Procedures	Pruning - Review documents provided for deceased estate payment. Send response to Estate confirming receipt.	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant 27/07/2018	Dividend	Dividend Procedures	Pruning - Prepare payment and internal transfer for off cycle distribution. Confirm documents provided are sufficient.	0.70	311.50	445.00
Plail Lorraine	Supervisor/Assistant 27/07/2018	Dividend	Dividend Procedures	Pruning - Scan and email Payment voucher and vendor creation form to Insol team.	0.10	44.50	445.00
Tang Ken	Graduate 2/09/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of Gunns correspondence received in mail	0.20	42.00	210.00
Tang Ken	Graduate 6/09/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of completed payment/receipt vouchers	0.20	42.00	210.00
Tang Ken	Graduate 7/09/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of assorted documents from accounts team	0.10	21.00	210.00
Tang Ken	Graduate 20/09/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of completed and entered vouchers	0.10	21.00	210.00
Tang Ken	Graduate 22/09/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of assorted Gunns correspondence	0.20	42.00	210.00
Tang Ken	Graduate 23/09/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Time spent searching for filed invoices/vouchers relevant to Form 524. Searched for supporting email correspondence if hard copy file missing	0.50	105.00	210.00
Tang Ken	Graduate 28/09/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of completed receipts and payments vouchers	0.20	42.00	210.00
Tang Ken	Graduate 29/09/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Time spent searching for 533s as supporting documents for Form 524s as instructed by Luda Unitt	0.50	105.00	210.00
Tang Ken	Graduate 4/10/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of assorted Gunns documentation and correspondence	0.30	63.00	210.00
Tang Ken	Graduate 5/10/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Re-filing of vouchers originally extracted for the purposes of Form 524 submission	0.20	42.00	210.00
Graham Hamish	Analyst 1 6/10/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of various documents	0.10	31.00	310.00
Tang Ken	Graduate 6/10/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Reading through s439a report to locate date Great Southern was acquired by Gunns for use by Miranda Priddle	0.60	126.00	210.00
Tang Ken	Graduate 7/10/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Completing assorted Gunns filing including varied correspondence and memos from Kellie Elliott	1.00	210.00	210.00
Tang Ken	Graduate 13/10/2016	Administration	ATO & Other Statutory Reporting	Locating Gunns voucher for payment to receivers in order to amend August Business Activity Statement as instructed by Lois Zhang	0.20	42.00	210.00
Tang Ken	Graduate 13/10/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Refiling of vouchers previously used as supporting documentation for September Business Activity Statement	0.30	63.00	210.00
Tang Ken	Graduate 14/10/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of assorted documents	0.10	21.00	210.00
Tang Ken	Graduate 24/10/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of assorted documents	0.20	42.00	210.00
Tang Ken	Analyst 1 24/01/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of assorted Gunns documents including Business Activity Statements and Form 524s	0.20	62.00	310.00
Tang Ken	Analyst 1 27/01/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of assorted documents	0.30	93.00	310.00
Tang Ken	Analyst 1 30/01/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Assorted Gunns filing	0.10	31.00	310.00
Tang Ken	Analyst 1 31/01/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of all amended Gunns Plantations Business Activity Statements	0.20	62.00	310.00
Tang Ken	Analyst 1 15/02/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of completed Business Activity Statement from previous month	0.20	62.00	310.00
Tang Ken	Analyst 1 20/02/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of assorted Gunns documents including completed payment vouchers	0.20	62.00	310.00
Tang Ken	Analyst 1 22/02/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of completed Business Activity Statements	0.10	31.00	310.00
Tang Ken	Analyst 1 23/02/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of assorted Gunns documents	0.20	62.00	310.00
Tang Ken	Analyst 1 9/03/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Locating specific amended Business Activity Statements as required by Miranda Priddle	0.20	62.00	310.00
Tang Ken	Analyst 1 29/03/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Updating INSOL task checklist for 2013 until present day for all tasks as instructed by Miranda Priddle	1.00	310.00	310.00
Tang Ken	Analyst 1 31/03/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Making further, final updates to INSOL checklist. Printed and submitted to Miranda Priddle to accompany Form 524	0.30	93.00	310.00
Tang Ken	Analyst 1 31/03/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Searching through Gunns filing and NetDocs for original date of s533 lodgement with Australian Securities and Investments Commission for purpose of updating INSOL task checklist	0.30	93.00	310.00
Tang Ken	Analyst 1 4/04/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filing completed and lodged Form 524	0.10	31.00	310.00
Prowse Chris	Graduate 18/05/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	21.00	210.00
Prowse Chris	Graduate 1/06/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Transported invoice files from 2015 and older	0.30	63.00	210.00
Prowse Chris	Graduate 22/06/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filed away 4 weeks of Gunns documents (receipts, payments, Business Activity Statement's etc)	1.50	315.00	210.00
Prowse Chris	Graduate 4/07/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filed away all physical documents into folders.	0.40	84.00	210.00
Prowse Chris	Graduate 8/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Completed 2 weeks of Gunns filing	0.50	105.00	210.00
Prowse Chris	Graduate 10/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Gunns weekly meeting	0.10	21.00	210.00
Prowse Chris	Graduate 11/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Removed Gunns files no longer required. Disposed of hundreds of Return To Sender mail. Organised a new mail system	0.40	84.00	210.00
Prowse Chris	Graduate 11/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Gunns filing	0.60	126.00	210.00
Prowse Chris	Graduate 17/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Began filing all the Gunns documents in the last 4 weeks.	0.40	84.00	210.00
Prowse Chris	Graduate 22/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Organised all Gunns mail. Handed up important correspondence to Miranda Priddle.	0.30	63.00	210.00
Plail Lorraine	Supervisor/Assistant 28/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Prepare consolidated listing of growers to be added to the Link Market Services 'open growers' listing as a result of pruning distribution to be made. Consolidate with existing listing of 'open growers'	2.30	1,023.50	445.00
Prowse Chris	Graduate 28/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Commenced filing 3 weeks of Gunns documents	0.40	84.00	210.00
Prowse Chris	Graduate 28/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Organised Gunns mail	0.30	63.00	210.00
Prowse Chris	Graduate 29/08/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Created several new folders, filed away 4 weeks of Gunns documents.	0.70	147.00	210.00
Prowse Chris	Graduate 18/09/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Went through all Gunns mail. Forwarded important correspondence to Miranda Priddle.	0.20	42.00	210.00
Plail Lorraine	Supervisor/Assistant 16/10/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Attendance to filing and archiving of internal records.	3.70	1,646.50	445.00
Plail Lorraine	Supervisor/Assistant 17/10/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Finalise archive listing and filing. Create listing of internal folder locations.	2.80	1,246.00	445.00
Plail Lorraine	Supervisor/Assistant 17/11/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Attendance to filing	0.50	222.50	445.00
Prowse Chris	Graduate 7/12/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Processed a payment voucher for Iron Mountain in relation to document storage costs. Discussed with Hamish Graham. Printed off invoice and attached.	0.30	63.00	210.00
Plail Lorraine	Supervisor/Assistant 18/12/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of emails	0.70	311.50	445.00
Prowse Chris	Graduate 18/12/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Filed away documents into physical folders.	0.20	42.00	210.00
Plail Lorraine	Supervisor/Assistant 22/12/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Attendance to filing	0.80	356.00	445.00

Plail Lorraine	Supervisor/Assistant	23/02/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Attendance to filing	1.00	445.00	445.00
Prowse Chris	Analyst 1	7/03/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Filed away physical documents.	0.20	62.00	310.00
Prowse Chris	Analyst 1	13/03/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Filed away documents	0.20	62.00	310.00
Graham Hamish	Analyst 1	13/03/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Updating the INSOL checklist to be attached to the Form 524	0.70	217.00	310.00
Graham Hamish	Analyst 1	28/03/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of various documents	0.40	124.00	310.00
Graham Hamish	Analyst 1	20/04/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Liaising with the receivers and managers regarding closure of the Gunns website	0.20	62.00	310.00
Graham Hamish	Analyst 1	15/05/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Filing of receipt and payment vouchers, Business Activity Statement' and other various documents	0.40	124.00	310.00
Prowse Chris	Analyst 1	21/05/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Filing	0.30	93.00	310.00
Prowse Chris	Analyst 1	22/05/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Filing	0.20	62.00	310.00
Crosbie Craig	Appointee	1/06/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Review current status of distributions and control sheet of funds held/to be disbursed.	1.00	675.00	675.00
Plail Lorraine	Supervisor/Assistant	3/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Collate Gunns Group records from various locations across the office. Begin preparing records for archiving.	4.70	2,091.50	445.00
Priddle Miranda	Senior Manager	3/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Archiving Gunns files	0.40	204.00	510.00
Plail Lorraine	Supervisor/Assistant	5/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Gunns filing	1.10	489.50	445.00
Plail Lorraine	Supervisor/Assistant	6/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Labelling and sporting of files for archiving	3.30	1,468.50	445.00
Plail Lorraine	Supervisor/Assistant	9/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Attendance to filing	0.10	44.50	445.00
Priddle Miranda	Senior Manager	12/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Document archiving	0.80	408.00	510.00
Plail Lorraine	Supervisor/Assistant	17/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Reviewed / amended books and records listings. Confirm contents in boxes and update records created by PricewaterhouseCoopers staff. Add additional records to box and update listing/.	1.80	801.00	445.00
Crosbie Craig	Appointee	20/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Review file to determine finalisation matters	1.00	675.00	675.00
Plail Lorraine	Supervisor/Assistant	20/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Review and save various internal books and records livings into single document. Make amendments.	0.30	133.50	445.00
Priddle Miranda	Senior Manager	23/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Scanning hard copy documents to NetDocs	0.20	102.00	510.00
Plail Lorraine	Supervisor/Assistant	25/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Review invoices provided from Iron Mountain for tape storage. Review insol for history of payments regarding same.	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant	27/07/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Prepare new PricewaterhouseCoopers format filing folders. Attendance to filing.	0.40	178.00	445.00
Prowse Chris	Graduate	25/07/2017	Employees	Employees Enquiry	Received a call from a former director requesting his original Report as to Affairs and all the released reports to creditors. I informed Leah Campbell of the enquiry and searched for his Report as to	0.30	63.00	210.00
Campbell Leah	Senior Manager	8/09/2016	Administration	Insurance	Various discussions with Steve Commadeur re insurance proceeds and costs to allocate against	0.40	204.00	510.00
Campbell Leah	Senior Manager	12/09/2016	Administration	Insurance	Meeting with Steve Commadeur, Hamish Graham and Kellie Elliott re processing of insurance claims and associated costs	0.50	255.00	510.00
Campbell Leah	Senior Manager	13/09/2016	Administration	Insurance	Review of letter to Agricola	0.30	153.00	510.00
Tang Ken	Graduate	13/09/2016	Administration	Insurance	Making edits and re-edits to letter to Agricola re overpayment of insurance proceeds and submitting for approval by Leah Campbell	0.30	63.00	210.00
Tang Ken	Graduate	29/09/2016	Administration	Insurance	Discussion with Steve Commadeur re insurance claim spreadsheets and matching individual claims with grower identification numbers	0.20	42.00	210.00
Campbell Leah	Senior Manager	3/10/2016	Administration	Insurance	Edited letter to Agricola re refund, discussion with Kellie Elliott re allocation of woodlots for distributions, discussion with Lois Zhang re actual remuneration incurred on insurance claims, review of gi	1.10	561.00	510.00
Campbell Leah	Senior Manager	4/10/2016	Administration	Insurance	Reconciliation of initial insurance distribution run against insurance reconciliation, various discussions with Steve Commadeur regarding detail required for the major distribution and amendments re	1.40	714.00	510.00
Tang Ken	Graduate	7/10/2016	Administration	Insurance	Email to Insurance Facilitators re progress of outstanding insurance payments	0.10	21.00	210.00
Campbell Leah	Senior Manager	13/10/2016	Administration	Insurance	Discussions with Kellie Elliott and Steve Commadeur regarding progress of insurance documentation for distribution	0.40	204.00	510.00
Campbell Leah	Senior Manager	14/10/2016	Administration	Insurance	Discussion with Kellie Elliott regarding tracing of proceeds in post appointment account to ensure they relate to insurance	0.30	153.00	510.00
Tang Ken	Graduate	14/10/2016	Administration	Insurance	Conducting spot checks of insurance distribution data as instructed by Kellie Elliott	0.30	63.00	210.00
Elliott Kellie	Supervisor/Assistant	17/10/2016	Administration	Insurance	Insurance discussions and review of INSOL program and Responsible Entity fees previously deducted for Gunns Plantations woodlot schemes and Great Southern woodlot schemes	1.00	445.00	445.00
Elliott Kellie	Supervisor/Assistant	18/10/2016	Administration	Insurance	Insurance distribution cross checks re finance and updating memo	0.70	311.50	445.00
Elliott Kellie	Supervisor/Assistant	18/10/2016	Administration	Insurance	Updating the Gunns Plantations woodlot schemes insurance memo	0.50	222.50	445.00
Elliott Kellie	Supervisor/Assistant	19/10/2016	Administration	Insurance	Finalising the Great Southern woodlot schemes insurance distribution working documents	0.80	356.00	445.00
Elliott Kellie	Supervisor/Assistant	20/10/2016	Administration	Insurance	Updating the Gunns Plantations woodlot schemes insurance distribution memo	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	20/10/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	20/10/2016	Administration	Insurance	Finalising the Great Southern woodlot schemes insurance distribution memo for Leah Campbell to review.	0.70	311.50	445.00
Campbell Leah	Senior Manager	20/10/2016	Administration	Insurance	Review of documentation for distribution to Great Southern woodlot schemes insurance growers, discussions with Kellie Elliott	0.90	459.00	510.00
Elliott Kellie	Supervisor/Assistant	21/10/2016	Administration	Insurance	Finalising Great Southern woodlot schemes insurance memo for Leah Campbell to review	0.30	133.50	445.00
Campbell Leah	Senior Manager	21/10/2016	Administration	Insurance	Reviewed updated distribution documents, discussions with Kellie Elliott, discussion with Craig Crosbie re review of documents	0.40	204.00	510.00
Elliott Kellie	Supervisor/Assistant	27/10/2016	Administration	Insurance	Finalising the Gunns Plantations woodlot schemes insurance distribution memo	0.60	267.00	445.00
Campbell Leah	Senior Manager	27/10/2016	Administration	Insurance	Discussion with Lois Zhang and Kellie Elliott regarding prep claim costs against fees approved by court	0.50	255.00	510.00
Elliott Kellie	Supervisor/Assistant	28/10/2016	Administration	Insurance	Finalising Gunns Plantations woodlot schemes insurance memo	1.60	712.00	445.00
Campbell Leah	Senior Manager	28/10/2016	Administration	Insurance	Review of distribution paperwork for Gunns Plantations woodlot schemes insurance claim, discussion with Kellie Elliott, meeting with Daniel Bryant to discuss insurance distribution for both Great S	2.60	1,326.00	510.00
Elliott Kellie	Supervisor/Assistant	2/11/2016	Administration	Insurance	Updating insurance mail merge document for plantation name and date of insurance event	0.60	267.00	445.00
Elliott Kellie	Supervisor/Assistant	3/11/2016	Administration	Insurance	Drafting emails to Leah Campbell re insurance distribution monies to Link Market Services. Email to Jin Koh at Link Market Services requesting details of the trust bank account to transfer distributic	0.70	311.50	445.00
Elliott Kellie	Supervisor/Assistant	4/11/2016	Administration	Insurance	Review of mail merge letters for insurance distributions	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	7/11/2016	Administration	Insurance	Review of mail merge letters for Great Southern woodlot schemes insurance distribution	0.50	222.50	445.00
Elliott Kellie	Supervisor/Assistant	7/11/2016	Administration	Insurance	Updating insurance information for Ferriers	0.40	178.00	445.00
Elliott Kellie	Supervisor/Assistant	7/11/2016	Administration	Insurance	Compiling insurance information for Leah Campbell to review	0.40	178.00	445.00
Elliott Kellie	Supervisor/Assistant	7/11/2016	Administration	Insurance	Updating the mail merge data for insurance distribution growers	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	7/11/2016	Administration	Insurance	Review of mail merge letters for Gunns Plantations woodlot schemes insurance distribution	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	7/11/2016	Administration	Insurance	Cross checking insurance growers in the insurance distribution reports	0.30	133.50	445.00
Campbell Leah	Senior Manager	7/11/2016	Administration	Insurance	Discussion with Kellie Elliott regarding progress of insurance matters last week, Review of all documentation for Gunns Plantations woodlot schemes insurance distribution, discussion with Kellie Ei	2.80	1,428.00	510.00
Elliott Kellie	Supervisor/Assistant	8/11/2016	Administration	Insurance	Updating the insurance data for additional information including direction to pay information.	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	8/11/2016	Administration	Insurance	Confirming Great Southern woodlot schemes insurance distribution data and amounts. Email to Leah Campbell.	0.60	267.00	445.00
Elliott Kellie	Supervisor/Assistant	8/11/2016	Administration	Insurance	Cross checking insurance letter memo with updated data	0.80	356.00	445.00
Elliott Kellie	Supervisor/Assistant	8/11/2016	Administration	Insurance	Review of Great Southern woodlot schemes insurance information for Great Southern entities	0.30	133.50	445.00

Campbell Leah	Senior Manager	8/11/2016	Administration	Insurance	Prepared letter to financiers re distribution proceeds, prepared letter to growers re distribution to financiers, various discussions with Kellie Elliott, Reviewed final dividend documents for Gunns Plan	3.90	1,989.00	510.00
Elliott Kellie	Supervisor/Assistant	9/11/2016	Administration	Insurance	Updating the Link data for the insurance update	1.20	534.00	445.00
Elliott Kellie	Supervisor/Assistant	9/11/2016	Administration	Insurance	Gunns Finance letter re distributions withheld for Gunns Plantations woodlot schemes insurance proceeds	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	9/11/2016	Administration	Insurance	Rural Bank letter re distributions withheld for Gunns Plantations woodlot schemes insurance proceeds	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	9/11/2016	Administration	Insurance	Bendigo and Adelaide Bank letter re distributions withheld for Gunns Plantations woodlot schemes insurance proceeds	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	9/11/2016	Administration	Insurance	Phone call with Jin Koh at Link Market Services and creating sample dataset to send through for review.	0.60	267.00	445.00
Elliott Kellie	Supervisor/Assistant	10/11/2016	Administration	Insurance	Updating insurance letters to growers whose distribution we directed to financier	0.40	178.00	445.00
Elliott Kellie	Supervisor/Assistant	10/11/2016	Administration	Insurance	Review of mail merge letter to growers with distribution paid to financier. Cross checking details and updating sections. Email to Leah Campbell for review.	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	10/11/2016	Administration	Insurance	Finalising insurance letters for growers with finance	0.40	178.00	445.00
Campbell Leah	Senior Manager	10/11/2016	Administration	Insurance	Review of Great Southern woodlot schemes insurance distribution letters to growers, discussions with Kellie Elliott, discussion with Ilaria Crestale regarding transfers between bank accounts, review	3.40	1,734.00	510.00
Elliott Kellie	Supervisor/Assistant	11/11/2016	Administration	Insurance	Updating insurance data for Link Market Services	0.60	267.00	445.00
Campbell Leah	Senior Manager	11/11/2016	Administration	Insurance	Review of letter to financier for Gunns Plantations woodlot schemes insurance distribution and made changes, discussion with Kellie Elliott re letter to Great Southern woodlot schemes financier de	1.20	612.00	510.00
Elliott Kellie	Supervisor/Assistant	14/11/2016	Administration	Insurance	Finalising insurance information for Link Market Services. Email to Robert Wood to cross check Grower bank account details.	0.50	222.50	445.00
Campbell Leah	Senior Manager	14/11/2016	Administration	Insurance	Review of Link data for insurance distribution, discussion with Kellie Elliott regarding additional transfer to Link, instructions to Kellie Elliott regarding amendment to data prior to distribution	0.60	306.00	510.00
Elliott Kellie	Supervisor/Assistant	15/11/2016	Administration	Insurance	Updating the Gunns Plantations woodlot schemes insurance distribution letters for the two additional growers captured in distribution one.	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	15/11/2016	Administration	Insurance	Finalising data to be sent to Link Market Services, email to Jin Wah Koh at Link Market Services. Updating distribution schedules for both Great Southern woodlot schemes and Gunns Plantations v	0.70	311.50	445.00
Campbell Leah	Senior Manager	15/11/2016	Administration	Insurance	Reviewed and approved final data for link, reviewed amended letters to financiers, discussion with Craig Crosbie to update him on progress of insurance distribution, updated distribution timetable fr	1.30	663.00	510.00
Elliott Kellie	Supervisor/Assistant	16/11/2016	Administration	Insurance	Final amendments to the insurance letter re distributions to financiers. Printing for Craig Crosbie signing.	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	16/11/2016	Administration	Insurance	Drafting file note regarding increase in total Gunns Plantations woodlot schemes insurance funds distributed to Growers and sent to Link Market Services	0.50	222.50	445.00
Elliott Kellie	Supervisor/Assistant	22/11/2016	Administration	Insurance	Discussion with Lois Zhang re insurance payments for Great Southern woodlot schemes	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	28/11/2016	Administration	Insurance	Reviewing data provided by Link Market Services re insurance payment	0.50	222.50	445.00
Elliott Kellie	Supervisor/Assistant	28/11/2016	Administration	Insurance	Email to Jin Koh at Link Market Services confirming categories of data and instructions for insurance distribution.	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	28/11/2016	Administration	Insurance	Downloading information off Link Market Services server re insurance distribution.	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	2/12/2016	Administration	Insurance	Reviewing and approving Link Market Services insurance data	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	7/12/2016	Administration	Insurance	Reviewing insurance distribution payment information sent from Link Market Services payment team	0.80	356.00	445.00
Elliott Kellie	Supervisor/Assistant	7/12/2016	Administration	Insurance	Email to Lorenza at Link Market Services approving th combined insurance payment	0.10	44.50	445.00
Zhang Lois	Manager	7/12/2016	Administration	Insurance	Insurance distribution: Reviewed and approved documents received from Link Market Services	0.60	279.00	465.00
Elliott Kellie	Supervisor/Assistant	20/12/2016	Administration	Insurance	Phone call with Gina Jordan from Gunns Finance re insurance payment	0.20	89.00	445.00
Sequeira Chris	Senior Manager	27/06/2018	Administration	Insurance	Attended to telephone call from Sherine Perera of AJ Gallagher regarding insurance matter.	0.10	51.00	510.00
Priddle Miranda	Senior Manager	9/07/2018	Administration	Insurance	Email to Sherine Perera from AJ Gallagher regarding workers compensation renewal Discuss wages declaration form to be completed with Lorraine Plail Review and approve wages declaration form	0.20	102.00	510.00
Plail Lorraine	Supervisor/Assistant	10/07/2018	Administration	Insurance	Prepare wages declaration form for workcover insurance	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant	11/07/2018	Administration	Insurance	Email Sherine Perera of Gallagher regarding wages estimate for 2018/2019	0.10	44.50	445.00
Priddle Miranda	Senior Manager	22/08/2017	Investigation	Litigation / Recoveries	Review letter and statement of claim from Piper AldermanTelephone call with Jane Sheridan from Arnold Bloch Leibler to discuss same then scan and email documents	0.20	102.00	510.00
Priddle Miranda	Senior Manager	24/08/2017	Investigation	Litigation / Recoveries	Review statement of claim relating to the grower class action Conference call with Jane Sheridan, Kim McKay and Meagan Grose from Arnold Bloch Leibler regarding statement of claim and proposed course of action Review previous correspondence with insurers including searching books and records for relevant correspondence Draft letter to Willis notifying of claim Reviewing insurance policies	5.20	2,652.00	510.00
Priddle Miranda	Senior Manager	25/08/2017	Investigation	Litigation / Recoveries	Discussion with David Haddock regarding Johnson, Winter & Slattery review of claim and timeframe of review Scan and email additional information for Johnson, Winter & Slattery to consider Draft update email to Craig Crosbie Review relevant section of 533 report submitted to Australian Securities and Investment Commission	0.70	357.00	510.00
Haddock David	Director	28/08/2017	Investigation	Litigation / Recoveries	Discussion Miranda Priddle, emails Johnson Winter & Slattery re meeting both re Piper Alderman class action	0.20	117.00	585.00
Priddle Miranda	Senior Manager	28/08/2017	Investigation	Litigation / Recoveries	Review mark-up of letter to Willis from Kim McKay from Arnold Bloch Leibler Prepare final version for Ian Carson signing including supporting documents to letter Discussion with Ian Carson regarding letter to insurers and draft note to Ian Carson summarising claim to send to risk committee Telephone call with Lokesh from Willis regarding notification of claim and further information	0.60	306.00	510.00
Haddock David	Director	29/08/2017	Investigation	Litigation / Recoveries	Discuss grower claim from Piper Alderman with Johnson Winter & Slattery and Miranda Priddle and impacts	0.30	175.50	585.00
Priddle Miranda	Senior Manager	29/08/2017	Investigation	Litigation / Recoveries	Review email from Lokesh Thondavada from Willis regarding notification to insurers of potential claimScan and email letter and draft statement of claim	0.20	102.00	510.00
Priddle Miranda	Senior Manager	29/08/2017	Investigation	Litigation / Recoveries	Review Arnold Bloch Leibler advice relating to the Gunns grower claim Telephone call with Kim McKay from Arnold Bloch Leibler regarding advice Telephone call with Johnson, Winter & Slattery regarding grower action claim to discuss implications of claim on other claims running Discussion with David Haddock on next steps	1.20	612.00	510.00
Priddle Miranda	Senior Manager	31/08/2017	Investigation	Litigation / Recoveries	Discussion with David Haddock regarding response to Piper Alderman Email to David Mason from Johnson, Winter & Slattery regarding letter to Piper Alderman on grower claim	0.20	102.00	510.00
Robinson Mark	Partner	5/09/2017	Investigation	Litigation / Recoveries	Review potential litigation	0.20	135.00	675.00
Priddle Miranda	Senior Manager	7/09/2017	Investigation	Litigation / Recoveries	Review email from David Mason from Johnson, Winter & Slattery regarding update on information requested in relation to grower claim Follow-up email to Lokesh Thondavada from Willis regarding documents requested	0.20	102.00	510.00
Priddle Miranda	Senior Manager	11/09/2017	Investigation	Litigation / Recoveries	Telephone call with Lokesh Thondavada from Willis regarding response from insurer and information requested relating to the grower action claim Review email from Lokesh Thondavada and forward to David Mason at Johnson, Winter & Slattery	0.20	102.00	510.00
Priddle Miranda	Senior Manager	12/09/2017	Investigation	Litigation / Recoveries	Email to Lokesh Thondavada from Willis regarding legal advisors engaged and follow-up telephone call regarding same	0.20	102.00	510.00
Priddle Miranda	Senior Manager	19/09/2017	Investigation	Litigation / Recoveries	Review email from David Mason from Johnson, Winter & Slattery and response from Piper Alderman regarding grower action claim Telephone call to Lokesh Thondavada from Willis regarding update on information request Telephone call to David Mason from Johnson, Winter & Slattery regarding update on information	0.20	102.00	510.00
Priddle Miranda	Senior Manager	5/10/2017	Investigation	Litigation / Recoveries	Telephone call with Lokesh Thondavada from Willis regarding information request on investment management policies Follow-up email regarding discussion with Lokesh Thondavada Update to David Haddock	0.20	102.00	510.00
Priddle Miranda	Senior Manager	1/12/2017	Investigation	Litigation / Recoveries	Email to Kim McKay from Arnold Bloch Leibler regarding information request regarding former Gunns employee	0.10	51.00	510.00
Haddock David	Director	3/04/2018	Investigation	Litigation / Recoveries	Call with Johnson Winter & Slattery and Claims Funding Australia re Gunns Plantations woodlot schemes claims, email Miranda Priddle	0.80	468.00	585.00

Haddock David	Director	5/04/2018	Investigation	Litigation / Recoveries	Deal with Gunns Plantations woodlot schemes class action, emails from Ben Renfrey of Johnson Winter & Slattery, emails to Miranda Priddle, consider letter to Piper Alderman, Brief Craig Crosbie	0.40	234.00	585.00
Haddock David	Director	5/04/2018	Investigation	Litigation / Recoveries	Review and authorise letter to insurer re Gunns Plantations woodlot schemes class action	0.20	117.00	585.00
Haddock David	Director	5/04/2018	Investigation	Litigation / Recoveries	Discuss Gunns Plantations woodlot schemes class action Dirk Luff of Maurice Blackburn, discuss costs with Craig Crosbie. Email Miranda Priddle. Email to Ben Renfrey of Johnson Winter & Slattery	0.50	292.50	585.00
Priddle Miranda	Senior Manager	5/04/2018	Investigation	Litigation / Recoveries	Review documents received by Piper Alderman in respect of Gunns grower proceeding Draft update letter to Willis Towers Watson regarding proceedings in Supreme Court Review proposed response to Piper Alderman drafted by Johnson, Winter & Slattery Make changes to draft letter and email to Hamish Graham for finalisation	1.50	765.00	510.00
Graham Hamish	Analyst 1	5/04/2018	Investigation	Litigation / Recoveries	Printing and preparing a letter to Willis Towers Watson regarding a claim against the directors, including compiling all indexes and relevant supporting documentation	0.20	62.00	310.00
Crosbie Craig	Appointee	6/04/2018	Investigation	Litigation / Recoveries	Review documents served by Piper Alderman regarding Giabal Pty Ltd & anor v Gunns Plantations Limited. Instructions to David Haddock and Miranda Priddle.	0.50	337.50	675.00
Haddock David	Director	6/04/2018	Investigation	Litigation / Recoveries	Review letter to Piper Alderman	0.20	117.00	585.00
Priddle Miranda	Senior Manager	6/04/2018	Investigation	Litigation / Recoveries	Scan letter to Willis Towers Watson and send to Lokesh Thondavada Update risk committee on status of litigation Email to Ben Renfrey from Johnson, Winter & Slattery regarding letter received from Piper Alderman	0.60	306.00	510.00
Haddock David	Director	10/04/2018	Investigation	Litigation / Recoveries	Discuss insurance with Cliona Waters, instructions	0.30	175.50	585.00
Priddle Miranda	Senior Manager	10/04/2018	Investigation	Litigation / Recoveries	Review email from Ben Renfrey from Johnson, Winter & Slattery regarding affidavit and documents to submit to courtEmail to Vanessa Tran at Willis regarding authorisation to submit insurance policy	1.10	561.00	510.00
Priddle Miranda	Senior Manager	12/04/2018	Investigation	Litigation / Recoveries	Review draft affidavit of Ben Renfrey regarding Gunns grower claim and mark-up for comments Telephone call with David Haddock x2 to discuss my comments. Mark-up document and sent to David Haddock together with additional orders that may be relevant. Review email from Matt Bruster from Willis regarding adjournment of hearing and seek comments from Ben Renfrey Email to Matt Bruster in response	1.80	918.00	510.00
Priddle Miranda	Senior Manager	20/04/2018	Investigation	Litigation / Recoveries	Prepare update to Willis regarding outcome of hearing relating to grower action and update on insurers view of claim and indemnity	0.30	153.00	510.00
Priddle Miranda	Senior Manager	27/04/2018	Investigation	Litigation / Recoveries	Email to Willis Claims following up on update from insurers on position regarding grower claim	0.10	51.00	510.00
Priddle Miranda	Senior Manager	30/04/2018	Investigation	Litigation / Recoveries	Telephone call with Martha Byrne from Johnson, Winter & Slattery regarding response from insurers on indemnity. Email and telephone call to Matt Bruster from Willis regarding response from insurers on claim Email update to Martha Byrne	0.30	153.00	510.00
Haddock David	Director	1/05/2018	Investigation	Litigation / Recoveries	Internal email re insurance cover	0.10	58.50	585.00
Priddle Miranda	Senior Manager	1/05/2018	Investigation	Litigation / Recoveries	Email to Martha Byrne from Johnson, Winter & Slattery regarding update from Willis on insurers position on indemnity	0.10	51.00	510.00
Haddock David	Director	2/05/2018	Investigation	Litigation / Recoveries	Email from Ben Renfrey of Johnson Winter & Slattery re hearing, email to Dirk Luff of Maurice Blackburn	0.30	175.50	585.00
Waters Cliona	Senior Manager	2/05/2018	Investigation	Litigation / Recoveries	Correspondence with Willis and Johnson Winter & Slattery regarding indemnity	0.10	51.00	510.00
Waters Cliona	Senior Manager	2/05/2018	Investigation	Litigation / Recoveries	Review of correspondence in relation to the potential indemnity from Willis	0.20	102.00	510.00
Haddock David	Director	3/05/2018	Investigation	Litigation / Recoveries	Emails Ben Renfrey of Johnson Winter & Slattery and Dirk Luff of Maurice Blackburn. Conference call, instructions Johnson Winter & Slattery re carriage and hearing on 4 May	0.90	526.50	585.00
Waters Cliona	Senior Manager	3/05/2018	Investigation	Litigation / Recoveries	Review of correspondence in relation to Growers claim	0.10	51.00	510.00
Haddock David	Director	4/05/2018	Investigation	Litigation / Recoveries	Emails from Ben Renfrey of Johnson Winter & Slattery re hearing outcome, internal emails re insurance cover	0.40	234.00	585.00
Priddle Miranda	Senior Manager	4/05/2018	Investigation	Litigation / Recoveries	Email to Willis Claims regarding update on other insurers in tower regarding position on grower claim	0.20	102.00	510.00
Haddock David	Director	7/05/2018	Investigation	Litigation / Recoveries	Discuss funding and claim issues Dirk Luff of Maurice Blackburn, conference call with counsel and Ben Renfrey of Johnson Winter & Slattery, emails Ben Renfrey, further email Ben Renfrey	0.90	526.50	585.00
Haddock David	Director	9/05/2018	Investigation	Litigation / Recoveries	Email re insurer	0.10	58.50	585.00
Haddock David	Director	11/05/2018	Investigation	Litigation / Recoveries	Emails Johnson Winter & Slattery and Miranda Priddle re grower claim	0.20	117.00	585.00
Priddle Miranda	Senior Manager	11/05/2018	Investigation	Litigation / Recoveries	Discussion with David Haddock regarding update from directions hearing on grower claim Email to Vanessa Tran from Willis requesting an update on position of excess layer insurers and confirmation of public liability insurance in place	1.40	714.00	510.00
Haddock David	Director	15/05/2018	Investigation	Litigation / Recoveries	Review email from Ben Renfrey of Johnson Winter & Slattery and Lander & Rogers, email Miranda Priddle instructions	0.30	175.50	585.00
Haddock David	Director	15/05/2018	Investigation	Litigation / Recoveries	Return call to Ben Renfrey of Johnson Winter & Slattery re AIG response and discuss options	0.40	234.00	585.00
Priddle Miranda	Senior Manager	15/05/2018	Investigation	Litigation / Recoveries	Draft response to Johnson, Winter & Slattery on liquidators costs and tasks in relation to grower action	0.50	255.00	510.00
Priddle Miranda	Senior Manager	18/05/2018	Investigation	Litigation / Recoveries	Telephone call with Jackson Dyer from Johnson, Winter & Slattery regarding Willis response on public liability insurance Review letter to Piper Alderman regarding request for further information from plaintiffs	0.20	102.00	510.00
Priddle Miranda	Senior Manager	22/05/2018	Investigation	Litigation / Recoveries	Email to Vanessa Tran from Willis following-up query on public liability insurance and response from excess insurers regarding grower claim Email to Jackson Dyer from Johnson, Winter & Slattery regarding public liability insurance query	0.20	102.00	510.00
Haddock David	Director	24/05/2018	Investigation	Litigation / Recoveries	Email from Ben Renfrey of Johnson Winter & Slattery re grower claim	0.10	58.50	585.00
Priddle Miranda	Senior Manager	24/05/2018	Investigation	Litigation / Recoveries	Telephone call with Jackson Dyer from Johnson, Winter & Slattery regarding information to be produced for grower claim defence	0.10	51.00	510.00
Priddle Miranda	Senior Manager	24/05/2018	Investigation	Litigation / Recoveries	Search Gunns server for Gunns Plantations Limited board meeting packs	0.80	408.00	510.00
Priddle Miranda	Senior Manager	25/05/2018	Investigation	Litigation / Recoveries	Email links to Jackson Dyer from Johnson, Winter & Slattery relating to information requested pertaining to the grower claim	0.20	102.00	510.00
Priddle Miranda	Senior Manager	28/05/2018	Investigation	Litigation / Recoveries	Grower claim - searching for copies of public liability insurance policies as requested by Johnson, Winter & Slattery on Gunns server Email to Jackson Dyer from Johnson, Winter & Slattery regarding copies of public liability insurance policies Review email from Ben Renfrey from Johnson, Winter & Slattery regarding public liability insurance Email Vanessa Tran at Willis to request copies of various public liability insurance policies	0.80	408.00	510.00
Downie Louise	Director	29/05/2018	Investigation	Litigation / Recoveries	Collating documents for Johnson Winter & Slattery information request	0.50	292.50	585.00
Priddle Miranda	Senior Manager	1/06/2018	Investigation	Litigation / Recoveries	Review response to commercial list statement Various emails and telephone calls with Vanessa Tran from Willis regarding indemnity of costs, confirmation of indemnity from excess insurers and information request relating to public liability insurance Various emails and telephone calls with Jackson Dyer from Johnson, Winter & Slattery regarding information requests Telephone call with Warren Maillard from Willis regarding information requests	4.10	2,091.00	510.00
Haddock David	Director	6/06/2018	Investigation	Litigation / Recoveries	Emails Ben Renfrey of Johnson Winter & Slattery re AIG, discuss Craig Crosbie	0.40	234.00	585.00
Priddle Miranda	Senior Manager	7/06/2018	Investigation	Litigation / Recoveries	Review emails and documents from Vanessa Tran from Willis regarding copies of public liability insurances for Gunns grower claim defenceForward documents to Jackson Dyer at Johnson, Winter	0.10	51.00	510.00
Haddock David	Director	29/06/2018	Investigation	Litigation / Recoveries	Call with Ben Renfrey of Johnson Winter & Slattery re Piper Alderman class action	0.20	117.00	585.00
Priddle Miranda	Senior Manager	12/07/2018	Investigation	Litigation / Recoveries	Review email from Jackson Dyer from Johnson, Winter & Slattery regarding Gunns grower claimReview proposed letter to Piper AldermanRespond to Jackson Dyer regarding letter	0.30	153.00	510.00
Haddock David	Director	19/07/2018	Investigation	Litigation / Recoveries	Email Johnson Winter & Slattery of Johnson Winter & Slattery re final letter re position to plaintiffs	0.10	58.50	585.00
Haddock David	Director	24/07/2018	Investigation	Litigation / Recoveries	Email update form Ben Renfrey of Johnson Winter & Slattery	0.10	58.50	585.00
Priddle Miranda	Senior Manager	31/07/2018	Investigation	Litigation / Recoveries	Review email from David Haddock regarding Gunns grower claim	0.10	51.00	510.00
Downie Louise	Director	7/09/2016	Creditors	Meeting of Creditors	Forestry Tasmania - reviewing and amending Committee of Inspection notices - portion for preference claim	0.30	175.50	585.00
Downie Louise	Director	8/09/2016	Creditors	Meeting of Creditors	Forestry Tasmania - reviewing and amending Committee of Inspection notices - portion for preference claim	1.10	643.50	585.00
Priddle Miranda	Senior Manager	10/10/2016	Creditors	Meeting of Creditors	Review amended committee of inspection notice as updated by Arnold Bloch Leibler and email to Stephen Alevras Email to Paul Buitendag and Christopher Beames from Johnson, Winter & Slattery regarding Forestry Tasmania's consent to disclose settlement sums in committee of inspection notice	0.40	204.00	510.00

Priddle Miranda	Senior Manager	18/10/2016	Creditors	Meeting of Creditors	Email to Lois Zhang regarding disbursements calculated for remuneration report and reconciliation to bank account	0.10	51.00	510.00
Priddle Miranda	Senior Manager	18/10/2016	Creditors	Meeting of Creditors	Review remuneration report and reconcile receipts and payments to Insol	0.40	204.00	510.00
Graham Hamish	Analyst 1	18/10/2016	Creditors	Meeting of Creditors	Committee of Inspection- Locating committee of inspection notices from past meetings and sending through to Miranda Priddle	0.30	93.00	310.00
Priddle Miranda	Senior Manager	20/10/2016	Creditors	Meeting of Creditors	Discuss remuneration reports with Lois Zhang	0.20	102.00	510.00
Priddle Miranda	Senior Manager	21/10/2016	Creditors	Meeting of Creditors	Review updated remuneration report and discuss key changes with Lois Zhang	0.50	255.00	510.00
Priddle Miranda	Senior Manager	21/10/2016	Creditors	Meeting of Creditors	Meeting with Sunny Puni to discuss finalisation of the remuneration reports	0.20	102.00	510.00
Priddle Miranda	Senior Manager	4/11/2016	Creditors	Meeting of Creditors	Update committee of inspection member details	0.10	51.00	510.00
Priddle Miranda	Senior Manager	7/11/2016	Creditors	Meeting of Creditors	Review updated draft of committee of inspection notice, notice of concurrent meetings and agenda and proxy forms	0.20	102.00	510.00
Priddle Miranda	Senior Manager	7/11/2016	Creditors	Meeting of Creditors	Email to Hamish Graham regarding committee of inspection members	0.20	102.00	510.00
Priddle Miranda	Senior Manager	21/11/2016	Creditors	Meeting of Creditors	Review finalised committee of inspection letter, notice of meeting, proxy forms and amend for changes and finalise for Craig Crosbie signing	0.70	357.00	510.00
Priddle Miranda	Senior Manager	22/11/2016	Creditors	Meeting of Creditors	Discuss committee of inspection meeting pack with Craig Crosbie Update committee of inspection notice for Craig Crosbie amendments Review remuneration reports and provide comments to Lois Zhang Review amended remuneration reports and sign off Update proxy forms and notice for Craig Crosbie and Johnson, Winter & Slattery changes	2.00	1,020.00	510.00
Priddle Miranda	Senior Manager	1/12/2016	Creditors	Meeting of Creditors	Review remuneration reports with Carl Hoerner and update narrations to send with committee of inspection notice Discussion with Craig Crosbie regarding committee of inspection meeting and timing of notices	1.20	612.00	510.00
Crosbie Craig	Appointee	5/12/2016	Creditors	Meeting of Creditors	Review and amend report to committee of inspection members, including remuneration reports.	0.50	337.50	675.00
Priddle Miranda	Senior Manager	8/12/2016	Creditors	Meeting of Creditors	Update committee of inspection draft minutes for comments on Forestry Tasmania deed and audit claim and check all resolutions reconcile to proxy forms and remuneration reports	0.70	357.00	510.00
Elliott Kellie	Supervisor/Assistant	9/12/2016	Creditors	Meeting of Creditors	Email to Tom Birch at Ferrier Hodgson and voicemail re committee of inspection meeting	0.20	89.00	445.00
Priddle Miranda	Senior Manager	12/12/2016	Creditors	Meeting of Creditors	Emails with Tom Birch from Ferrier Hodgson regarding committee of inspection meeting Discussion with Sunny Puni regarding committee of inspection membership and correspondence indicating they were no longer on committee of inspection Review documents ahead of meeting Various discussions with Sunny Puni regarding proxies received Attend committee of inspection meeting	0.90	459.00	510.00
Puni Sunny	Senior Analyst 1	12/12/2016	Creditors	Meeting of Creditors	Review of proxies received for Committee of Inspection meeting and discussions with M Matthews from Ashurst and Tom Birch from Ferrier Hodgson. Update to minutes for meeting and Committee	1.20	474.00	395.00
Priddle Miranda	Senior Manager	9/01/2017	Creditors	Meeting of Creditors	Review updated committee of inspection minutes	0.20	102.00	510.00
Crosbie Craig	Appointee	10/01/2017	Creditors	Meeting of Creditors	Review committee of inspection minutes	0.50	337.50	675.00
Haddock David	Director	12/04/2018	Assets	Litigation / Recoveries	Review Ben Renfrey affidavit, discuss with Ben Renfrey of Johnson Winter & Slattery, instruct Miranda Priddle, further emails Ben Renfrey re affidavit	1.40	819.00	585.00
Campbell Leah	Senior Manager	20/04/2018	Assets	Other Assets	Email exchange with Lorraine Plail and Miranda Priddle re domain name registration for Gunns Plantations	0.20	102.00	510.00
Campbell Leah	Senior Manager	23/04/2018	Assets	Other Assets	Emails to Lorraine Plail re extending gunnsplantations.com.au domain name	0.20	102.00	510.00
Haddock David	Director	9/05/2018	Assets	Litigation / Recoveries	Review orders re class action, email Ben Renfrey of Johnson Winter & Slattery	0.30	175.50	585.00
Haddock David	Director	15/06/2018	Assets	Litigation / Recoveries	Call with Johnson Winter & Slattery re insurer, defence	0.20	117.00	585.00
Plail Lorraine	Supervisor/Assistant	9/07/2018	Assets	Other Assets	Title check for S Pearce of Bartlett Solicitors. Send email instructing contact receivers and managers	0.40	178.00	445.00
Plail Lorraine	Supervisor/Assistant	17/07/2018	Assets	Other Assets	Review email from Rob Deev of Arnold Bloch Leibler regarding dealing refusal received from Land Use Victoria for Diprose.	0.20	89.00	445.00
Graham Hamish	Analyst 1	26/09/2016	Employees	Other Employee Issues	Locating bank account details for remaining employees and sending through to Kellie Elliott	0.30	93.00	310.00
Plail Lorraine	Supervisor/Assistant	15/06/2018	Employees	Other Employee Issues	Review Pay As You Go calculation on payment voucher compared to prior payments and tax tables	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant	9/07/2018	Employees	Other Employee Issues	Review QBE documents and prepare form and supporting documents, review super and Pay As You Go Payment summary. Prepare required documents for lodgements.	1.90	845.50	445.00
Plail Lorraine	Supervisor/Assistant	10/07/2018	Employees	Other Employee Issues	Prepare payment summary for Robert Wood.	0.30	133.50	445.00
Plail Lorraine	Supervisor/Assistant	19/07/2018	Employees	Other Employee Issues	Re date and finalise correspondence regarding superannuation payment	0.10	44.50	445.00
Tang Ken	Graduate	1/09/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	21.00	210.00
Zhang Lois	Manager	8/09/2016	Administration	Planning / Review / Supervision of Staff	Team meeting	0.20	93.00	465.00
Tang Ken	Graduate	8/09/2016	Administration	Planning / Review / Supervision of Staff	Gunns update meeting	0.10	21.00	210.00
Tang Ken	Graduate	15/09/2016	Administration	Planning / Review / Supervision of Staff	Gunns meeting	0.10	21.00	210.00
Tang Ken	Graduate	16/09/2016	Administration	Planning / Review / Supervision of Staff	Making adjustments to Gunns INSOL account GST reconciliation as requested by Lois Zhang and discussion about rec. going forward	1.50	315.00	210.00
Tang Ken	Graduate	16/09/2016	Administration	Planning / Review / Supervision of Staff	Locating relevant vouchers with attached invoices as supporting documentation for GST rec to confirm GST figures	1.30	273.00	210.00
Elliott Kellie	Supervisor/Assistant	20/09/2016	Administration	Planning / Review / Supervision of Staff	Email to Alex Chisholm re IT server information	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	22/09/2016	Administration	Planning / Review / Supervision of Staff	Attendance at Gunns weekly team meeting	0.10	44.50	445.00
Graham Hamish	Analyst 1	22/09/2016	Administration	Planning / Review / Supervision of Staff	Updating the weekly to do list and Liquidator summary	0.20	62.00	310.00
Tang Ken	Graduate	22/09/2016	Administration	Planning / Review / Supervision of Staff	Gunns team meeting	0.10	21.00	210.00
Tang Ken	Graduate	22/09/2016	Administration	Planning / Review / Supervision of Staff	Printing meeting notes for Gunns meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	23/09/2016	Administration	Planning / Review / Supervision of Staff	Locating 533 workbook and supporting information for the form 524s	0.50	222.50	445.00
Tang Ken	Graduate	23/09/2016	Administration	Planning / Review / Supervision of Staff	Creating listing of missing invoices/vouchers relevant to Form 524s for circulation to Hamish Graham and any other necessary Gunns team members	0.60	126.00	210.00
Elliott Kellie	Supervisor/Assistant	29/09/2016	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.10	44.50	445.00
Graham Hamish	Analyst 1	29/09/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Graduate	29/09/2016	Administration	Planning / Review / Supervision of Staff	Gunns update meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	6/10/2016	Administration	Planning / Review / Supervision of Staff	Attendance at weekly meeting	0.20	89.00	445.00
Graham Hamish	Analyst 1	6/10/2016	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.20	62.00	310.00
Graham Hamish	Analyst 1	6/10/2016	Administration	Planning / Review / Supervision of Staff	Updating the Gunns weekly email for Daniel Bryant and Craig Crosbie required tasks	0.20	62.00	310.00
Tang Ken	Graduate	6/10/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.20	42.00	210.00
Tang Ken	Graduate	6/10/2016	Administration	Planning / Review / Supervision of Staff	Printing to do list for weekly Gunns meeting	0.10	21.00	210.00
Graham Hamish	Analyst 1	13/10/2016	Administration	Planning / Review / Supervision of Staff	Updating the weekly email to be sent to Craig Crosbie and Daniel Bryant, and the agenda for today's meeting	0.20	62.00	310.00
Graham Hamish	Analyst 1	13/10/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Tang Ken	Graduate	13/10/2016	Administration	Planning / Review / Supervision of Staff	Printing to-do lists for weekly Gunns meeting	0.10	21.00	210.00
Tang Ken	Graduate	13/10/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	20/10/2016	Administration	Insurance	Updates to the Great Southern woodlot schemes insurance memo post discussion with Leah Campbell	0.50	222.50	445.00

Elliott Kellie	Supervisor/Assistant	20/10/2016	Administration	Planning / Review / Supervision of Staff	Confirmation of Liquidation questions to be responded to in the next Australian Securities and Investment Commission teleconference	0.10	44.50	445.00
Graham Hamish	Analyst 1	20/10/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Graduate	20/10/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	21.00	210.00
Tang Ken	Graduate	20/10/2016	Administration	Planning / Review / Supervision of Staff	Printing out Gunns meeting notes	0.10	21.00	210.00
Puni Sunny	Senior Analyst 1	20/10/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly team meeting to discuss status of various matters	0.10	39.50	395.00
Priddle Miranda	Senior Manager	21/10/2016	Administration	Planning / Review / Supervision of Staff	Draft email to Craig Crosbie on status update of workstreams	0.10	51.00	510.00
Tang Ken	Graduate	21/10/2016	Administration	Doc Maint (Filing) / File Review / Checklist	Filing completed September Business Activity Statement	0.10	21.00	210.00
Graham Hamish	Analyst 1	27/10/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Tang Ken	Graduate	27/10/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.20	42.00	210.00
Tang Ken	Graduate	27/10/2016	Administration	Planning / Review / Supervision of Staff	Printing out notes for circulation during Gunns meeting	0.10	21.00	210.00
Puni Sunny	Senior Analyst 1	27/10/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly team meeting to discuss status of various matters	0.20	79.00	395.00
Elliott Kellie	Supervisor/Assistant	3/11/2016	Administration	Planning / Review / Supervision of Staff	Attendance at the weekly Gunns team meeting	0.10	44.50	445.00
Priddle Miranda	Senior Manager	3/11/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	3/11/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Graham Hamish	Analyst 1	3/11/2016	Administration	Planning / Review / Supervision of Staff	Updating the weekly update email to be sent to Daniel Bryant and Craig Crosbie	0.20	62.00	310.00
Tang Ken	Graduate	3/11/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	4/11/2016	Administration	Insurance	Email to Ken Tang re payment to Agricola re overpayment of Great Southern Woodlot schemes insurance proceeds	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	10/11/2016	Administration	Planning / Review / Supervision of Staff	Email to Ken Tang and Sunny Puni re updating specific sections in the Gunns weekly to do list	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	10/11/2016	Administration	Planning / Review / Supervision of Staff	Attendance at the weekly Gunns team meeting	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	10/11/2016	Administration	Planning / Review / Supervision of Staff	Circulate to do list and updating action items	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	10/11/2016	Administration	Planning / Review / Supervision of Staff	Prepping for the Australian Securities and Investment Commission call	0.10	44.50	445.00
Graham Hamish	Analyst 1	10/11/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Graduate	10/11/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	14/11/2016	Administration	Insurance	Locating information requested from Lois Zhang re insurance split	0.50	222.50	445.00
Elliott Kellie	Supervisor/Assistant	15/11/2016	Administration	Insurance	Updating financier letters for insurance payments made	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	15/11/2016	Administration	Insurance	Updating the data for insurance distribution. Email with updated data to Jin Koh at Link Market Services	0.40	178.00	445.00
Elliott Kellie	Supervisor/Assistant	16/11/2016	Administration	Insurance	Updating insurance workbook with scheme and option levels for each plantation	0.40	178.00	445.00
Elliott Kellie	Supervisor/Assistant	17/11/2016	Administration	Planning / Review / Supervision of Staff	Attendance at the weekly Gunns meeting	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	17/11/2016	Administration	Planning / Review / Supervision of Staff	Circulating the weekly to do list to Gunns team and updating the summary.	0.20	89.00	445.00
Zhang Lois	Manager	17/11/2016	Administration	Planning / Review / Supervision of Staff	Attended the weekly meeting	0.10	46.50	465.00
Priddle Miranda	Senior Manager	17/11/2016	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	17/11/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	21/11/2016	Administration	Planning / Review / Supervision of Staff	Phone call with Peter Tylor re Gunns hardware purchase	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	21/11/2016	Administration	Insurance	Discussion with Lois Zhang and Leah Campbell re payment of costs in relation to insurance distributions. Drafting email.	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	24/11/2016	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly team meeting	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	24/11/2016	Administration	Planning / Review / Supervision of Staff	Circulating to do list and Daniel Bryant and Craig Crosbie summary to Gunns team. Updating key tasks on the to do list.	0.30	133.50	445.00
Zhang Lois	Manager	24/11/2016	Administration	Planning / Review / Supervision of Staff	Attended the weekly meeting	0.10	46.50	465.00
Graham Hamish	Analyst 1	24/11/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Graduate	28/11/2016	Administration	Planning / Review / Supervision of Staff	Gunns catch-up meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	1/12/2016	Administration	Insurance	Reviewing insurance information uploaded onto the server by Link Market Services	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	1/12/2016	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns team meeting	0.10	44.50	445.00
Unitt Luda	Manager	1/12/2016	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting.	0.10	46.50	465.00
Zhang Lois	Manager	1/12/2016	Administration	Planning / Review / Supervision of Staff	Team meeting	0.10	46.50	465.00
Priddle Miranda	Senior Manager	1/12/2016	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	1/12/2016	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Graduate	1/12/2016	Administration	Planning / Review / Supervision of Staff	Weekly Gunns update meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	8/12/2016	Administration	Planning / Review / Supervision of Staff	Attendance at the weekly Gunns team meeting	0.10	44.50	445.00
Unitt Luda	Manager	8/12/2016	Administration	Planning / Review / Supervision of Staff	Team update meeting.	0.10	46.50	465.00
Zhang Lois	Manager	8/12/2016	Administration	Planning / Review / Supervision of Staff	Team meeting	0.10	46.50	465.00
Priddle Miranda	Senior Manager	8/12/2016	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Tang Ken	Graduate	8/12/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	12/12/2016	Administration	Insurance	Email to Ken Tang re additional insurance payment required	0.20	89.00	445.00
Tang Ken	Graduate	22/12/2016	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	12/01/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns team meeting	0.10	44.50	445.00
Priddle Miranda	Senior Manager	12/01/2017	Administration	Planning / Review / Supervision of Staff	Email to Lois Zhang regarding catch-up to discuss ongoing workstreams and allocation of tasks Discussion with Sunny Puni regarding updating to do list Create a to do list of tasks to discuss with Lois Zhang	0.10	51.00	510.00
Graham Hamish	Analyst 1	12/01/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Tang Ken	Analyst 1	12/01/2017	Administration	Planning / Review / Supervision of Staff	Weekly Gunns update meeting	0.10	31.00	310.00
Zhang Lois	Manager	13/01/2017	Administration	Planning / Review / Supervision of Staff	Reviewed the outstanding costs owed by Don Luca	0.10	46.50	465.00
Elliott Kellie	Supervisor/Assistant	19/01/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns team meeting	0.10	44.50	445.00
Zhang Lois	Manager	19/01/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	46.50	465.00
Priddle Miranda	Senior Manager	19/01/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00

Tang Ken	Analyst 1	19/01/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	24/01/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the weekly Gunns team meeting	0.10	44.50	445.00
Unitt Luda	Manager	24/01/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting.	0.10	46.50	465.00
Zhang Lois	Manager	24/01/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	46.50	465.00
Graham Hamish	Analyst 1	24/01/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Analyst 1	24/01/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Tang Ken	Analyst 1	30/01/2017	Administration	Planning / Review / Supervision of Staff	Call to Australian Securities and Investments Commission to attempt to cease receipt of company annual review fee notices since in liquidation	0.30	93.00	310.00
Unitt Luda	Manager	2/02/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting.	0.10	46.50	465.00
Priddle Miranda	Senior Manager	2/02/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting to discuss outstanding tasks and actions	0.10	51.00	510.00
Graham Hamish	Analyst 1	2/02/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	10/02/2017	Administration	Planning / Review / Supervision of Staff	Attendance at Gunns weekly team meeting	0.10	44.50	445.00
Priddle Miranda	Senior Manager	10/02/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	10/02/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Analyst 1	10/02/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	16/02/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns team meeting	0.10	44.50	445.00
Priddle Miranda	Senior Manager	16/02/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	16/02/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Analyst 1	16/02/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	24/02/2017	Administration	ASIC/AFSA Reporting	Phone call with Ray Merrick from Australian Securities and Investment Commission	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	24/02/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.10	44.50	445.00
Zhang Lois	Manager	24/02/2017	Administration	Planning / Review / Supervision of Staff	Attended team meeting	0.10	46.50	465.00
Priddle Miranda	Senior Manager	24/02/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	24/02/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	1/03/2017	Administration	Dividend Procedures	Review of unclaimed monies distribution information and reconciliations done. Determining work required to finalise the distribution	0.80	356.00	445.00
Graham Hamish	Analyst 1	1/03/2017	Administration	Planning / Review / Supervision of Staff	Updating the weekly email for Craig Crosbie and Daniel Bryant as well as and to-do list for the meeting tomorrow	0.20	62.00	310.00
Elliott Kellie	Supervisor/Assistant	2/03/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the weekly Gunns meeting	0.10	44.50	445.00
Priddle Miranda	Senior Manager	2/03/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Elliott Kellie	Supervisor/Assistant	9/03/2017	Administration	Planning / Review / Supervision of Staff	Updating the weekly to do list post meeting	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	9/03/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	44.50	445.00
Priddle Miranda	Senior Manager	9/03/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	9/03/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Tang Ken	Analyst 1	9/03/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	15/03/2017	Administration	Planning / Review / Supervision of Staff	Circulating the weekly to do list	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	16/03/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.10	44.50	445.00
Unitt Luda	Manager	16/03/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	46.50	465.00
Tang Ken	Analyst 1	16/03/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	21/03/2017	Administration	Dividend Procedures	Review of Pruning information emailed in by Robert Wood	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	23/03/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.30	133.50	445.00
Unitt Luda	Manager	23/03/2017	Administration	Planning / Review / Supervision of Staff	weekly update meeting	0.30	139.50	465.00
Priddle Miranda	Senior Manager	23/03/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.30	153.00	510.00
Graham Hamish	Analyst 1	23/03/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.30	93.00	310.00
Elliott Kellie	Supervisor/Assistant	24/03/2017	Administration	Planning / Review / Supervision of Staff	Organising for the company common seal stamp to be stored in the safe.	0.20	89.00	445.00
Campbell Leah	Senior Manager	24/03/2017	Administration	Planning / Review / Supervision of Staff	Discussion with Kellie Elliott regarding company seal	0.10	51.00	510.00
Priddle Miranda	Senior Manager	28/03/2017	Administration	Planning / Review / Supervision of Staff	Run through checklist with Ken Tang and discuss status of outstanding items	0.20	102.00	510.00
Elliott Kellie	Supervisor/Assistant	30/03/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.10	44.50	445.00
Unitt Luda	Manager	30/03/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	46.50	465.00
Priddle Miranda	Senior Manager	30/03/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	30/03/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Graham Hamish	Analyst 1	30/03/2017	Administration	Planning / Review / Supervision of Staff	Updating the to do list and weekly email to Daniel Bryant and Craig Crosbie, and providing email/call numbers for the week to Ken Tang	0.30	93.00	310.00
Tang Ken	Analyst 1	30/03/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Priddle Miranda	Senior Manager	31/03/2017	Administration	Planning / Review / Supervision of Staff	Review updated task checklist and discuss with Ken Tang	0.20	102.00	510.00
Elliott Kellie	Supervisor/Assistant	5/04/2017	Administration	Planning / Review / Supervision of Staff	Updating the weekly to do list	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	6/04/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.20	89.00	445.00
Unitt Luda	Manager	6/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	93.00	465.00
Priddle Miranda	Senior Manager	6/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	102.00	510.00
Graham Hamish	Analyst 1	6/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Tang Ken	Analyst 1	6/04/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.20	62.00	310.00
Elliott Kellie	Supervisor/Assistant	13/04/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.10	44.50	445.00
Unitt Luda	Manager	13/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting.	0.10	46.50	465.00
Graham Hamish	Analyst 1	13/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Analyst 1	13/04/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	19/04/2017	Administration	Planning / Review / Supervision of Staff	Circulating the Gunns to do list prior to the weekly team meeting	0.20	89.00	445.00

Elliott Kellie	Supervisor/Assistant	20/04/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns team meeting	0.10	44.50	445.00
Unitt Luda	Manager	20/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting.	0.10	46.50	465.00
Priddle Miranda	Senior Manager	20/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	20/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Tang Ken	Analyst 1	20/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly Gunns meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	27/04/2017	Administration	Planning / Review / Supervision of Staff	Attendane at the Gunns weekly meeting	0.10	44.50	445.00
Unitt Luda	Manager	27/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting.	0.10	46.50	465.00
Priddle Miranda	Senior Manager	27/04/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Tang Ken	Analyst 1	27/04/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	3/05/2017	Administration	Planning / Review / Supervision of Staff	Discussion with Ken Tang and email to Robert Wood re Australian Securities and Investment Commission notices received for numerous Gunns entities	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	3/05/2017	Administration	Planning / Review / Supervision of Staff	Circulating Gunns to do list to team	0.30	133.50	445.00
Tang Ken	Analyst 1	3/05/2017	Administration	Planning / Review / Supervision of Staff	Discussion with Kellie Elliott re Australian Securities and Investments Commission notes	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	4/05/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.10	44.50	445.00
Unitt Luda	Manager	4/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting.	0.10	46.50	465.00
Priddle Miranda	Senior Manager	4/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Tang Ken	Analyst 1	4/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly Gunns update meeting	0.10	31.00	310.00
Tang Ken	Analyst 1	8/05/2017	Administration	Bank Account Administration	Follow-up call to Australia and New Zealand Banking Group re process to return EFTPOS terminal after response was never received. Attained instruction, completed form and returned to Australia	0.40	124.00	310.00
Elliott Kellie	Supervisor/Assistant	10/05/2017	Administration	Planning / Review / Supervision of Staff	Circulating the Gunns to do list	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	11/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.20	89.00	445.00
Campbell Leah	Senior Manager	11/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.20	102.00	510.00
Unitt Luda	Manager	11/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	93.00	465.00
Priddle Miranda	Senior Manager	11/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	102.00	510.00
Tang Ken	Analyst 1	11/05/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.20	62.00	310.00
Elliott Kellie	Supervisor/Assistant	18/05/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.10	44.50	445.00
Priddle Miranda	Senior Manager	18/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	18/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	25/05/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the weekly Gunns meeting	0.20	89.00	445.00
Priddle Miranda	Senior Manager	25/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	102.00	510.00
Graham Hamish	Analyst 1	25/05/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Elliott Kellie	Supervisor/Assistant	31/05/2017	Administration	Planning / Review / Supervision of Staff	Circulating the to do list for the weekly meeting	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	1/06/2017	Administration	Planning / Review / Supervision of Staff	Attendance at weekly gunns meeting	0.10	44.50	445.00
Campbell Leah	Senior Manager	1/06/2017	Administration	Planning / Review / Supervision of Staff	weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	1/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	1/06/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	1/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly Gunns meeting	0.10	21.00	210.00
Elliott Kellie	Supervisor/Assistant	8/06/2017	Administration	Planning / Review / Supervision of Staff	Circulating weekly gunns to do list	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	8/06/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	44.50	445.00
Campbell Leah	Senior Manager	8/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	8/06/2017	Administration	Planning / Review / Supervision of Staff	Team weekly update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	8/06/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	8/06/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	21.00	210.00
Crosbie Craig	Appointee	14/06/2017	Administration	Budgeting & Financial Reporting	Discussion with Jane Sheridan of Arnold Bloch Leibler and Kellie Elliott regarding unpaid Arnold Bloch Leibler non-scheme fees	0.40	270.00	675.00
Elliott Kellie	Supervisor/Assistant	14/06/2017	Administration	Budgeting & Financial Reporting	Phone call with Miranda Priddle re Arnold Bloch Leibler invoices outstanding for non-scheme related time.	0.10	44.50	445.00
Elliott Kellie	Supervisor/Assistant	15/06/2017	Administration	ATO & Other Statutory Reporting	Business activity statement with Chris Prowse	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	15/06/2017	Administration	Planning / Review / Supervision of Staff	Circulating to do list for Gunns weekly meeting	0.40	178.00	445.00
Elliott Kellie	Supervisor/Assistant	16/06/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	16/06/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.20	89.00	445.00
Elliott Kellie	Supervisor/Assistant	16/06/2017	Administration	Planning / Review / Supervision of Staff	Attendance at the Gunns weekly meeting	0.20	89.00	445.00
Campbell Leah	Senior Manager	16/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.20	102.00	510.00
Priddle Miranda	Senior Manager	16/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	102.00	510.00
Graham Hamish	Analyst 1	16/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Elliott Kellie	Supervisor/Assistant	21/06/2017	Administration	Planning / Review / Supervision of Staff	Circulating the weekly to do list	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	22/06/2017	Administration	Planning / Review / Supervision of Staff	Attendance at weekly Gunns meeting	0.10	44.50	445.00
Campbell Leah	Senior Manager	22/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	22/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	22/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Elliott Kellie	Supervisor/Assistant	28/06/2017	Administration	Planning / Review / Supervision of Staff	Circulating the Gunns to do list	0.30	133.50	445.00
Elliott Kellie	Supervisor/Assistant	29/06/2017	Administration	Planning / Review / Supervision of Staff	Attendance at Gunns team meeting	0.10	44.50	445.00
Campbell Leah	Senior Manager	29/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	29/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	29/06/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	29/06/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	21.00	210.00

Elliott Kellie	Manager	6/07/2017	Administration	Planning / Review / Supervision of Staff	Attendance at weekly Gunns team meeting	0.10	46.50	465.00
Campbell Leah	Senior Manager	6/07/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	6/07/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	6/07/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	6/07/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	21.00	210.00
Plail Lorraine	Supervisor/Assistant	13/07/2017	Administration	Planning / Review / Supervision of Staff	Attendance at weekly team meeting	0.10	44.50	445.00
Priddle Miranda	Senior Manager	13/07/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting Discussion with Chris Prowse regarding Gunns task list and monthly task reminders	0.40	204.00	510.00
Graham Hamish	Analyst 1	13/07/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	13/07/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	21.00	210.00
Campbell Leah	Senior Manager	13/07/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Campbell Leah	Senior Manager	20/07/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	20/07/2017	Administration	Planning / Review / Supervision of Staff	Attendance at weekly team meeting with Miranda Priddle, Leah Campbell, and Hamish Graham.	0.10	44.50	445.00
Priddle Miranda	Senior Manager	20/07/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	20/07/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Priddle Miranda	Senior Manager	7/08/2017	Administration	Planning / Review / Supervision of Staff	Discussion with Chris Prowse regarding task lists	0.20	102.00	510.00
Campbell Leah	Senior Manager	10/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	10/08/2017	Administration	Dividend Procedures	Telephone attendance upon Robert Wood of Gunns Plantations Limited regarding status of pruning calculations.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	10/08/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Hamish Graham and Chris Prowse.	0.10	44.50	445.00
Graham Hamish	Analyst 1	10/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Priddle Miranda	Senior Manager	14/08/2017	Administration	Planning / Review / Supervision of Staff	Discuss task list with Chris Prowse	0.10	51.00	510.00
Campbell Leah	Senior Manager	17/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	17/08/2017	Administration	Planning / Review / Supervision of Staff	Attendance at weekly meeting with Miranda Priddle, Leah Campbell, Sunny Puni, Hamish Graham and Chris Prowse.	0.10	44.50	445.00
Priddle Miranda	Senior Manager	17/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	17/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	17/08/2017	Administration	Planning / Review / Supervision of Staff	Updated agenda for Gunns meeting	0.30	63.00	210.00
Prowse Chris	Graduate	17/08/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	21.00	210.00
Prowse Chris	Graduate	17/08/2017	Administration	Planning / Review / Supervision of Staff	Preparation of agenda for Gunns meeting, printed off	0.10	21.00	210.00
Plail Lorraine	Supervisor/Assistant	24/08/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle, Sunny Puni, Hamish Graham and Chris Prowse	0.10	44.50	445.00
Priddle Miranda	Senior Manager	24/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	24/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	24/08/2017	Administration	Planning / Review / Supervision of Staff	Prepared agenda for Gunns weekly meeting	0.10	21.00	210.00
Prowse Chris	Graduate	24/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly Gunns meeting	0.10	21.00	210.00
Prowse Chris	Graduate	30/08/2017	Administration	Planning / Review / Supervision of Staff	Prepare for weekly Gunns meeting. Created agenda and sent out emails.	0.20	42.00	210.00
Campbell Leah	Senior Manager	31/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	31/08/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle, Hamish Graham and Chris Prowse. Additional discussions with Leah Campbell regarding unclaimed money plan.	0.10	44.50	445.00
Priddle Miranda	Senior Manager	31/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	31/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	31/08/2017	Administration	Planning / Review / Supervision of Staff	Weekly Gunns meeting	0.10	21.00	210.00
Prowse Chris	Graduate	6/09/2017	Administration	Planning / Review / Supervision of Staff	Amended weekly Gunns meeting agenda. Email team with update.	0.10	21.00	210.00
Campbell Leah	Senior Manager	7/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	7/09/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle, Hamish Graham and Chris Prowse.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	7/09/2017	Administration	Planning / Review / Supervision of Staff	Update weekly task list for meeting.	0.10	44.50	445.00
Priddle Miranda	Senior Manager	7/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	7/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	7/09/2017	Administration	Planning / Review / Supervision of Staff	Gunns weekly meeting	0.10	21.00	210.00
Prowse Chris	Graduate	7/09/2017	Administration	Planning / Review / Supervision of Staff	Print off necessary documents for Gunns meeting	0.20	42.00	210.00
Prowse Chris	Graduate	8/09/2017	Administration	Planning / Review / Supervision of Staff	Made amendments to the Gunns meeting template.	0.20	42.00	210.00
Plail Lorraine	Supervisor/Assistant	11/09/2017	Administration	Planning / Review / Supervision of Staff	Update task list for additional items raised at weekly meeting.	0.10	44.50	445.00
Campbell Leah	Senior Manager	14/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	14/09/2017	Administration	Planning / Review / Supervision of Staff	Update weekly 'To do' list.	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	14/09/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle, Hamish Graham and Chris Prowse	0.10	44.50	445.00
Priddle Miranda	Senior Manager	14/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	14/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Prowse Chris	Graduate	14/09/2017	Administration	Planning / Review / Supervision of Staff	Prepare agenda for Gunns meeting. Send out email to team. Print off agenda.	0.20	42.00	210.00
Campbell Leah	Senior Manager	21/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	21/09/2017	Administration	Planning / Review / Supervision of Staff	Review and update team task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	21/09/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle and Hamish Graham	0.10	44.50	445.00
Priddle Miranda	Senior Manager	21/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	21/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Campbell Leah	Senior Manager	26/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	26/09/2017	Administration	Planning / Review / Supervision of Staff	Update weekly task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	26/09/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle and Hamish Graham.	0.10	44.50	445.00

Priddle Miranda	Senior Manager	26/09/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Prowse Chris	Graduate	2/10/2017	Administration	Planning / Review / Supervision of Staff	Discussion with Hamish Graham regarding the location of several Gunns documents.	0.20	42.00	210.00
Campbell Leah	Senior Manager	5/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	5/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	5/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Campbell Leah	Senior Manager	12/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	12/10/2017	Administration	Planning / Review / Supervision of Staff	Update weekly task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	12/10/2017	Administration	Planning / Review / Supervision of Staff	Attendance at weekly team meeting with Leah Campbell, Miranda Priddle, Hamish Graham and Sunny Puni	0.10	44.50	445.00
Priddle Miranda	Senior Manager	12/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	19/10/2017	Administration	Planning / Review / Supervision of Staff	Attendance at weekly team meeting with Craig Crosbie, Leah Campbell, Miranda Priddle, Sunny Puni and Hamish Graham.	0.20	89.00	445.00
Priddle Miranda	Senior Manager	19/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	102.00	510.00
Graham Hamish	Analyst 1	19/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Campbell Leah	Senior Manager	26/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	26/10/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle and Hamish Graham	0.10	44.50	445.00
Priddle Miranda	Senior Manager	26/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	26/10/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Campbell Leah	Senior Manager	2/11/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	2/11/2017	Administration	Planning / Review / Supervision of Staff	Update weekly task list	0.10	44.50	445.00
Priddle Miranda	Senior Manager	2/11/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	2/11/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	8/11/2017	Administration	Planning / Review / Supervision of Staff	Review and update weekly task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	9/11/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Attendance to filing	0.80	356.00	445.00
Plail Lorraine	Supervisor/Assistant	9/11/2017	Administration	Planning / Review / Supervision of Staff	Team meeting with Miranda Priddle, Hamish Graham and Sunny Puni	0.10	44.50	445.00
Graham Hamish	Analyst 1	9/11/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	10/11/2017	Administration	Doc Maint (Filing) / File Review / Checklist	Attendance to filing	0.50	222.50	445.00
Priddle Miranda	Senior Manager	16/11/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	16/11/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	22/11/2017	Administration	Planning / Review / Supervision of Staff	Review and update weekly task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	23/11/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting	0.10	44.50	445.00
Graham Hamish	Analyst 1	23/11/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	30/11/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Miranda Priddle, Leah Campbell, Sunny Puni and Hamish Graham	0.10	44.50	445.00
Priddle Miranda	Senior Manager	30/11/2017	Administration	Planning / Review / Supervision of Staff	Team weekly update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	30/11/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Priddle Miranda	Senior Manager	7/12/2017	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Campbell Leah	Senior Manager	7/12/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	7/12/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	11/12/2017	Administration	Dividend Procedures	Review weekly escalation list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	13/12/2017	Administration	Planning / Review / Supervision of Staff	Review and amend weekly task list	0.10	44.50	445.00
Campbell Leah	Senior Manager	14/12/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	14/12/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle, Sunny Puni & Hamish Graham.	0.10	44.50	445.00
Graham Hamish	Analyst 1	14/12/2017	Administration	Planning / Review / Supervision of Staff	Updating the weekly meeting to do list	0.20	62.00	310.00
Graham Hamish	Analyst 1	14/12/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	20/12/2017	Administration	Planning / Review / Supervision of Staff	Review and update week task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	21/12/2017	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting	0.10	44.50	445.00
Priddle Miranda	Senior Manager	21/12/2017	Administration	Planning / Review / Supervision of Staff	Team weekly update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	21/12/2017	Administration	Planning / Review / Supervision of Staff	Updating the weekly to do list for new work streams	0.20	62.00	310.00
Graham Hamish	Analyst 1	21/12/2017	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Campbell Leah	Senior Manager	21/12/2017	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	9/01/2018	Administration	Planning / Review / Supervision of Staff	Update weekly task list and email to team	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	9/01/2018	Administration	Planning / Review / Supervision of Staff	Update the weekly to do list. Email team requesting updates.	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant	11/01/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle and S Puni	0.10	44.50	445.00
Priddle Miranda	Senior Manager	11/01/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Campbell Leah	Senior Manager	11/01/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	16/01/2018	Administration	Planning / Review / Supervision of Staff	Update and email weekly task list	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant	18/01/2018	Administration	Planning / Review / Supervision of Staff	Print documents for team meeting	0.10	44.50	445.00
Campbell Leah	Senior Manager	18/01/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	18/01/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Miranda Priddle and Leah Campbell	0.10	44.50	445.00
Priddle Miranda	Senior Manager	18/01/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	19/01/2018	Administration	Planning / Review / Supervision of Staff	Update task list for meeting outcomes	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	24/01/2018	Administration	Planning / Review / Supervision of Staff	Review and update weekly task list	0.10	44.50	445.00
Priddle Miranda	Senior Manager	25/01/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	25/01/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00

Campbell Leah	Senior Manager	25/01/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	25/01/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle, Hamish Graham and Sunny Puni	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	7/02/2018	Administration	Planning / Review / Supervision of Staff	Review and update to do list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	14/02/2018	Administration	Planning / Review / Supervision of Staff	Review and update weekly to do list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	15/02/2018	Administration	Planning / Review / Supervision of Staff	Attendance at weekly team meeting with Leah Campbell, Miranda Priddle, Hamish Graham and Sunny Puni.	0.10	44.50	445.00
Campbell Leah	Senior Manager	15/02/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	15/02/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	15/02/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	21/02/2018	Administration	Planning / Review / Supervision of Staff	Review and update weekly task list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	22/02/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle, Sunny Puni & Hamish Graham	0.10	44.50	445.00
Priddle Miranda	Senior Manager	22/02/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	22/02/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	1/03/2018	Administration	Planning / Review / Supervision of Staff	Attendance at weekly team meeting with Miranda Priddle, Leah Campbell & Hamish Graham	0.10	44.50	445.00
Campbell Leah	Senior Manager	1/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	1/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	1/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	7/03/2018	Administration	Planning / Review / Supervision of Staff	Update weekly to do list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	8/03/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Miranda Priddle, Leah Campbell, S Punni and Hamish Graham	0.10	44.50	445.00
Campbell Leah	Senior Manager	8/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	8/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	8/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Priddle Miranda	Senior Manager	13/03/2018	Administration	Doc Maint (Filing) / File Review / Checklist	Review file checklist	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	14/03/2018	Administration	Planning / Review / Supervision of Staff	Review and update weekly tasks list	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	15/03/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Miranda Priddle, Leah Campbell, Hamish Graham & Sunny Puni	0.10	44.50	445.00
Campbell Leah	Senior Manager	15/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	15/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Campbell Leah	Senior Manager	22/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	22/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	22/03/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Campbell Leah	Senior Manager	19/04/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	19/04/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	19/04/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	20/04/2018	Administration	Other Assets	Emails with Peter Tyler, Leah Campbell and Miranda Priddle regarding domain name expiry combing up.	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant	22/04/2018	Administration	Other Assets	Emails with Peter Tyler regarding queries if allowing the gunnsplantations.com domain name to expire.	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant	23/04/2018	Administration	Other Assets	Emails with Leah Campbell and Peter Tyler regarding renewal of domain name	0.10	44.50	445.00
Campbell Leah	Senior Manager	26/04/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Priddle Miranda	Senior Manager	26/04/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	26/04/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	1/05/2018	Administration	Other Assets	Review email regarding extension for Robert Wood email account. Discussion with Leah Campbell regarding same. Send confirmation to Peter Tyler of PPB Advisory.	0.10	44.50	445.00
Campbell Leah	Senior Manager	3/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.20	102.00	510.00
Plail Lorraine	Supervisor/Assistant	3/05/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Leah Campbell, Miranda Priddle, Sunny Puni and Hamish Graham.	0.20	89.00	445.00
Priddle Miranda	Senior Manager	3/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	102.00	510.00
Graham Hamish	Analyst 1	3/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Campbell Leah	Senior Manager	10/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.20	102.00	510.00
Plail Lorraine	Supervisor/Assistant	10/05/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Miranda Priddle, Leah Campbell, Hamish Graham and Sunny Puni	0.20	89.00	445.00
Priddle Miranda	Senior Manager	10/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	102.00	510.00
Campbell Leah	Senior Manager	17/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	17/05/2018	Administration	Planning / Review / Supervision of Staff	Attendance at weekly team meeting with Miranda Priddle, Leah Campbell, Hamish Graham and Sunny Puni	0.10	44.50	445.00
Graham Hamish	Analyst 1	17/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Campbell Leah	Senior Manager	24/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	24/05/2018	Administration	Planning / Review / Supervision of Staff	Attendance at weekly team meeting with Miranda Priddle, Leah Campbell, Hamish Graham & Sunny Puni	0.10	44.50	445.00
Priddle Miranda	Senior Manager	24/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	24/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting and updating the to do list for next week's meeting	0.20	62.00	310.00
Crosbie Craig	Appointee	31/05/2018	Administration	Dividend Procedures	Discussion with Leah Campbell regarding finalisation and payment of unclaimed monies relating to distributions to Australian Securities and Investment Commission. Review spreadsheet reconcili	0.80	540.00	675.00
Campbell Leah	Senior Manager	31/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly team meeting	0.20	102.00	510.00
Plail Lorraine	Supervisor/Assistant	31/05/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Craig Crosbie, Miranda Priddle, Leah Campbell, Sunny Puni, and Hamish Graham.	0.20	89.00	445.00
Priddle Miranda	Senior Manager	31/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	102.00	510.00
Graham Hamish	Analyst 1	31/05/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Plail Lorraine	Supervisor/Assistant	7/06/2018	Administration	Planning / Review / Supervision of Staff	Attendance at meeting with Miranda Priddle, Sunny Puni & Hamish Graham	0.10	44.50	445.00
Priddle Miranda	Senior Manager	7/06/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00
Graham Hamish	Analyst 1	7/06/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Priddle Miranda	Senior Manager	14/06/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.10	51.00	510.00

Graham Hamish	Analyst 1	14/06/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.10	31.00	310.00
Plail Lorraine	Supervisor/Assistant	15/06/2018	Administration	Planning / Review / Supervision of Staff	Discussions with Wilson Nguy regarding Gunns Hotline members and required updates	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	15/06/2018	Administration	Planning / Review / Supervision of Staff	Email request to Insol team to update administration tasks to myself	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	21/06/2018	Administration	Planning / Review / Supervision of Staff	Attendance at team meeting with Miranda Priddle, Sunny Puni and Hamish Graham	0.20	89.00	445.00
Priddle Miranda	Senior Manager	21/06/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	102.00	510.00
Graham Hamish	Analyst 1	21/06/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Plail Lorraine	Supervisor/Assistant	27/06/2018	Administration	Planning / Review / Supervision of Staff	Review email from Sunny Puni regarding document locations, review content saved in each location	0.20	89.00	445.00
Plail Lorraine	Supervisor/Assistant	28/06/2018	Administration	Planning / Review / Supervision of Staff	Attendance at staff meeting with Miranda Priddle, Sunny Puni & Hamish Graham	0.20	89.00	445.00
Priddle Miranda	Senior Manager	28/06/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting	0.20	102.00	510.00
Graham Hamish	Analyst 1	28/06/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Plail Lorraine	Supervisor/Assistant	3/07/2018	Administration	Planning / Review / Supervision of Staff	Attendance at weekly team meeting with Miranda Priddle, Sunny Puni and Hamish Graham.	0.20	89.00	445.00
Priddle Miranda	Senior Manager	3/07/2018	Administration	Planning / Review / Supervision of Staff	Weekly team update meeting Discussion with Ilaria Crestale regarding process for statutory tasks going forward	0.30	153.00	510.00
Graham Hamish	Analyst 1	3/07/2018	Administration	Planning / Review / Supervision of Staff	Weekly update meeting	0.20	62.00	310.00
Plail Lorraine	Supervisor/Assistant	5/07/2018	Administration	ASIC/AFSA Reporting	Telephone meeting with Ray Merrick of Australian Securities and Investments Commission and Miranda Priddle	0.10	44.50	445.00
Plail Lorraine	Supervisor/Assistant	12/07/2018	Administration	Bank Account Administration	Telephone attendance upon Margaret of Ultimate Storage regarding invoice	0.10	44.50	445.00
Tang Ken	Graduate	5/09/2016	Trade-on	Processing Receipts & Payments	Getting disbursement to Iron Mountain Australia approved for records management as instructed by Hamish Graham	0.10	21.00	210.00
Graham Hamish	Analyst 1	15/09/2016	Trade-on	Processing Receipts & Payments	Weekly update meeting	0.20	62.00	310.00
Graham Hamish	Analyst 1	4/10/2016	Trade-on	Processing Receipts & Payments	Arranging for an Access Records Management invoice to be disbursed	0.20	62.00	310.00
Graham Hamish	Analyst 1	4/11/2016	Trade-on	Processing Receipts & Payments	Arranging for Access Records Management invoices to be disbursed	0.10	31.00	310.00
Campbell Leah	Senior Manager	7/11/2016	Trade-on	Processing Receipts & Payments	Reviewed and approved payment to Primacy	0.10	51.00	510.00
Priddle Miranda	Senior Manager	15/11/2016	Trade-on	Processing Receipts & Payments	Review and approve payment voucher for storage	0.10	51.00	510.00
Graham Hamish	Analyst 1	15/11/2016	Trade-on	Processing Receipts & Payments	Preparing a payment voucher for Gunns storage costs	0.20	62.00	310.00
Graham Hamish	Analyst 1	16/11/2016	Trade-on	Processing Receipts & Payments	Assisting Lois Zhang with the payment and receipt of responsible entity fees resulting from insurance and the associated Goods & Services Tax	0.50	155.00	310.00
Priddle Miranda	Senior Manager	13/12/2016	Trade-on	Processing Receipts & Payments	Review and approve payment voucher to transfer responsible entity fees owed to Gunns Plantations Limited and to capture Goods & Services Tax to be remitted to the Australian Taxation Office	0.10	51.00	510.00
Graham Hamish	Analyst 1	10/03/2017	Trade-on	Processing Receipts & Payments	Preparing and disbursing Access Records Management invoice	0.10	31.00	310.00
Prowse Chris	Graduate	9/06/2017	Trade-on	Processing Receipts & Payments	Processed a payment invoice to Minuteman press. Found supporting documentation, printed off and gave to Miranda Priddle for review.	0.60	126.00	210.00
Priddle Miranda	Senior Manager	13/06/2017	Trade-on	Processing Receipts & Payments	Review and approve MinuteMan invoice for annual report printing	0.10	51.00	510.00
Priddle Miranda	Senior Manager	13/06/2017	Trade-on	Processing Receipts & Payments	Review and approve data protection services disbursement	0.10	51.00	510.00
Prowse Chris	Graduate	26/06/2017	Trade-on	Processing Receipts & Payments	Processed a payment invoice for Arnold Bloch Leibler. Included all supporting evidence. Also printed off past invoices to find the correct bank account.	0.60	126.00	210.00
Prowse Chris	Graduate	4/07/2017	Trade-on	Processing Receipts & Payments	Searched through several physical files for 3 missing receipts to assist Insol reconciling the Business Activity Statement report. Then processed a receipt payment for posting of the annual report. I	1.20	252.00	210.00
Priddle Miranda	Senior Manager	14/09/2017	Trade-on	Processing Receipts & Payments	Review and approve payment voucher relating to grower action counsel fees	0.10	51.00	510.00
Prowse Chris	Graduate	3/10/2017	Trade-on	Processing Receipts & Payments	Processed a payment voucher to Iron Mountain for document storage. Attached all supporting documentation including past invoices.	0.30	63.00	210.00
Priddle Miranda	Senior Manager	5/10/2017	Trade-on	Processing Receipts & Payments	Review and approve payment voucher for Iron Mountain	0.10	51.00	510.00
Prowse Chris	Graduate	13/11/2017	Trade-on	Processing Receipts & Payments	Emailled Lorraine Plail and Hamish Graham in relation to a Gunns storage costs invoice that must be paid.	0.10	21.00	210.00
Prowse Chris	Graduate	13/11/2017	Trade-on	Processing Receipts & Payments	Email to Hamish Graham in relation to the payment voucher for Iron Mountain Australia Group Pty Ltd.	0.20	42.00	210.00
Prowse Chris	Graduate	17/11/2017	Trade-on	Processing Receipts & Payments	Processed a payment voucher to Iron Mountain for document storage.	0.20	42.00	210.00
Priddle Miranda	Senior Manager	11/01/2018	Trade-on	Processing Receipts & Payments	Review and approve Iron Mountain payment voucher	0.10	51.00	510.00
Priddle Miranda	Senior Manager	22/01/2018	Trade-on	Processing Receipts & Payments	Review and approve payment voucher for Recall	0.10	51.00	510.00
Priddle Miranda	Senior Manager	14/05/2018	Trade-on	Processing Receipts & Payments	Review and approve payment vouchers for Robert Wood payroll and Ultimate Storage Solutions	0.20	102.00	510.00
Graham Hamish	Analyst 1	14/05/2018	Trade-on	Processing Receipts & Payments	Preparing a payment voucher for storage in advance for June 2018	0.20	62.00	310.00
Graham Hamish	Analyst 1	14/05/2018	Trade-on	Processing Receipts & Payments	Payroll- Reviewing Robert Wood's May timesheets, preparing the payment voucher for his wages and internet costs for May 2018	0.40	124.00	310.00
Priddle Miranda	Senior Manager	15/05/2018	Trade-on	Processing Receipts & Payments	Review and approve receipt voucher for KordaMentha IT hosting costs	0.10	51.00	510.00
Graham Hamish	Analyst 1	15/05/2018	Trade-on	Processing Receipts & Payments	Preparing a receipt voucher for IT hosting charges incurred by the receivers and managers during April 2018	0.30	93.00	310.00
Priddle Miranda	Senior Manager	24/05/2018	Trade-on	Processing Receipts & Payments	Review and approve payment voucher to Telstra	0.10	51.00	510.00
Graham Hamish	Analyst 1	24/05/2018	Trade-on	Processing Receipts & Payments	Preparing a payment voucher for Robert Wood (Gunns staff member) phone bill Scanning, saving to net documents and emailing to accounts team for processing	0.40	124.00	310.00
Graham Hamish	Analyst 1	24/05/2018	Trade-on	Processing Receipts & Payments	Scanning and saving a receipt voucher to Net Documents Sending an email to accounts team requesting the voucher be processed	0.20	62.00	310.00
Ford Martin	Partner	25/05/2018	Trade-on	Processing Receipts & Payments	Review and process payment	0.20	135.00	675.00
Graham Hamish	Analyst 1	28/05/2018	Trade-on	Processing Receipts & Payments	Scanning, saving two payment vouchers to net documents and emailing to accounts team requesting processing	0.20	62.00	310.00
Priddle Miranda	Senior Manager	4/06/2018	Trade-on	Processing Receipts & Payments	Review and approve receipt voucher relating to refund of pruning distribution from Receivers	0.10	51.00	510.00
Graham Hamish	Analyst 1	4/06/2018	Trade-on	Processing Receipts & Payments	Preparing a receipt voucher for refunds from the pruning distribution, scanning and saving the signed voucher to net documents and preparing an email to accounts team to process the voucher	0.40	124.00	310.00
Graham Hamish	Analyst 1	4/06/2018	Trade-on	Processing Receipts & Payments	Drafting a payment voucher for PPB Advisory fees and expenses, scanning and saving the signed voucher to net documents, preparing an email to accounts team to process the payment	0.40	124.00	310.00
Priddle Miranda	Senior Manager	5/06/2018	Trade-on	Processing Receipts & Payments	Review and approve payment voucher for Australian Securities and Investment Commission unclaimed monies relating to GPL 2008, Option 1 insurance and pre-appointment financier distributions	0.10	51.00	510.00
Graham Hamish	Analyst 1	6/06/2018	Trade-on	Processing Receipts & Payments	Preparing a split of funds between Gunns Limited and Gunns Plantations in relation to payment of a Minuteman invoice for postage of the annual report	0.20	62.00	310.00
Priddle Miranda	Senior Manager	7/06/2018	Trade-on	Processing Receipts & Payments	Review and approve payment vouchers for MinuteMan Press relating to pruning distribution and annual report	0.10	51.00	510.00
Graham Hamish	Analyst 1	7/06/2018	Trade-on	Processing Receipts & Payments	Drafting two payment vouchers for Minuteman printing fees, scanning and saving the signed vouchers to net documents, preparing an email to accounts team to process the payments	0.60	186.00	310.00
Graham Hamish	Analyst 1	7/06/2018	Trade-on	Processing Receipts & Payments	Drafting two payment vouchers for PPB Advisory disbursements, scanning and saving the signed vouchers to net documents, preparing an email to accounts team to process the payments	0.50	155.00	310.00
Graham Hamish	Analyst 1	13/06/2018	Trade-on	Processing Receipts & Payments	Preparing two payment vouchers for storage charges and Robert Wood's wages	0.40	124.00	310.00
Graham Hamish	Analyst 1	14/06/2018	Trade-on	Processing Receipts & Payments	Drafting two payment vouchers to Australian Securities and Investments Commission for filing fees Scanning and saving the vouchers to net documents and preparing an email to accounts team to process the vouchers	0.60	186.00	310.00
Graham Hamish	Analyst 1	14/06/2018	Trade-on	Processing Receipts & Payments	Scanning and saving two payment vouchers to net documents Email to accounts team requesting that the vouchers be processed	0.40	124.00	310.00
Priddle Miranda	Senior Manager	18/06/2018	Trade-on	Processing Receipts & Payments	Review and approve payment voucher for Arnold Bloch Leibler non-scheme costs	0.10	51.00	510.00

Graham Hamish	Analyst 1	18/06/2018	Trade-on	Processing Receipts & Payments	Drafting two payment vouchers to Arnold Bloch Leibler for legal fees and disbursements	0.80	248.00	310.00
					Scanning and saving the vouchers to net documents and preparing an email to accounts team to process the vouchers			
Priddle Miranda	Senior Manager	19/06/2018	Trade-on	Processing Receipts & Payments	Review and approve payment voucher to grower for pruning distribution	0.10	51.00	510.00
Priddle Miranda	Senior Manager	19/06/2018	Trade-on	Processing Receipts & Payments	Review and approve receipt voucher relating to funds received for complying with subpoena	0.10	51.00	510.00
Graham Hamish	Analyst 1	19/06/2018	Trade-on	Processing Receipts & Payments	Drafting a payment voucher to Adam Phillips for pruning distributions	0.40	124.00	310.00
					Scanning and saving the voucher to net documents and preparing an email to accounts team to process the voucher			
Graham Hamish	Analyst 1	19/06/2018	Trade-on	Processing Receipts & Payments	Drafting a receipt voucher from Shaun McElwaine Legal for costs regarding a subpoena	0.40	124.00	310.00
					Scanning and saving the voucher to net documents and preparing an email to accounts team to process the voucher			
Graham Hamish	Analyst 1	21/06/2018	Trade-on	Processing Receipts & Payments	Drafting two payment vouchers (one for PPB Advisory and one for a Grower's refund of pruning monies)	0.80	248.00	310.00
Graham Hamish	Analyst 1	27/06/2018	Trade-on	Processing Receipts & Payments	Drafting a payment vouchers to Telstra for Robert Wood's phone bill	0.40	124.00	310.00
					Scanning and saving the voucher to net documents and preparing an email to accounts team to process the voucher			
Priddle Miranda	Senior Manager	28/06/2018	Trade-on	Processing Receipts & Payments	Review and approve payment voucher for Telstra	0.10	51.00	510.00
Graham Hamish	Analyst 1	2/07/2018	Trade-on	Processing Receipts & Payments	Drafting a payment voucher for legal feesScanning and saving the voucher to net documents and preparing an email to INSOL to process the voucher	0.40	124.00	310.00
Priddle Miranda	Senior Manager	3/07/2018	Trade-on	Processing Receipts & Payments	Review and approve payment to grower for pruning distribution	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	12/07/2018	Trade-on	Processing Receipts & Payments	Telephone attendance upon Robert Wood regarding timesheets submitted	0.10	44.50	445.00
Ford Martin	Partner	13/07/2018	Trade-on	Processing Receipts & Payments	Process payment.	0.10	67.50	675.00
Priddle Miranda	Senior Manager	19/07/2018	Trade-on	Processing Receipts & Payments	Review and approve payment voucher for Ultimate Storage Solutions	0.10	51.00	510.00
Priddle Miranda	Senior Manager	19/07/2018	Trade-on	Processing Receipts & Payments	Review and approve payment voucher to Link Market Services for pruning distribution	0.10	51.00	510.00
Priddle Miranda	Senior Manager	27/07/2018	Trade-on	Processing Receipts & Payments	Review and approve pruning distribution payment voucher	0.10	51.00	510.00
Graham Hamish	Analyst 1	27/09/2016	Assets	Sale of Business as a Going Concern	Grower enquiries- Assisting with a grower enquiry regarding the wine graph schemes and sending further information via email	0.20	62.00	310.00
Priddle Miranda	Senior Manager	23/05/2017	Assets	Secured Creditor	Draft letter to Receivers and Managers seeking confirmation of current banking syndicate debt	0.20	102.00	510.00
Priddle Miranda	Senior Manager	16/06/2017	Trade-on	Trade On Management	Telephone call with David Sherwood from KordaMentha regarding IT access for Maree Walker and removal of forestry rights	0.20	102.00	510.00
Graham Hamish	Analyst 1	1/05/2018	Trade-on	Trade On Management	Drafting an invoice to KordaMentha regarding IT hosting charges for April	0.40	124.00	310.00
					Confirming the time spent on specific tasks with PPB Advisory IT staff			
					Preparing an email to KordaMentha regarding the charges			
Graham Hamish	Analyst 1	16/05/2018	Trade-on	Trade On Management	Extracting Robert Wood (GPL employee) pay slips from INSOL program, updating his wages schedule and amending pay slips as required. Sending these via email to Robert Wood	0.60	186.00	310.00
Chisholm Alex	Senior Analyst 1	25/05/2018	Trade-on	Trade On Management	Disable all remote access to the Gunns hosting environment from Maree Walker	0.50	197.50	395.00
Chisholm Alex	Senior Analyst 1	28/05/2018	Trade-on	Trade On Management	Complete backup of Tango and Members databases. Provide details to Richard Bolton from KordaMentha requesting to setup secure link to download latest data.	0.70	276.50	395.00
Graham Hamish	Analyst 1	29/05/2018	Trade-on	Trade On Management	Email to Alex Chisholm requesting confirmation of costs incurred in dealing with the receivers IT requests	0.30	93.00	310.00
					Draft email to Miranda Priddle with recommendation for invoice costs			
Graham Hamish	Analyst 1	30/05/2018	Trade-on	Trade On Management	Reviewing an email from James O'Connell of Korda Mentha regarding server access	0.20	62.00	310.00
					Testing the login details and requesting confirmation of access from Alex Chisholm			
Graham Hamish	Analyst 1	31/05/2018	Trade-on	Trade On Management	Responding to an enquiry from James O'Connell of Korda Mentha regarding IT access to Gunns servers	0.40	124.00	310.00
					Liaising with Richard Nguyen and Robert Wood regarding accessing a new licence for Gunns Office 365			
Priddle Miranda	Senior Manager	1/06/2018	Trade-on	Trade On Management	Review Arnold Bloch Leibler May 2018 invoices	0.10	51.00	510.00
Graham Hamish	Analyst 1	1/06/2018	Trade-on	Trade On Management	GPL Office: Drafting an invoice and email to the receivers regarding final charges of removing access/imaging the software	0.40	124.00	310.00
Graham Hamish	Analyst 1	7/06/2018	Trade-on	Trade On Management	Reviewing previous correspondence with James O'Connell of KordaMentha regarding Maximise software, liaising with Johnson Winter Slattery to confirm and preparing a response to his query reg	0.20	62.00	310.00
Graham Hamish	Analyst 1	7/06/2018	Trade-on	Trade On Management	Liaising with Robert Wood of Gunns Plantations and Richard Nguyen regarding activation of the Gunns Office 365 profile	0.30	93.00	310.00
Graham Hamish	Analyst 1	13/06/2018	Trade-on	Trade On Management	Reviewing timesheets submitted by Robert Wood (Gunns Plantations employee) and drafting a schedule of wages and superannuation from May/June 2018	0.40	124.00	310.00
Graham Hamish	Analyst 1	14/06/2018	Trade-on	Trade On Management	Drafting an invoice to Shaun McElwaine lawyers regarding costs of attending to their subpoena	0.40	124.00	310.00
Priddle Miranda	Senior Manager	28/06/2018	Trade-on	Insurance	Email to Sherine Perera from AJ Gallagher regarding workers compensation insurance policy	0.10	51.00	510.00
Priddle Miranda	Senior Manager	28/06/2018	Trade-on	Trade On Management	Review Robert Wood contract for terms of termination	0.10	51.00	510.00
Priddle Miranda	Senior Manager	2/07/2018	Trade-on	Trade On Management	Telephone call with Robert Wood regarding Winegrape schemes	0.80	408.00	510.00
					Discuss with Craig Crosbie			
					Review Gunns server regarding winegrape information			
Priddle Miranda	Senior Manager	9/07/2018	Trade-on	Trade On Management	Email to Robert Wood regarding timesheets and assistance to clean out Thistle St	0.30	153.00	510.00
					Review super payment calculation for Robert Wood and discuss change with Lorraine Plail			
Priddle Miranda	Senior Manager	10/07/2018	Trade-on	Trade On Management	Review and approve Robert Wood Pay As You Go statement for signing	0.10	51.00	510.00
Plail Lorraine	Supervisor/Assistant	12/07/2018	Trade-on	Trade On Management	Scan and email Pay As You Go Payment Summary to Robert Wood. Post original. Request Insol team lodge EMPDUPE file to Australian Taxation Office	0.20	89.00	445.00
Priddle Miranda	Senior Manager	27/07/2018	Trade-on	Trade On Management	Review and approve 3x disbursement invoices for data management	0.10	51.00	510.00
							255,912.50	

Staff Name	Grade Description	Project Description	Trans Date	Hours	Bud Rate	Budget SV	Memo
Plail Lorraine	Assistant Manager	Administration - Document maintenance/filing	03/08/2018	0.3	445	133.50	Attendance to filing
Plail Lorraine	Assistant Manager	Administration - General correspondence	03/08/2018	0.1	445	44.50	Discussions with Robert Wood regarding name of former Gunns Group bookkeeper
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	06/08/2018	0.2	510	102.00	Review correspondence relating to Gunns grower claim
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	07/08/2018	0.1	510	51.00	Telephone call with Jackson Dyer from Johnson Winter & Slattery regarding searches on Gunns server for documents relating to grower claim
Plail Lorraine	Assistant Manager	Administration - Bank account administration	09/08/2018	0.3	445	133.50	Prepare payment vouchers for Telstra and Insurance
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	09/08/2018	0.5	510	255.00	Gunns server searches for information relating to the Gunns grower claim
Priddle Miranda	Senior Manager	Trade on - Trade on management	09/08/2018	0.1	510	51.00	Email to Robert Wood from Gunns Plantations regarding provision of timesheets
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	10/08/2018	0.3	510	153.00	Run searches on Gunns server for information requested by lawyers relating to Gunns grower claim
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	13/08/2018	0.2	190	38.00	Drafted July 2018 Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	13/08/2018	0.9	190	171.00	Reconciliation of all bank accounts
Plail Lorraine	Assistant Manager	Administration - Bank account administration	13/08/2018	0.2	445	89.00	Scan various payment vouchers
Plail Lorraine	Assistant Manager	Administration - General correspondence	13/08/2018	0.1	445	44.50	Emails with Ultimate storage regarding current contact details
Plail Lorraine	Assistant Manager	Administration - General correspondence	13/08/2018	0.1	445	44.50	Instructions to Ultimate Storage regarding change of contact details
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	13/08/2018	0.8	510	408.00	Review amended commercial list statement issued by plaintiffs in grower proceeding
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	13/08/2018	0.1	510	51.00	Review and approve payment vouchers for Telstra and AJ Gallagher
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	14/08/2018	0.2	190	38.00	Amended July 2018 Business Activity Statement
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	14/08/2018	0.2	510	102.00	Review draft July 2018 business activity statment
Plail Lorraine	Assistant Manager	Administration - Bank account administration	14/08/2018	0.4	445	178.00	Email payment vouchers to bookkeeping team Prepare payment voucher for Ultimate storage Amend payment vouchers to remove logo. Rescan and sent to processing team
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	14/08/2018	0.1	510	51.00	Review and approve payment voucher for Ultimate Storage Solutions
Plail Lorraine	Assistant Manager	Assets - Sale of business	15/08/2018	0.2	445	89.00	Email invoices and forestry right releases to Benn Dance of Murdoch Clark and Jason of Friend and Edwards Lawyers.
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	16/08/2018	0.5	190	95.00	- Created vouchers for payment to Telstra, Ultimate Storage Solutions and Arthur J Gallagher - Processed EFT payments for Telstra, Ultimate Storage Solutions and Arthur J Gallagher
Plail Lorraine	Assistant Manager	Assets - Sale of business	16/08/2018	0.2	445	89.00	Telephone attendance upon Sophie of Murdoch Clark to confirm bank account details for payment Email copy of document to be used as appointment document to Benn Dance of Murdoch Clark.
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	17/08/2018	0.1	510	51.00	Review amended July 2018 Business Activity Statement and discuss changes with Ilaria Crestale
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	17/08/2018	0.4	190	76.00	- Provided bank transaction listing to Lorraine Plail, as requested - Amended July 2018 Business Activity Statement - Created receipt voucher for Bruce Maxwell
Plail Lorraine	Assistant Manager	Administration - Bank account administration	17/08/2018	0.1	445	44.50	Prepare receipt voucher for fund received for release of forestry right
Plail Lorraine	Assistant Manager	Assets - Sale of business	17/08/2018	0.2	445	89.00	Finalise release of forestry right document and supporting documents
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	20/08/2018	0.2	510	102.00	Review updated July 2018 Business Activity Statement and approve for finalisation Review finalised Business Activity Statement and email to Craig Crosbie for approval
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	20/08/2018	0.4	190	76.00	- Emailed current transaction listing to Lorraine Plail, as requested - finalised July 2018 Business Activity Statement - Created receipt voucher for GST refund expected from July 2018 Business Activity Statement
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	20/08/2018	0.8	510	408.00	Prepare outstanding issues list for discussion with Craig Crosbie Meeting with Craig Crosbie to discuss outstanding issues
Plail Lorraine	Assistant Manager	Employees - Other employee issues	21/08/2018	0.4	445	178.00	Emails with Robert Wood regarding Telstra transfer form request. Prepare same.
Priddle Miranda	Senior Manager	Trade on - Trade on management	21/08/2018	0.1	510	51.00	Review Robert Wood transfer of Telstra form and discuss with Lorraine Plail
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	23/08/2018	0.4	510	204.00	Search for information on Gunns server requested by Johnson Winter & Slattery
Haddock David	Director	Investigations - Litigations/recoveries	24/08/2018	0.2	585	117.00	email from Ben Bishop of Johnson Winter & Slattery re update

Plail Lorraine	Assistant Manager	Employees - Other employee issues	28/08/2018	0.1	445	44.50	Scan and email Telstra transfer form to Robert Wood
Curtis Jacob	Analyst II	Trade on - Processing receipts and payments	28/08/2018	1.2	250	300.00	Processed receipt of Claims Funding Australia litigation funding Created payment vouchers from funding request letter, passed to E. Meng for review
Haddock David	Director	Investigations - Litigations/recoveries	29/08/2018	0.6	585	351.00	Emails to Cliona Waters re Giabal emails and read same, email re notice to produces, call with Cliona Waters, Email to Miranda Priddle
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	30/08/2018	3.8	445	1,691.00	Conduct searches for product ruling information. Email Miranda Priddle update regarding same Conduct searches for engagement letters
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	30/08/2018	1.1	510	561.00	Review emails regarding documents to produce to court Discuss with Lorraine Plail Telephone call with Jackson Dyer from Johnson Winter & Slattery Review email from Ben Renfrey form Johnson Winter & Slattery regarding documents to produce Email Lorraine Plail to obtain an update on searches Review information produced Telephone call with Cliona Waters and Lorraine Plail regarding searches
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	31/08/2018	4.5	445	2,002.50	Conduct various Summation searches for grower claim.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	31/08/2018	1.6	510	816.00	Email to Ben Renfrey from Johnson Winter & Slattery regarding documents to produce from Summation search Telephone call with Ben Renfrey to run additional searches. Discuss with Lorraine Plail Telephone call with Ben Renfrey regarding updates to searches Draft email to Ben Renfrey regarding outcome of searches and restrictions on ability to search for documents Telephone call with Martha Byrne from Johnson Winter & Slattery regarding searches
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	03/09/2018	1.0	190	190.00	- Bank reconciliations of all bank accounts, except for #2464, for August 2018 - Emailed Miranda Priddle requesting receipt voucher to complete Aug 2018 bank reconciliation
Haddock David	Director	Investigations - Litigations/recoveries	03/09/2018	0.2	585	117.00	Emailed Cliona Waters and Ben Renfrey of Johnson Winter & Slattery re searches
Meng Elizabeth	Assistant Manager	Investigations - Litigations/recoveries	03/09/2018	1.0	445	445.00	Conduct Summation search for the KPMG engagement letter relating to the audit for scheme financials or scheme compliance plan. Discussion with Cliona Waters and Alex Chisholm regarding external access for Summation.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	03/09/2018	1.0	510	510.00	Telephone call with Martha Byrne from Johnson Winter & Slattery regarding further searches to be conducted Discussion with Elizabeth Meng regarding same Review various emails and documents from Johnson Winter & Slattery regarding submission of commercial list responses from other defendants and the cross summons relating to KPMG Telephone call with Cliona Waters regarding searches
Neill Kim	Analyst 1	Trade on - Processing receipts and payments	03/09/2018	0.2	310	62.00	Prepared receipt voucher for payment received from R Jacobson
Haddock David	Director	Investigations - Litigations/recoveries	04/09/2018	0.7	585	409.50	Discuss searches with Cliona Waters, Elizabeth Meng and Miranda Priddle, call to Ben Renfrey from Johnson, Winter & Slattery re same and delays
Meng Elizabeth	Assistant Manager	Investigations - Litigations/recoveries	04/09/2018	0.5	445	222.50	Conduct further Summation search on KPMG engagement letter, email Alex Chisholm regarding files unable to be downloaded.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	04/09/2018	0.2	510	102.00	Telephone call with Martha Byrne from Johnson Winter & Slattery regarding searches Email to Elizabeth Meng regarding further searches to be run
Neill Kim	Analyst 1	Trade on - Processing receipts and payments	04/09/2018	0.1	310	31.00	Scanned and emailed receipt voucher to accounts team
Priddle Miranda	Senior Manager	Trade on - Trade on management	04/09/2018	0.1	510	51.00	Email to Margaret from Ultimate Storage Solutions regarding unpaid invoice
Priddle Miranda	Senior Manager	Trade on - Trade on management	04/09/2018	0.3	510	153.00	Update Arnold Bloch Leibler invoice register for July and August 2018 invoices Instruct Jacob Curtis to prepare payment voucher for counsel fees
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	05/09/2018	0.2	190	38.00	Drafted August 2018 Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	05/09/2018	0.4	190	76.00	- Created voucher for payment to Arnold Bloch Leibler - Processed EFT payment for Arnold Bloch Leibler - Posted receipt voucher for Mr R M Jacobson - Bank reconciliation of bank account #2464
Haddock David	Director	Investigations - Litigations/recoveries	05/09/2018	0.2	585	117.00	email from Martha Byrne of Johnson Winter & Slattery re insurer
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	06/09/2018	0.1	190	19.00	Finalised August 2018 Business Activity Statement via Australian Taxation Office portal
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	06/09/2018	0.1	510	51.00	Review and approve draft August 2018 Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	06/09/2018	0.3	190	57.00	- Posted receipt voucher for Australian Taxation Office - Created voucher for payment to Australian Taxation Office - Processed BPAY payment for Australian Taxation Office
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	07/09/2018	0.1	510	51.00	Review and approve finalised Business Activity Statement and payment voucher for August 2018 Business Activity Statement for Craig Crosbie signing
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	07/09/2018	0.6	190	114.00	Review BPAY and EFT payments / repair payments on National Australia Bank (amend dates), discuss payments with Melissa Humann and Martin Ford, forwarded payment on to Craig Crosbie and Robert Ditrich
Crosbie Craig	Appointee	Administration - Bank account administration	07/09/2018	0.3	675	202.50	Review and approve EFT payment

Haddock David	Director	Investigations - Litigations/recoveries	07/09/2018	0.3	585	175.50 emails from Johnson Winter & Slattery, Miranda Priddle and email to Miranda Priddle
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	07/09/2018	0.4	510	204.00 Telephone call with Ben Renfrey from Johnson Winter & Slattery regarding further searches Review email from Ben Bishop from Johnson Winter & Slattery regarding outcome of grower claim hearing Telephone call to Ben Renfrey regarding timing of further searches in light of court order Update email to David Haddock
Ford Martin	Partner	Trade on - Processing receipts and payments	07/09/2018	0.2	675	135.00 review and process payments
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	10/09/2018	0.1	190	19.00 Lodged August 2018 Business Activity Statement via Australian Taxation Office portal
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	10/09/2018	0.1	190	19.00 Checked banking site to ensure payment to Australian Taxation Office was successfully processed and authorised by partner
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	10/09/2018	0.4	190	76.00 Processed various payments and inter company transfers on Insol cashbook and Bank Uploads, sent email to Partner to action online approval
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	13/09/2018	0.4	190	76.00 - Created vouchers for payment to: Telstra, PPB Advisory, Iron Mountain, Ultimate Storage Solutions - Processed EFT payments for: PPB Advisory, Iron Mountain, Ultimate Storage Solutions - Processed BPAY payment for Telstra
Plail Lorraine	Assistant Manager	Administration - Bank account administration	13/09/2018	0.7	445	311.50 Prepare various payment vouchers
Priddle Miranda	Senior Manager	Trade on - Budgeting and financial reporting	13/09/2018	0.2	510	102.00 Review email from Lisa Lawson regarding unpaid liquidator' fees Locate invoice and instruct Lorraine Plail to prepare payment voucher
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	14/09/2018	0.1	190	19.00 Checked banking site to ensure payment to Arnold Bloch Leibler was successfully processed and authorised by partner
Plail Lorraine	Assistant Manager	Administration - Bank account administration	14/09/2018	0.3	445	133.50 Scan and email payment vouchers to accounts team. Save to Netdocuments
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	14/09/2018	0.2	510	102.00 Review and approve payment voucher for Ultimate Storage Solutions and Telstra
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	17/09/2018	0.4	190	76.00 Liaised with Craig Crosbie regarding approval of payments on National Australia Bank, sent email to Elizabeth Meng with confirmation of processed payments
Priddle Miranda	Senior Manager	Administration - Books and records/storage	17/09/2018	3.0	510	1,530.00 Review books and records at Launceston storage facility with Robert Wood Set aside documents to be destroyed
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	19/09/2018	0.1	190	19.00 Checked National Australia Bank banking site to ensure payments to PPB Advisory and Iron Mountain were successfully processed and authorised by partner
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	19/09/2018	0.3	190	57.00 Reviewed payments and sent email to Partner to action online approval, reviewed Insol entries to ensure transactions are recorded correctly by accounts team
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	20/09/2018	0.2	445	89.00 Preparation for update meeting with Ray Merrick of Australian Securities & Investments Commisison. Telephone attendance upon representative of Australian Securities & Investments Commisison regarding scheduled meeting with Ray Merrick
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	20/09/2018	0.1	190	19.00 Checked National Australia Bank banking site to ensure payment to Telstra was successfully processed and authorised by partner
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	20/09/2018	0.2	190	38.00 Reviewed payments and sent email to Partner to action online approval, reviewed Insol entries to ensure transactions are recorded correctly by accounts team
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	20/09/2018	1.3	510	663.00 Telephone call with Jackson Dyer from Johnson Winter Slattery regarding documents to produce in relation to Gunns grower claim Scan engagement letters to send to Johnson Winter & Slattery in accordance with notice to produce Email scheme record listing to Jackson Dyer Draft email to Johnson Winter & Slattery regarding KPMG engagement letters Telephone call with Alex Chisholm regarding Gunns server access
Priddle Miranda	Senior Manager	Trade on - Trade on management	20/09/2018	0.1	510	51.00 Email to Jayne McDonald from Arnold Bloch Leibler regarding Arnold Bloch Leibler invoice payment
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	21/09/2018	0.2	510	102.00 Review notice to produce documents relating to reports issued to the Gunns Plantations Limited board and directors by KPMG. Review commercial list statement for further details and email Robert Wood regarding obtaining reports from Thistle St storage facility
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	24/09/2018	0.1	445	44.50 Emails with Ray Merrick of Australian Securities & Investments Commisison regarding amended meeting time.
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	24/09/2018	0.3	190	57.00 - Entered journal entries in Insol - Processed intercompany funds transfers - Emailed National Australia Bank to provide copies of bank statements for 2 accounts
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	25/09/2018	0.1	445	44.50 Telephone attendance upon Ray Merrick of Australian Securities & Investments Commisison with Miranda Priddle
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	25/09/2018	0.3	190	57.00 - Created vouchers for various payments to Arnold Bloch Leibler - Processed EFT payments for Arnold Bloch Leibler
Plail Lorraine	Assistant Manager	Administration - Bank account administration	25/09/2018	0.5	445	222.50 Prepare Arnold Bloch Leibler payment vouchers and supporting documents
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	25/09/2018	0.2	190	38.00 Reviewed payments for partner approval, sent email to Partner to action online approval
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	25/09/2018	0.1	510	51.00 Email to Willis claims chasing up excess insurer indemnity position
Priddle Miranda	Senior Manager	Trade on - Budgeting and financial reporting	25/09/2018	0.4	510	204.00 Calculate payment amount and allocation to Arnold Bloch Leibler and instruct Lorraine Plail to prepare payment voucher
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	25/09/2018	0.1	510	51.00 Review and approve payment voucher for Arnold Bloch Leibler (non-scheme fees)

Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	26/09/2018	0.2	190	38.00 Reviewed payments prepared by accounts team, bank upload and sent email to Partner to action online approval
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	27/09/2018	0.1	190	19.00 Checked National Australia Bank banking site to ensure payments to Arnold Bloch Leibler were successfully processed and authorised by partner
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	27/09/2018	0.3	445	133.50 Various telephone attendances upon Alex Chisholm and testing of access to database for grower information
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	27/09/2018	0.2	510	102.00 Telephone call with Alex Chisholm to set-up access to Gunns server
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	27/09/2018	1.4	510	714.00 Review XL Catlin letter regarding indemnity position Telephone call with Ben Renfrey from Johnson Winter & Slattery regarding letter and next steps and email regarding same Telephone call with Amber O'Brien from Willis regarding XL Catlin letter and further information Review email from Ben Renfrey regarding Gunns grower claim and telephone call regarding same Discussion with Natalie Phillips regarding cost estimation for Summation for grower claim discovery Telephone call with Martha Byrne from Johnson Winter & Slattery regarding estimate for discovery on grower claim
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	27/09/2018	0.1	510	51.00 Email payment breakdown to Solomon Generoso from Arnold Bloch Leibler
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	01/10/2018	0.2	190	38.00 Reviewed payments both Insol voucher and bank upload and sent email to Partner to action online approval
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	01/10/2018	0.5	510	255.00 Fortnightly catch-up with Craig Crosbie
Crosbie Craig	Appointee	Investigations - Conducting investigations	01/10/2018	0.5	675	337.50 Discussion with Miranda Priddle regarding Grower class action and preparation for quotation to undertake discovery.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	01/10/2018	1.4	510	714.00 Prepare budget for discovery on Gunns grower claim Calculate estimated Summation costs for discovery and grower claim litigation Draft email to Ben Renfrey from Johnson Winter & Slattery regarding estimated costs and proposed response to AIG
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	02/10/2018	0.2	190	38.00 Drafted September 2018 Business Activity Statement
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	02/10/2018	0.2	510	102.00 Review and approve draft September 2018 Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	02/10/2018	1.0	190	190.00 Bank reconciliations for September 2018
Crosbie Craig	Appointee	Investigations - Conducting investigations	02/10/2018	2.0	675	1,350.00 Review correspondence from XL Caplan regarding denying cover for class action claim and AIG regarding it reconsidering its position. Discuss with Miranda Priddle. Provide instructions to Miranda Priddle regarding further information from Ben Renfrey of Johnson Winter & Slattery
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	02/10/2018	0.8	510	408.00 Telephone call with Carla Williams from Johnson Winter & Slattery regarding request to locate endorsements to Chartis insurance policy Search books and records to locate document and email to Carla Williams Telephone call with Ben Renfrey from Johnson Winter & Slattery regarding proposed letter to Lander & Rogers Mark-up letter for amendments and email to Ben Renfrey
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	03/10/2018	0.1	190	19.00 Finalised September 2018 Business Activity Statement via Australian Taxation Office portal
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	03/10/2018	0.1	190	19.00 Created receipt voucher for GST refund expected from Australian Taxation Office
Crosbie Craig	Appointee	Investigations - Conducting investigations	03/10/2018	1.3	675	877.50 Review background information to grower class action, including correspondence with Gunns' insurers XL Caplan and AIG. Teleconference with Mark Hoffman QC, Ben Renfrey of Johnson Winter & Slattery and Miranda Priddle to discuss steps to be taken in regard to directions hearing of 5 October and more broadly now that XL Caplan is denying liability.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	03/10/2018	0.4	510	204.00 Conference call with Ben Renfrey from Johnson Winter & Slattery and Mark Hoffmann regarding Gunns grower claim Email to Lorraine Plail and Amber O'Brien from Willis regarding additional information required on XL Catlin insurance policy
Crosbie Craig	Appointee	Administration - ATO and other statutory reporting	04/10/2018	0.3	675	202.50 Review and authorise Business Activity Statement lodgement
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	04/10/2018	0.1	510	51.00 Review and approve finalised September 2018 Business Activity Statement for Craig Crosbie signing
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	04/10/2018	0.3	510	153.00 Collate insurance information for Ben Renfrey from Johnson Winter & Slattery relating to XL Catlin and investment manager policy
Priddle Miranda	Senior Manager	Administration - Books and records/storage	05/10/2018	0.1	510	51.00 Telephone call with Robert Wood regarding Thistle St storage and discovery process in Gunns grower claim
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	05/10/2018	0.8	510	408.00 Review books and records to locate a copy of 2011-12 Chartis primary investment manager policy Email to Carla Williams from Johnson Winter & Slattery
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	08/10/2018	0.1	190	19.00 Lodged September 2018 Business Activity Statement via Australian Taxation Office portal
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	08/10/2018	0.2	190	38.00 - Created voucher for payment to Telstra - Processed BPAY payment for Telstra
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	08/10/2018	0.3	510	153.00 Telephone call with Carla Williams from Johnson Winter & Slattery regarding correspondence received from insurers Review books and records to locate information and email to Carla Williams
Plail Lorraine	Assistant Manager	Administration - Bank account administration	09/10/2018	0.2	445	89.00 Prepare Telstra payment voucher. Scan and email to accounts team
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	09/10/2018	0.1	510	51.00 Review and approve payment voucher for Telstra
Priddle Miranda	Senior Manager	Trade on - Trade on management	09/10/2018	0.1	510	51.00 Email to Robert Wood regarding timesheets
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	10/10/2018	0.1	190	19.00 - Checked National Australia Bank banking site to ensure payment to Telstra was successfully processed and authorised by partner - Processed cheque payment for IOOF Superannation

Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	10/10/2018	0.2	190	38.00 Reviewed payment processed by accounts team both on Insol and bank upload, sent email to Partner to action online approval
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	11/10/2018	0.2	190	38.00 - Created voucher for payment to Robert Wood - Processed EFT payment for Robert Wood
Plail Lorraine	Assistant Manager	Administration - Bank account administration	11/10/2018	1.1	445	489.50 Calculate wages, superannuation and review if Pay As You Go to be withheld for Robert Wood wages payment. Prepare payment vouchers for wages and quarterly superannuation. Scan and email payment vouchers to AST.
Priddle Miranda	Senior Manager	Trade on - Trade on management	11/10/2018	0.1	510	51.00 Review and approve payment vouchers for Robert Wood wages and superannuation
Haddock David	Director	Investigations - Litigations/recoveries	12/10/2018	0.4	585	234.00 update call with Miranda Priddle
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	12/10/2018	0.3	510	153.00 Update call with David Haddock regarding status of grower claim
Plail Lorraine	Assistant Manager	Administration - Bank account administration	15/10/2018	0.1	445	44.50 Review bank account to confirm wages paid
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	15/10/2018	0.2	190	38.00 Reviewed payments prepared by the accounts team both on Insol cashbook and bank upload, sent email to Partner to action online approval
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	15/10/2018	0.2	510	102.00 Fortnightly catch-up meeting with Craig Crosbie
Plail Lorraine	Assistant Manager	Employees - Other employee issues	15/10/2018	0.2	445	89.00 Prepare superannuation cheque and letter for signing. Post same.
Crosbie Craig	Appointee	Investigations - Conducting investigations	15/10/2018	0.5	675	337.50 Meeting with Miranda Priddle to discuss current outstanding matters and work streams.
Haddock David	Director	Investigations - Litigations/recoveries	15/10/2018	0.6	585	351.00 Discussion Miranda Priddle re discovery, reviewing emails from Johnson Winter & Slattery
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	15/10/2018	0.4	510	204.00 Review amended discovery categories document prepared by Johnson Winter & Slattery and mark-up clarifications on changes suggested Discussion with David Haddock regarding same
Priddle Miranda	Senior Manager	Trade on - Trade on management	15/10/2018	0.1	510	51.00 Review and approve letter to IOOF Superannuation relating to Robert Wood super
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	16/10/2018	1.1	445	489.50 Emails and telephone calls with Ray Merrick and Christine Binder of Australian Securities & Investments Commisison regarding industry funding metrics. Calculate metrics, draft email to Australian Securities & Investments Commisison and discussions with Miranda Priddle. Finalise and
Priddle Miranda	Senior Manager	Investigations - ASIC/AFSA reporting	16/10/2018	0.2	510	102.00 Review calculation of scheme assets at 30 June 2018 as provided by Lorraine Plail for Australian Securities & Investments Commisison industry fund analysis
Phillips Natalie	Manager	Investigations - Conducting investigations	16/10/2018	2.0	465.00	930.00 Gunns Growers Claim - discovery preparation Meeting. Finding and ordering the Gunns storage devices back from books and records. Arranging for listing of virtualised servers.
Haddock David	Director	Investigations - Litigations/recoveries	16/10/2018	0.2	585	117.00 emails re grower claim
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	16/10/2018	1.3	510	663.00 Telephone call with Carla Williams from Johnson Winter & Slattery regarding insurer position and discovery Call with Martha Byrne of Johnson Winter & Slattery regarding discovery process and case-set up Call with Natalie Phillips regarding same Telephone call with Johnson Winter & Slattery and Natalie Phillips regarding hosting platform for grower claim discovery Telephone call with Campbell Jaski regarding hosting of grower claim data
Haddock David	Director	Investigations - Litigations/recoveries	19/10/2018	0.7	585	409.50 review discovery response and emails from Ben Renfrey of Johnson Winter & Slattery and Miranda Priddle, mark up changes, call to Ben Renfrey
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	19/10/2018	0.2	445	89.00 Locate and email copy of insurance notification from David Haddock
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	22/10/2018	0.2	190	38.00 Processed inter company fund transfers , entered journal entries in Insol program to reflect inter company transfers
Haddock David	Director	Investigations - Litigations/recoveries	22/10/2018	1.6	585	936.00 email from Johnson Winter & Slattery re correspondence from defendants re discovery protocol. long call with Carla from Johnson Winter & Slattery & Miranda Priddle re discovery, records issues, claim basis, director position, timing and process going forward. Subsequent discussion
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	22/10/2018	1.6	510	816.00 Review email from Carla Williams from Johnson Winter & Slattery regarding proposed amendments to discovery categories received from KPMG Review suggested amendments Conference call with Carla Williams from Johnson Winter & Slattery and David Haddock regarding grower claim
Phillips Natalie	Manager	Investigations - Conducting investigations	23/10/2018	0.5	465.00	232.50 Gunns Growers Claim - discovery teleconference - Carla Williams. Emailed Stephen Lonie from PPB Advisory for Gunn's books and records.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	23/10/2018	2.3	510	1,173.00 Meeting with Natalie Phillips to discuss hosting platform for Gunns grower claim discovery Conference call with Martha Byrne and Carla Williams from Johnson Winter & Slattery regarding hosting platform and other discovery matters Follow-up on Johnson Winter & Slattery queries and email relevant documents
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	24/10/2018	0.1	190	19.00 Review EFT transfers (x2)
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	25/10/2018	0.2	190	38.00 - Created voucher for payment to Ultimate Storage Solutions - Processed EFT payment for Ultimate Storage Solutions
Plail Lorraine	Assistant Manager	Administration - Bank account administration	25/10/2018	0.1	445	44.50 Prepare payment voucher for Ultimate Storage
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	25/10/2018	0.1	510	51.00 Telephone call with Carla Williams from Johnson Winter & Slattery regarding discovery on grower claim
Plail Lorraine	Assistant Manager	Administration - Bank account administration	26/10/2018	0.1	445	44.50 Scan and email payment voucher to accounts team
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	26/10/2018	0.3	510	153.00 Discussion with David Haddock regarding status of Gunns grower claim

Phillips Natalie	Manager	Investigations - Conducting investigations	26/10/2018	0.5	465.00	232.50	Gunns Growers - discovery catch up Carla Williams of Johnson Winter & Slattery and Miranda Priddle
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	26/10/2018	0.6	510	306.00	Conference call with Martha Byrne from Johnson Winter & Slattery and Natalie Phillips regarding Gunns grower claim discovery process and protocol
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	26/10/2018	0.1	510	51.00	Review and approve payment voucher for Ultimate Storage Solutions
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	29/10/2018	0.2	190	38.00	Reviewed payments both on Insol and bank upload and emailed to Partner for online approval
Phillips Natalie	Manager	Investigations - Conducting investigations	30/10/2018	1.0	465.00	465.00	Meeting with Carla Williams of Johson Winter & Slattery
Haddock David	Director	Investigations - Litigations/recoveries	30/10/2018	1.0	585	585.00	Review discovery proposal and correspondence, call to Carla Williams of Johnson Winter & Slattery, call from Carla Williams re same. Internal email
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	30/10/2018	0.5	445	222.50	Telephone attendance upon Carla Williams, Martha Byrne and Ben Renfrey of Johnson Winter & Slattery and Natalie Phillips regarding tasks for Grower Claim
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	31/10/2018	0.2	190	38.00	Created voucher and processed EFT payment for PPB Advisory
Plail Lorraine	Assistant Manager	Administration - Bank account administration	31/10/2018	0.2	445	89.00	Prepare payment voucher for fees
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	31/10/2018	0.1	445	44.50	Email to Ultimate storage requesting contact details be updated
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	31/10/2018	0.2	445	89.00	Prepare shared task list for outstanding grower claim tasks
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	31/10/2018	1.1	445	489.50	Telephone attendance upon Yian Sun regarding original collection of documents. Discussions with Natalie Phillips regarding outstanding tasks and project management going forward. Review server list and compare to spreadsheet provided by Miranda Priddle. Review documents in shared folder for documents advised by Yian Sun as relevant to document listings being sought.
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	01/11/2018	0.2	190	38.00	Drafted October 2018 Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	01/11/2018	1.0	190	190.00	Bank reconciliations of all accounts for October 2018
Phillips Natalie	Manager	Investigations - Litigations/recoveries	01/11/2018	3.5	465.00	1,627.50	Met with Carla Williams and Ben Bishop from Johnson Winter & Slattery about the Gunns Growers claim. Identified most complete server listings with Lorraine Plail. Shared file listings for virtualised file shares.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	01/11/2018	3.1	445	1,379.50	Review server listing provided by Miranda Priddle. Compare against servers with current access. Review documents from various locations to identify complete records listings.
Haddock David	Director	Investigations - Litigations/recoveries	07/11/2018	0.8	585	468.00	Telephone attendance upon Carla Williams, Martha Byrne and Ben Bishop of Johnson Winter & Slattery and Natalie Phillips regarding grower claim Review discovery protocol, emails from Yian Sun and Carla Williams from Johnson Winter & Slattery, email to Lorraine Plail
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	08/11/2018	0.1	190	19.00	Finalised October 2018 Business Activity Statement
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	08/11/2018	0.2	510	102.00	Review and approve October 2018 Business Activity Statement draft Review finalised October 2018 Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	08/11/2018	0.1	190	19.00	Created receipt voucher for GST refund expected from October 2018 Business Activity Statement
Haddock David	Director	Investigations - Litigations/recoveries	08/11/2018	0.4	585	234.00	email from Ben Renfrey of Johnson Winter & Slattery re AXA XL negotiation for cover, email from Johnson Winter & Slattery re discovery plan
Phillips Natalie	Manager	Investigations - Litigations/recoveries	08/11/2018	1.0	465.00	465.00	Johnson Winter & Slattery meeting with Carla Williams, Ben Bishop and Martha Byrne. Collected the archive box from books and records.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	08/11/2018	1.2	445	534.00	Telephone attendance upon Carla Williams, Martha Byrne and Ben Bishop of Johnson Winter & Slattery and Miranda Priddle and Natalie Phillips regarding Grower claim update. Review records to attempt to identify receivers and managers records listing. Internal discussions regarding searching of hard copy records
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	08/11/2018	0.8	510	408.00	Conference call with Carla Williams and Martha Byrne from Johnson Winter & Slattery regarding discovery in grower claim
Priddle Miranda	Senior Manager	Trade on - Budgeting and financial reporting	08/11/2018	0.3	510	153.00	Update Arnold Bloch Leibler invoice register
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	09/11/2018	0.2	190	38.00	Lodged October 2018 Business Activity Statement via Australian Taxation Office portal
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	09/11/2018	1.5	190	285.00	- Prepared paperwork to close 10x bank accounts as instructed by Lorraine Plail - Bank reconciliations of all closing bank accounts - Drafted emails to send to National Australia Bank for processing bank account closures
Phillips Natalie	Manager	Investigations - Litigations/recoveries	09/11/2018	0.5	465.00	232.50	Discussed the discovery plan with Ben Bishop of Johnson Winter & Slattery
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	09/11/2018	0.7	445	311.50	Review Discovery Plan provided by Ben Bishop of Johnson Winter & Slattery Email to James O'Connell of KordaMentha requesting books and records listing
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	09/11/2018	0.1	510	51.00	Review draft discovery plan
Sisk Martin	Director	Investigations - Litigations/recoveries	09/11/2018	1.3	585	760.50	Discovery protocol, Summation
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	12/11/2018	0.5	190	95.00	- Entered interest income for all bank accounts being closed - Closed off accounts in cashbook
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	12/11/2018	0.2	190	38.00	Reviewed payments for partner approval, both bank upload and Insol transactions

Crosbie Craig	Appointee	Administration - Planning/review/supervision	12/11/2018	0.3	675	202.50 Discussion with Miranda Priddle regarding current status of file and work streams.
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	12/11/2018	0.4	510	204.00 Fortnightly catch-up with Craig Crosbie
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	12/11/2018	0.4	445	178.00 Review books and records listing provided by James O'Connell of KordaMentha. Forward same to Carla Williams of Johnson Winter & Slattery Discussions with Natalie Phillips and Miranda Priddle regarding request to update listing of servers
Haddock David	Director	Investigations - Litigations/recoveries	13/11/2018	0.5	585	292.50 Call with Ben Renfrey of Johnson Winter & Slattery to discuss AXA and insurer issues, engagement terms, discovery. Discuss discovery with Miranda Priddle
Phillips Natalie	Manager	Investigations - Litigations/recoveries	13/11/2018	0.5	465.00	232.50 Johnson Winter & Slattery meeting with Carla Williams, Ben Bishop and Martha Byrne
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	13/11/2018	1.2	445	534.00 Discussions with Natalie Phillips and Miranda Priddle regarding status of various queries, prepare for telephone conference, including list of outstanding tasks. Attendance at telephone conference with Miranda Priddle and Natalie Phillips, and Carla Williams, Ben Bishop and Martha
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	13/11/2018	0.7	510	357.00 Call with Johnson Winter & Slattery regarding update on grower discovery and items to resolve Follow-up with David Haddock post-call for an update
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	13/11/2018	0.1	510	51.00 Review and approve payment vouchers for Ultimate Storage Solutions and Telstra
Plail Lorraine	Assistant Manager	Administration - Bank account administration	14/11/2018	0.3	445	133.50 Save and email payment vouchers to AST (x2) Review correspondence confirming bank account closures
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	14/11/2018	0.2	445	89.00 Emails with Carla Williams of Johnson Winter & Slattery and James O'Connell of KordaMentha regarding books and records location
Sisk Martin	Director	Investigations - Litigations/recoveries	14/11/2018	0.1	585	58.50 Scanning - LitSupport setup
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	15/11/2018	0.4	190	76.00 - Created voucher and processed EFT payment for Ultimate Storage Solutions - Created voucher and processed BPAY payment for Telstra
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	15/11/2018	0.2	190	38.00 Reviewed payments for partner approval and INSOL program entries
Haddock David	Director	Investigations - Litigations/recoveries	15/11/2018	0.7	585	409.50 Respond to discovery email from Carla Williams from Johnson Winter & Slattery including review of protocol
Phillips Natalie	Manager	Investigations - Litigations/recoveries	15/11/2018	5.0	465.00	2,325.00 Ordered networking cables and power cables. David Dixon in the office to assist plugging in the servers to power and network. Made ports available at a lab desk to the PPB Advisory network. All work to get ready to process evidence for case.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	15/11/2018	0.8	445	356.00 Emails with James O'Connell of KordaMentha and Carla Williams of Johnson Winter & Slattery regarding locations of Gunns Records Summation searches for records requested by Martha Byrne of Johnson Winter & Slattery. Emails regarding same.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	15/11/2018	0.4	510	204.00 Review email from David Haddock regarding excess layer insurers Review files for copies of details of insurers and amounts and email to David Haddock
Plail Lorraine	Assistant Manager	Administration - Document maintenance/filing	16/11/2018	0.3	445	133.50 File emails into M-Files
Haddock David	Director	Investigations - Litigations/recoveries	16/11/2018	0.3	585	175.50 Review email from Carla Williams from Johnson Winter & Slattery re discovery and security for costs
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	16/11/2018	0.7	445	311.50 Search for current company details for companies who provided various layers of insurance coverage
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	16/11/2018	0.2	510	102.00 Review email from Carla Williams from Johnson Winter & Slattery regarding update on discovery categories and protocol and correspondence between Johnson Winter & Slattery and plaintiffs solicitors
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	19/11/2018	0.1	445	44.50 Review correspondence from Australian Securities & Investments Commisison regarding Industry funding, forward copy to Miranda Priddle and save to M-Files
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	19/11/2018	0.1	190	19.00 Reviewed EFT payment - Maurice Blackburn Lawyers
Haddock David	Director	Investigations - Litigations/recoveries	19/11/2018	0.3	585	175.50 Internal discussion re summation and ability to meet 25 January discovery date
Phillips Natalie	Manager	Investigations - Litigations/recoveries	19/11/2018	4.0	465.00	1,860.00 Created folder listings for Johnson Winter & Slattery. Attended Growers call and follow up. Sorted Gunns evidence drives out of the books and records boxes and updating the evidence tracking spreadsheets.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	19/11/2018	1.8	445	801.00 Finalise search for current insurer names Telephone attendance upon Carla Williams, Martha Byrne and J Dyer of Johnson Winter & Slattery, and Miranda Priddle and Natalie Phillips regarding Grower claim update Telephone attendance upon Miranda Priddle and Natalie Phillips regarding outstanding tasks and priorities
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	19/11/2018	0.1	510	51.00 Telephone call with Natalie Phillips regarding Gunns server listing
Plail Lorraine	Assistant Manager	Administration - ATO and other statutory reporting	20/11/2018	0.4	445	178.00 Telephone attendance with Australian Securities & Investments Commisison regarding Freedom of Information request. Review correspondences provided containing request and proposed information to be released. Discussion with Miranda Priddle regarding same.
Haddock David	Director	Investigations - Litigations/recoveries	20/11/2018	0.9	585	526.50 Review letter re discovery obligations, email Carla Williams of Johnson Winter & Slattery re application and concerns. Internal emails re dates and information from Johnson Winter & Slattery
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	20/11/2018	0.9	510	459.00 Review Ben Renfrey from Johnson Winter & Slattery affidavit regarding discovery categories and discovery protocol Respond to David Haddock query on discovery period Review letter from Johnson Winter & Slattery regarding discovery obligations Review Miller affidavit and confirm no comments on Ben Renfrey affidavit Telephone call with Carla Williams from Johnson Winter & Slattery regarding affidavit and general discovery process
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	21/11/2018	1.1	445	489.50 Review server listing provided by Natalie Phillips to narrow down list of servers which are or aren't relevant to claim
Haddock David	Director	Investigations - Litigations/recoveries	22/11/2018	0.6	585	351.00 email Ben Renfrey of Johnson Winter & Slattery re supplementary 533 and competing claims, read supplementary 533 and consider issues

Phillips Natalie	Manager	Investigations - Litigations/recoveries	22/11/2018	1.0	465.00	465.00	Gunns Growers - Electronic Discovery Protocol and Scope with Miranda Priddle, Lorraine Plail, Chris Davies and David Dixon.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	22/11/2018	1.8	445	801.00	Review documents regarding discovery protocol and comments from Natalie Phillips regarding same. Attendance at meeting with Natalie Phillips, Miranda Priddle, David Dixon and Chris Davies regarding same Discussion with Elizabeth Meng regarding and documentation available on what information is available in Summation Discussions with Natalie Phillips regarding physical evidence that has been retrieved from storage and hardware available to view data on the hard drives/storage devices retrieved
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	22/11/2018	4.0	510	2,040.00	Review emails from David Haddock regarding request for information regarding insurers and copies of reports lodged with Australian Securities Investments Commisson Search records and locate copies of documents and email to David Haddock Telephone call with Martha Byrne from Johnson Winter & Slattery regarding discovery of hard copy documents in grower claim Review memo and books and records listing for grower discovery of hard copy documents received from Carla Williams from Johnson Winter & Slattery. Amend discovery boxes to be included and excluded from discovery and email to Carla Williams. Review included listing of c.1,000 boxes
Haddock David	Director	Investigations - Litigations/recoveries	23/11/2018	0.5	585	292.50	Call Ben Renfrey of Johnson Winter & Slattery and discuss potential claims for Growers and supplementary 533
Phillips Natalie	Manager	Investigations - Litigations/recoveries	23/11/2018	3.0	465.00	1,395.00	Test NUIX Summation load file generation for alternative Summation processing. Call with Carla Williams and Martha Byrne of Johnson Winter & Slattery. Pre and post discussion.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	23/11/2018	2.3	445	1,023.50	Review documents for information on how Audit Discovery was undertaken, and what information is in the Summation case. Various emails with Natalie Phillips regarding same. Preparation for update meeting with Miranda Priddle and Natalie Phillips and Martha Byrne, Carla Williams, Jackson Dyer and Ben Bishop of Johnson Winter & Slattery. Attendance at same.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	23/11/2018	1.7	510	867.00	Call with Johnson Winter & Slattery regarding Gunns grower claim discovery protocol, discussion with Natalie Phillips post call Review memo from Johnson Winter & Slattery regarding review of electronic documents
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	26/11/2018	0.2	190	38.00	Escalated GST refund via Australian Taxation Office portal
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	26/11/2018	0.2	190	38.00	Re-dated payments that are still outstanding on National Australia BankConnect and sent email to Partner to action online approval
Haddock David	Director	Investigations - Litigations/recoveries	26/11/2018	0.2	585	117.00	long email from Carla Williams of Johnson Winter & Slattery re discovery
Haddock David	Director	Investigations - Litigations/recoveries	26/11/2018	0.4	585	234.00	review letter re costs application in class action
Phillips Natalie	Manager	Investigations - Litigations/recoveries	26/11/2018	3.0	465.00	1,395.00	Reviewed the electronic discovery protocol Call with Carla Williams and Ben Renfrey of Johnson Winter & Slattery re Summation case setup
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	26/11/2018	0.4	510	204.00	Review emails from Carla Williams from Johnson Winter & Slattery including update on discovery, position of excess insurer and security of costs Review memo of proposed inboxes and laptops to be searched as part of discovery and respond regarding same
Priddle Miranda	Senior Manager	Trade on - Budgeting and financial reporting	26/11/2018	0.5	510	255.00	Update Arnold Bloch Leibler invoice register, prepare schedule of invoices to be paid Scanning and filing hard copy invoices
Plail Lorraine	Assistant Manager	Administration - Document maintenance/filing	27/11/2018	0.5	445	222.50	Print and review documents provided for payment vouchers, including all Arnold Bloch Leibler invoices attached to relevant requests matched to schedules provided
Crosbie Craig	Appointee	Administration - Planning/review/supervision	27/11/2018	0.5	675	337.50	Meeting with Miranda Priddle to discuss current status of administration and work streams going forward.
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	27/11/2018	0.2	510	102.00	Fortnightly catch-up with Craig Crosbie to discuss outstanding work streams
Haddock David	Director	Investigations - Conducting investigations	27/11/2018	1.1	585	643.50	long email from Carla Williams of Johnson Winter & Slattery re directions, read 2 sets of submissions, email Carla Williams re same, further response re same, internal discussions re resourcing for hard copy review
Davies Christopher	Senior Manager	Investigations - Litigations/recoveries	27/11/2018	1.0	510	510.00	meeting and discussions with Natalie Phillips
Haddock David	Director	Investigations - Litigations/recoveries	27/11/2018	1.8	585	1,053.00	Reading emails and attachments (affidavits and correspondence) from Carla Williams of Johnson Winter & Slattery re discovery and directions hearing, call with Carla Williams and Miranda Priddle, subsequent emails and discussions with Carla Williams and Miranda Priddle. Update
Haddock David	Director	Investigations - Litigations/recoveries	27/11/2018	0.2	585	117.00	further discussion Craig Crosbie re logistics, costs, indemnity
Phillips Natalie	Manager	Investigations - Litigations/recoveries	27/11/2018	3.0	465.00	1,395.00	Gunns Growers - discovery catch up - Briefed Chris Davies
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	27/11/2018	1.1	445	489.50	Review correspondence from Carla Williams of Johnson Winter & Slattery regarding appropriate mailboxes to review Attendance at update meeting with Carla Williams, Martha Byrne, Jackson Dyer and Ben Bishop of Johnson Winter & Slattery and Miranda
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	27/11/2018	5.7	510	2,907.00	Weekly call with Johnson Winter & Slattery to discuss status of grower claim issues including discovery, insurers position, security for costs and Freedom of Information request from Australian Securities Investments Commisson Telephone call with Carla Williams from Johnson Winter & Slattery regarding hard copy document review and email regarding same Telephone call with Robert Wood regarding availability to assist with hard copy document review Conference call with Johnson Winter & Slattery regarding discovery protocol of electronic records Update with David Haddock regarding grower claim and discovery timeline Email to Robert Wood regarding discovery listing of hard copy records at Thistle St Email to Carla Williams from Johnson Winter & Slattery on update on hard copy discovery review and books and records listing
Davies Christopher	Senior Manager	Investigations - Litigations/recoveries	28/11/2018	1.5	510	765.00	discussions with Natalie Phillipsand review of documentation on G Drive
Haddock David	Director	Investigations - Litigations/recoveries	28/11/2018	0.3	585	175.50	email from Ben Bishop of Johnson Winter & Slattery re ledger for director, email Lorraine Plail. Email from Ben Bishop re hearing results
Haddock David	Director	Investigations - Litigations/recoveries	28/11/2018	0.5	585	292.50	Emails from Miranda Priddle and Carla Williams of Johnson Winter & Slattery re discovery. Email to Miranda Priddle re discovery. Call from Miranda Priddle

Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	28/11/2018	0.8	445	356.00	Prepare schedule of costs for proposed Tasmania site visits to review hard copy books and records
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	29/11/2018	0.3	445	133.50	Emails with Ray Merrick of Australian Securities & Investments Commisson regarding proposed meeting time. Review notes from prior meeting to prepare tasks for discussion Attendance at telephone meeting with Ray Merrick of Australian Securities & Investments Commisson and Miranda Priddle
Plail Lorraine	Assistant Manager	Administration - Bank account administration	29/11/2018	1.4	445	623.00	Prepare various payment vouchers for Arnold Bloch Leibler fees. Discussions with Miranda Priddle regarding counsel costs included. Review insol for prior payments. Amend payment voucher schedules and calculations to exclude already paid amount. Confirm invoices match
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	29/11/2018	0.2	190	38.00	Reviewed payments for partner approval, both Insol entries and bank upload
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	29/11/2018	0.3	445	133.50	Filing of various emails to M-Files
Dixon David	Manager	Administration - General correspondence	29/11/2018	4.0	465	1,860.00	meetings + evidence processing estimation
Crosbie Craig	Appointee	Administration - Planning/review/supervision	29/11/2018	1.1	675	742.50	Discussion with Miranda Priddle and Natalie Philips regarding electronic discovery for class action. Further discussion with David Haddock regarding the above.
Haddock David	Director	Investigations - Litigations/recoveries	29/11/2018	0.7	585	409.50	discuss discover obligations with Miranda Priddle, discuss same with Craig Crosbie and need for fee arrangement with insurer, email Daniel Bryant re summation support
Haddock David	Director	Investigations - Litigations/recoveries	29/11/2018	0.8	585	468.00	Detailed review of email from Ben Bishop of Johnson Winter & Slattery re directions hearing. Consider issues. Respond to Ben Bishop. Email Carla Williams of Johnson Winter & Slattery re discovery and agenda. Email Miranda Priddle re discovery.
Phillips Natalie	Manager	Investigations - Litigations/recoveries	29/11/2018	3.0	465.00	1,395.00	Meting and follow up with Craig Crosbie & Miranda Priddle. Formal proposal writing
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	29/11/2018	6.0	510	3,060.00	Review books and records listing sent by Johnson Winter & Slattery and update to reflect additional records to be reviewed Review email and telephone call with Robert Wood regarding his review of books and records available in Launceston facility Email to and telephone call with Jackson Dyer from Johnson Winter & Slattery regarding Launceston books and records review Meeting with Craig Crosbie and Natalie Phillips regarding update on electronic discovery protocol and set-up of electronic records Draft engagement letter to AIG regarding liquidators costs of discovery including preparing estimated budgets, discuss with Lorraine Plail and Natalie Phillips regarding same
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	29/11/2018	0.1	510	51.00	Review and approve Arnold Bloch Leibler payment voucher
Crosbie Craig	Appointee	Administration - Planning/review/supervision	30/11/2018	0.5	675	337.50	Discussions with Miranda Priddle regarding physical record discovery. Review email from Ben Bishop of Johnson Winter & Slattery regarding funding by insurer to conduct discovery.
Haddock David	Director	Investigations - Conducting investigations	30/11/2018	0.2	585	117.00	Email from Ben Bishop of Johnson Winter & Slattery re discovery and AIG, discuss Miranda Priddle
Haddock David	Director	Investigations - Examinations	30/11/2018	0.9	585	526.50	Email from Carla Williams of Johnson Winter & Slattery re discovery, respond to same, call from Miranda Priddle, discuss with Miranda Priddle, email Craig Crosbie
Davies Christopher	Senior Manager	Investigations - Litigations/recoveries	30/11/2018	1.5	510	765.00	meetings and discussions
Haddock David	Director	Investigations - Litigations/recoveries	30/11/2018	0.2	585	117.00	email from Carla Williams of Johnson Winter & Slattery re directions hearing
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	30/11/2018	0.6	445	267.00	Attendance at meeting with Miranda Priddle and Carla Williams, Jackson Dyer and Ben Bishop of Johnson Winter & Slattery regarding update on Grower Claim Discovery
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	30/11/2018	1.6	510	816.00	Review email from Ben Bishop from Johnson Winter & Slattery regarding discovery Correspondence with Natalie Phillips regarding budget for electronic discovery and set-up of servers to process data Prepare documents for hard copy discovery Update call with Johnson Winter & Slattery regarding grower discovery
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	03/12/2018	0.2	190	38.00	Drafted November 2018 Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	03/12/2018	0.4	190	76.00	November 2018 bank reconciliations for all bank accounts
Haddock David	Director	Investigations - Conducting investigations	03/12/2018	0.5	585	292.50	emails from Ben Bishop and Carla Williams of Johnson Winter & Slattery re discovery, discuss with Miranda Priddle
Davies Christopher	Senior Manager	Investigations - Litigations/recoveries	03/12/2018	1.0	510	510.00	discussions and planning
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	03/12/2018	0.6	445	267.00	Various discussions regarding access to Receivers and Managers books and records. Email to James O'Connell of KordaMentha regarding same.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	03/12/2018	1.6	510	816.00	Review email from Ben Renfrey of Johnson Winter & Slattery regarding hard copy document review Prepare revised cost estimate of hard copy review and email to Carla Williams from Johnson Winter & Slattery Various telephone calls and emails with Carla Williams from Johnson Winter & Slattery regarding hard copy discovery, discussion with David Haddock regarding same. Searches on Gunns server relating to director loans as requested by lawyer of director, related to Gunns grower claim
Sisk Martin	Director	Investigations - Litigations/recoveries	03/12/2018	1.0	585	585.00	Planning
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	04/12/2018	0.2	445	89.00	Forward copy of Freedom of Information documents to David Haddock. Send email to Australian Securities & Investments Commisson advising no object to Freedom of Information documents being released
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	04/12/2018	0.2	190	38.00	- Finalised November 2018 Business Activity Statement - Lodged November 2018 Business Activity Statement via Australian Taxation Office portal
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	04/12/2018	0.3	510	153.00	Review draft November 2018 Business Activity Statement Review finalised Business Activity Statement and email to Craig Crosbie for approval
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	04/12/2018	0.3	190	57.00	- Created receipt voucher for GST refund expected from November 2018 Business Activity Statement - Created vouchers and processed EFT payments for Arnold Bloch Leibler

Plail Lorraine	Assistant Manager	Administration - Bank account administration	04/12/2018	0.2	445	89.00	Scan and email 2 payment vouchers to accounts team
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	04/12/2018	0.2	190	38.00	Reviewed payments for partner approval both Insol cashbook entries and bank upload, sent email to Partner to action payment approval and release
Davies Christopher	Senior Manager	Investigations - Litigations/recoveries	04/12/2018	2.0	510	1,020.00	meetings and review of documents and process
Haddock David	Director	Investigations - Litigations/recoveries	04/12/2018	0.2	585	117.00	emails Johnson Winter & Slattery re AIG and Lander & Rogers and discovery
Haddock David	Director	Investigations - Litigations/recoveries	04/12/2018	0.8	585	468.00	call Martin Sisk call re summation, discussion Miranda Priddle re same
Haddock David	Director	Investigations - Litigations/recoveries	04/12/2018	1.9	585	1,111.50	Call with Johnson Winter & Slattery re class action matters, prepare for same, review Australian Securities & Investments Commisison Freedom of Information documents and email Miranda Priddle re same, call Martin Sisk re summation or alternative platform
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	04/12/2018	2.1	445	934.50	Attendance at meeting with Miranda Priddle and Chris Davies and Carla Williams, Jackson Dyer and Ben Bishop of Johnson Winter & Slattery regarding grower claim update.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	04/12/2018	4.5	510	2,295.00	Review email from Ben Bishop regarding update on electronic discovery protocol Review email from Carla Williams from Johnson Winter & Slattery regarding Australian Securities & Investments Commisison freedom of information request Weekly call with Johnson Winter & Slattery to discuss status of discovery, first excess insurer and other matters related to the grower claim Bi-weekly call with Johnson Winter & Slattery regarding specifics of grower discovery Call with James O'Connell from KordaMentha regarding access to records in control of Receivers for discovery Review discovery categories and identify categories that may be able to be provided by 25 January 2019 Call with Martin Sisk and Chris Davies regarding electronic discovery Update engagement letter regarding data processing variation and costs and email to Chris Davies for his review
Sisk Martin	Director	Investigations - Litigations/recoveries	04/12/2018	0.5	585	292.50	Planning call with David Haddock
Haddock David	Director	Investigations - Litigations/recoveries	05/12/2018	0.2	585	117.00	emails Johnson Winter & Slattery re new grower claims
Plail Lorraine	Assistant Manager	Administration - Document maintenance/filing	06/12/2018	1.1	445	489.50	Telephone attendance upon Natalie Phillips regarding Yian Sun Summation access once contract has been signed. Filing of various emails to M Files
Haddock David	Director	Investigations - Litigations/recoveries	06/12/2018	0.8	585	468.00	call with Lander & Rogers re issues with liquidators costs, prepare for same
Phillips Natalie	Manager	Investigations - Litigations/recoveries	06/12/2018	2.0	465.00	930.00	Met with Miranda Priddle discussing NUIX to Summation. Identified dii improvements needing to be made. Chasing external Citrix access for client for call tomorrow. Chasing quote for FTK set up.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	06/12/2018	1.7	445	756.50	Emails with James O'Connell regarding books and records review in Tasmania Amend listing of records required to be reviewd. Update listing of servers to note which server matches description of those virtualised Update task list based on most recent meeting
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	06/12/2018	1.2	510	612.00	Meeting with Natalie Phillips to discuss electronic discovery platform for Gunns grower claim Discussion with David Haddock regarding update on costs Update engagement letter Telephone call with Ben Bishop from Johnson Winter & Slattery regarding an update on various matters relating to the Gunns grower claim Email to Jackson Dyer from Johnson Winter & Slattery regarding additional boxes to be reviewed in Tasmania Telephone call with Robert Wood regarding update on discovery in Tasmania
Haddock David	Director	Investigations - Litigations/recoveries	07/12/2018	0.4	585	234.00	email from Johnson Winter & Slattery re AIG change of position
Haddock David	Director	Investigations - Litigations/recoveries	07/12/2018	2.1	585	1,228.50	emails and discussions Lorraine Plail and Miranda Priddle re discovery, call Craig Crosbie re discovery, review and mark up engagement letter, email Miranda Priddle re same, make further amendments, email Ben Bishop of Johnson Winter & Slattery
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	07/12/2018	0.6	445	267.00	Emails with Miranda Priddle and James O'Connell of KordaMentha regarding books and records review. Forward amended listing of records to Carla Williams and Jackson Dyer of Johnson Winter & Slattery Telephone attendance upon Jackson Dyer of Johnson Winter & Slattery regarding various outstanding matters, including log ins.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	07/12/2018	1.8	510	918.00	Telephone call with Carla Williams from Johnson Winter & Slattery regarding outcome of call with Lander & Rogers Review email from Natalie Phillips & respond regarding electronic discovery platform testing Telephone call with Lorraine Plail and Carla Williams regarding update on discovery Update to David Haddock Discussion with Lorraine Plail regarding costs table for engagement letter Update engagement letter based on David Haddock comments
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	10/12/2018	0.1	190	19.00	Created receipt voucher for funds received from Unitbuild Investments Pty Ltd
Plail Lorraine	Assistant Manager	Administration - Bank account administration	10/12/2018	0.4	445	178.00	Prepare receipt voucher and supporting documents for Muskett forestry right release. Scan and email voucher to accounts team
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	10/12/2018	0.1	190	19.00	Gunns Ltd - Forwarded email received from client via BRS Stakeholders email inbox to look into
Crosbie Craig	Appointee	Administration - Planning/review/supervision	10/12/2018	0.1	675	67.50	Meeting with Miranda Priddle to discuss current matters outstanding and future work streams
Haddock David	Director	Investigations - Litigations/recoveries	10/12/2018	0.8	585	468.00	call Johnson Winter & Slattery re Lander & Rogers
Haddock David	Director	Investigations - Litigations/recoveries	10/12/2018	0.2	585	117.00	email Johnson Winter & Slattery and response
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	10/12/2018	0.1	510	51.00	Discussion with David Haddock regarding grower claim

Haddock David	Director	Investigations - Conducting investigations	11/12/2018	0.2	585	117.00 Internal management calls and emails
Forbes Bevan	Manager	Investigations - Litigations/recoveries	11/12/2018	4.0	465	1,860.00 Summation/Nuix mapping
Haddock David	Director	Investigations - Litigations/recoveries	11/12/2018	0.3	585	175.50 Emails from Johnson Winter & Slattery re Lander & Rogers correspondence and counsel advice
Sisk Martin	Director	Investigations - Litigations/recoveries	11/12/2018	1.0	585	585.00 Summation productions & planning
Haddock David	Director	Investigations - Litigations/recoveries	12/12/2018	0.4	585	234.00 Review memo to counsel, email Johnson Winter & Slattery comments
Plail Lorraine	Assistant Manager	Administration - Bank account administration	13/12/2018	0.8	445	356.00 Prepare calculations and wages payment for Robert Wood Prepare payment voucher for Ultimate Storage Scan and email finalised vouchers to accounts team
Plail Lorraine	Assistant Manager	Administration - Document maintenance/filing	13/12/2018	0.4	445	178.00 Filing of various emails into M-Files
Haddock David	Director	Investigations - Conducting investigations	13/12/2018	0.2	585	117.00 review letter to Lander & Rogers re cover issues
Haddock David	Director	Investigations - Litigations/recoveries	13/12/2018	0.2	585	117.00 call Ben Bishop of Johnson Winter & Slattery, emails Ben Bishop, return call
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	13/12/2018	0.1	510	51.00 Review and approve wages payment voucher for Robert Wood
Haddock David	Director	Investigations - Litigations/recoveries	14/12/2018	0.1	585	58.50 search query Miranda Priddle
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	14/12/2018	0.1	510	51.00 Discussion with David Haddock regarding request for information from Gunns directors in reference to grower claim Telephone call to Ben Bishop from Johnson Winter & Slattery regarding same
Plail Lorraine	Assistant Manager	Administration - Bank account administration	17/12/2018	1.3	445	578.50 Various internal discussions regarding block placed on bank account. Prepare and finalise correspondence to the National Australia Bank regarding account history. Scan and email same to team at National Australia Bank
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	18/12/2018	0.2	190	38.00 Numerous phone calls and emails with National Australia Bank Team regarding the bank account being frozen
Haddock David	Director	Investigations - Conducting investigations	18/12/2018	0.3	585	175.50 Email to Miranda Priddle re meeting. Update from Miranda Priddle
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	18/12/2018	0.2	445	89.00 Emails with David Haddock regarding Summation and Maximise access
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	18/12/2018	0.4	510	204.00 Telephone call with Carla Williams from Johnson Winter & Slattery regarding update from AIG and other matters relating to the grower claim Update to David Haddock regarding same
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	19/12/2018	0.2	445	89.00 Review correspondence from Australian Securities & Investments Commisison regarding rejection of Freedom of Information request received. Forward to Miranda Priddle and save to M-Files
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	20/12/2018	0.5	190	95.00 Created voucher and processed EFT payments for PricewaterhouseCoopers fees, Ultimate Storage Solutions and wages
Priddle Miranda	Senior Manager	Administration - Bank account administration	20/12/2018	0.9	510	459.00 Dealing with issues related to bank account block and payments to be made
Priddle Miranda	Senior Manager	Investigations - ASIC/AFSA reporting	20/12/2018	0.5	510	255.00 Draft letter to Australian Securities & Investments Commisison and scheme solvency resolutions to wind-up winegrape schemes x3
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	20/12/2018	0.1	510	51.00 Telephone call with Robert Wood regarding wages payment
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	21/12/2018	0.5	190	95.00 Created vouchers and processed EFT payments for PPB Advisory
Priddle Miranda	Senior Manager	Investigations - ASIC/AFSA reporting	21/12/2018	0.3	510	153.00 Finalise letter to Australian Securities & Investments Commisison regarding winding up of Winegrape schemes and print for Craig Crosbie signing
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	21/12/2018	0.3	510	153.00 Review email from Amber O'Brien from Willis regarding request for information from Gunns directors. Telephone call to Carla Williams from Johnson Winter & Slattery
Plail Lorraine	Assistant Manager	Creditors - Creditor's enquiries	07/01/2019	0.2	445	89.00 Winegrape scheme - Review email from grower regarding status of investment. Review Netdocuments and general internet search for documents regarding wind up. Emails with Miranda Priddle regarding same.
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	08/01/2019	0.2	190	38.00 Drafted December 2018 Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	08/01/2019	0.4	190	76.00 Reconciled all bank accounts for December 2018
Plail Lorraine	Assistant Manager	Creditors - Creditor's enquiries	08/01/2019	0.3	445	133.50 Winegrape grower - Telephone attendance upon Munish regarding wind up of wine grape scheme Send email attaching evidence for same.
Priddle Miranda	Senior Manager	Investigations - ASIC/AFSA reporting	08/01/2019	0.7	510	357.00 Winegrape schemes - update letter and scheme insolvency resolutions for Craig Crosbie signing Scan signed documents and draft email to Australian Securities & Investments Commisison regarding reporting relief for Winegrape schemes
Haddock David	Director	Investigations - Conducting investigations	08/01/2019	0.5	585	292.50 Brief Craig Crosbie re offer to settle, mark up letter, email Carla Williams of Johnson Winter & Slattery, Instruction Miranda Priddle
Haddock David	Director	Investigations - Conducting investigations	08/01/2019	0.8	585	468.00 Conference call with Miranda Priddle, Johnson Winter & Slattery (Carla Williams and Ben Bishop), discussion with Miranda Priddle

Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	08/01/2019	3.1	510	1,581.00	Review letter from Lander & Rogers regarding defence costs relating to the grower claim Weekly call regarding grower claim with Johnson Winter & Slattery Review Discovery categories and provide comments on documents that could be provided as part of Tranche 1 and email to Ben Bishop from Johnson Winter & Slattery Telephone call with Ben Bishop from Johnson Winter & Slattery regarding Tranche 1 discovery Telephone call with Natalie Phillips regarding same Email to Forensics team regarding scope of Tranche 1 discovery and requirements in accordance with electronic protocol Telephone call with Carla Williams from Johnson Winter & Slattery regarding proposed letter to plaintiffs Review WIP and calculate liquidators' costs relating to grower claim
Phillips Natalie	Manager	Investigations - Litigations/recoveries	09/01/2019	0.5	465.00	232.50	Calls with Miranda Priddle and Martin Sisk regarding Tranche 1 preparation
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	10/01/2019	0.2	510	102.00	Review draft December 2018 Business Activity Statement and note amendments required
Crosbie Craig	Appointee	Administration - Planning/review/supervision	10/01/2019	0.5	675	337.50	Meeting with Miranda Priddle to discuss current outstanding matters and work streams.
Plail Lorraine	Assistant Manager	Investigations - Conducting investigations	10/01/2019	2.7	445	1,201.50	Meeting with Miranda Priddle to discuss grower claim discovery requirements. Review records to locate information for grower claim discovery including members database, info organizer, PPB Advisory correspondence advising distribution paid, PPB Advisory correspondence requesting bank account details and direction to pay forms, and any other relevant
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	10/01/2019	1.0	510	510.00	Meeting with Lorraine Plail to discuss Tranche 1 discovery
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	11/01/2019	0.1	510	51.00	Review amended December 2018 Business Activity Statement and approve for Craig Crosbie signing
Priddle Miranda	Senior Manager	Investigations - ASIC/AFSA reporting	11/01/2019	0.1	510	51.00	Review email from Flora Lee from Australian Securities & Investments Commisison regarding winding up of Winegrape schemes
Plail Lorraine	Assistant Manager	Investigations - Conducting investigations	11/01/2019	0.7	445	311.50	Discussions with Alex Chisholm regarding extracting documents from the Gunns Server. Extract same. Organise Secure transfer for documents required for grower claim discovery. Upload located documents to same. Email log in details to Ben Bishop of Johnson Winter & Slattery.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	11/01/2019	0.8	510	408.00	Discuss grower claim discovery with Lorraine Plail Telephone call with Natalie Phillips regarding Tranche 1 discovery and electronic processing of data
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	14/01/2019	0.1	190	19.00	Lodged December 2018 Business Activity Statement via Australian Taxation Office portal
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	14/01/2019	0.1	190	19.00	Created receipt voucher for GST refund expected from December 2018 Business Activity Statement
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	14/01/2019	0.6	510	306.00	Telephone call with Ben Bishop from Johnson Winter & Slattery regarding Tranche 1 discovery documents produced by liquidators and general update on process
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	15/01/2019	1.3	510	663.00	Review email from Ben Bishop from Johnson Winter & Slattery regarding documents outstanding for Tranche 1 discovery Perform searches to locate additional documents and email same to Ben Bishop Weekly call with Johnson Winter & Slattery to discuss update on grower claim and work streams Call with Forensics team to discuss Tranche 1 discovery and telephone call with Ben Bishop from Johnson Winter & Slattery regarding same
Neill Kim	Analyst 1	Trade on - Processing receipts and payments	15/01/2019	0.3	310	93.00	Prepared receipt voucher for funds received from Robin Dickson
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	17/01/2019	0.2	190	38.00	Telephone call to Australian Taxation Office to escalate GST refunds not yet received from October, November and December 2018 Business Activity Statement
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	17/01/2019	0.2	510	102.00	Update schedule of costs to 31 December relating to the Gunns grower claim and email to Carla Williams at Johnson Winter & Slattery
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	18/01/2019	0.2	190	38.00	- Created receipt voucher for funds received from Robin Dickson - Created and processed cheque payment for IOOF Superannuation
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	18/01/2019	0.2	190	38.00	Reviewed payments and sent email to Partner to action online approval
Forbes Bevan	Manager	Investigations - Conducting investigations	18/01/2019	0.3	465	139.50	Gunns growers Call with Natalie Phillips, reading scope
Haddock David	Director	Investigations - Conducting investigations	18/01/2019	0.4	585	234.00	Long email from Johnson Winter & Slattery re KPMG discovery and counter claim, respond
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	18/01/2019	0.1	510	51.00	Review email from Ben Bishop from Johnson Winter & Slattery regarding amendment to pleadings and application to revoke leave to proceed
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	21/01/2019	0.1	190	19.00	Telephone call from Australian Taxation Office to confirm bank details to be used for GST refund
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	21/01/2019	0.2	190	38.00	Created journal entries and processed intercompany transfers of funds from scheme at call accounts to Cheque account
Priddle Miranda	Senior Manager	Administration - Bank account administration	21/01/2019	0.8	510	408.00	Download transactions for each bank account and import into cashflow. Check balances reconcile. Update summary cash flows table. Update GST funded by liquidation. Update running cost balance of amounts owed by Schemes to Liquidation. Update GST tab for recent Business
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	21/01/2019	0.2	190	38.00	Reviewed payments and sent email to Partner to action online approval
Plail Lorraine	Assistant Manager	Employees - Other employee issues	21/01/2019	0.4	445	178.00	Prepare payment voucher for Robert Wood superannuation Prepare correspondence to super fund regarding contribution. Scan and email payment voucher to accounts team
Forbes Bevan	Manager	Investigations - Conducting investigations	21/01/2019	1.5	465	697.50	Gunns growers Forensic preservation, nuix processing
Phillips Natalie	Manager	Investigations - Litigations/recoveries	21/01/2019	1.0	465.00	465.00	Forensic image of Johnson Winter & Slattery supplied discovery file
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	21/01/2019	0.2	510	102.00	Telephone call with Carla Williams from Johnson Winter & Slattery regarding amendment to pleadings relating to KPMG cross claim Discuss with David Haddock

Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	22/01/2019	0.1	190	19.00 Created receipt voucher for funds received from P and S Debono
Kumar Sonal	Bookkeeper	Administration - Bank account administration	22/01/2019	0.2	180	36.00 Deposit cheque at National Australia Bank Branch
Plail Lorraine	Assistant Manager	Administration - Bank account administration	22/01/2019	0.1	445	44.50 Scan and email receipt voucher
Priddle Miranda	Senior Manager	Administration - Bank account administration	22/01/2019	0.7	510	357.00 Check balances reconcile. Update summary cash flows table and reconcile to cash balances. Update costs paid and review estimated future costs and amend if necessary. Calculate outstanding costs and compare to surplus cash available.
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	22/01/2019	0.3	445	133.50 Review and update outstanding tasks list and priorities
Plail Lorraine	Assistant Manager	Employees - Other employee issues	22/01/2019	0.2	445	89.00 Finalise and post correspondence to IOOF Superannuation regarding Robert Wood Super contribution
Priddle Miranda	Senior Manager	Employees - Other employee issues	22/01/2019	0.1	510	51.00 Review and approve letter to IOOF Superannuation relating to Robert Wood super payment
Forbes Bevan	Manager	Investigations - Conducting investigations	22/01/2019	3.0	465	1,395.00 Gunns Growers - Creating first production (draft), export and upload
Phillips Natalie	Manager	Investigations - Litigations/recoveries	22/01/2019	3.5	465.00	1,627.50 Several emails with Ben Bishop of Johnson Winter & Slattery looking for direction, requesting Document Type, and testing meta data we have. Checked draft discovery and uploaded to ftp site.
Phillips Natalie	Manager	Investigations - Litigations/recoveries	23/01/2019	1.0	465.00	465.00 Writing a testing plan for Summation in the new Citrix Environment. Worked with both Maycon Romero and Vivek Mishra to resolve the issues of Notified Ben Bishop of Johnson Winter & Slattery of draft discovery delivery. Chat with Alvin Yu BIG process for TIMG. Planning uploading discovered documents into Summation.
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	24/01/2019	0.1	190	19.00 Posted receipt vouchers for funds received from Australian Taxation Office
Plail Lorraine	Assistant Manager	Administration - Bank account administration	24/01/2019	0.2	445	89.00 Prepare payment voucher for Ultimate Storage Scan and email same to accounts team
Priddle Miranda	Senior Manager	Administration - Books and records/storage	24/01/2019	0.3	510	153.00 Archive Arnold Bloch Leibler books and records relating to original sale contracts and other supporting documents Discuss logistics of Tasmania trip to archive books and records with Lorraine Plail
Forbes Bevan	Manager	Investigations - Conducting investigations	24/01/2019	1.0	465	465.00 Discussions with Natalie Phillips regarding document identification matching doc types
Phillips Natalie	Manager	Investigations - Litigations/recoveries	24/01/2019	1.5	465.00	697.50 Matching up the file names with the document identification
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	24/01/2019	0.1	510	51.00 Review and approve payment voucher for Ultimate Storage Solutions
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	25/01/2019	0.2	445	89.00 Telephone attendance upon G Willis of PricewaterhouseCoopers regarding request for assistance with books and records. Review email regarding same.
Forbes Bevan	Manager	Investigations - Conducting investigations	25/01/2019	2.0	465	930.00 Discussions with Natalie Phillips, updating of load file, exporting of metadata from nuix, further discussions, building access script
Phillips Natalie	Manager	Investigations - Litigations/recoveries	25/01/2019	4.0	465.00	1,860.00 Updated the Document type. Formed a strategy with Ben Bishop of Johnson Winter & Slattery for format and delivery of first discovery. Validating load file.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	25/01/2019	0.1	510	51.00 Telephone call with Ben Bishop from Johnson Winter & Slattery regarding tranche 1 discovery
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	29/01/2019	1.2	445	534.00 Winegrape - draft Form 5138 x3 and appendices Review actions previously undertaken to lodge notice of commencement of wind up Discussions with Miranda Priddle regarding same
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	29/01/2019	0.2	190	38.00 Created voucher and processed EFT payment for Ultimate Storage Solutions
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	29/01/2019	0.2	190	38.00 Reviewed payments and sent email to Partner to action online approval / release
Forbes Bevan	Manager	Investigations - Conducting investigations	29/01/2019	1.0	465	465.00 Discussions with Natalie Phillips. analysis and response to load file update request
Phillips Natalie	Manager	Investigations - Litigations/recoveries	29/01/2019	2.5	465.00	1,162.50 Updating load file fields with objective coding
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	29/01/2019	0.2	510	102.00 Review email from Ben Bishop from Johnson Winter & Slattery regarding information requested to issue without prejudice offer letter to plaintiffs Locate information and email to Ben Bishop regarding same
Forbes Bevan	Manager	Investigations - Conducting investigations	30/01/2019	1.0	465	465.00 Call with Natalie Phillips, quality control of loadfile
Phillips Natalie	Manager	Investigations - Litigations/recoveries	30/01/2019	2.5	465.00	1,162.50 Finalised load file including dates and uploaded
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	31/01/2019	0.4	445	178.00 Finalise winegrape scheme finalisation documents and appedicies
Crosbie Craig	Appointee	Administration - ATO and other statutory reporting	31/01/2019	0.5	675	337.50 Review and sign Australian Securities & Investments Commisson forms re winding up of schemes for Gunns Plantations Winegrape Project 2004, 2005, and 2007.
Priddle Miranda	Senior Manager	Investigations - ASIC/AFSA reporting	31/01/2019	0.1	510	51.00 Review and approve 3x Form 5138s to wind-up winegrape schemes
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	31/01/2019	0.4	675	270.00 Review and sign Instruments Releasing Registered Forestry Rights for Peter Debono and Sharon Debono, Robin Dickson and Margaret Dickson,
Phillips Natalie	Manager	Investigations - Litigations/recoveries	31/01/2019	1.0	465.00	465.00 Summation handover with Alex Chisholm
Priddle Miranda	Senior Manager	Trade on - Budgeting and financial reporting	31/01/2019	0.9	510	459.00 Update Arnold Bloch Leibler invoice register for Nov 2018 - Jan 2019 invoices, calculate split between Great Southern woodlot schemes and Gunns Plantations woodlot schemes

Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	01/02/2019	0.3	445	133.50 Winegrape - scan signed Australian Securities & Investments Commisson forms for completion of windup. Express post copy of same to the Australian Securities & Investments Commisson.
Haddock David	Director	Creditors - Creditor's enquiries	01/02/2019	0.4	585	234.00 review grower email, email from Lorraine Plail, email to Lorraine Plail, discussion with Lorraine Plail re impact on audit proceeding
Haddock David	Director	Investigations - Conducting investigations	01/02/2019	0.3	585	175.50 call from Miranda Priddle re discovery and Johnson Winter & Slattery proposal, read Johnson Winter & Slattery email
Phillips Natalie	Manager	Investigations - Litigations/recoveries	01/02/2019	1.0	465.00	465.00 Summation handover with Peter Tylor
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	01/02/2019	0.4	510	204.00 Telephone call with David Haddock regarding update email from Johnson Winter & Slattery Telephone call to Ben Bishop from Johnson Winter & Slattery regarding email update on grower claim
Crosbie Craig	Appointee	Administration - Planning/review/supervision	04/02/2019	0.1	675	67.50 Meeting with Miranda Priddle to discuss current status of administration and work streams moving forward.
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	04/02/2019	0.1	510	51.00 Fortnightly catch up with Craig Crosbie
Phillips Natalie	Manager	Investigations - Litigations/recoveries	04/02/2019	4.0	465.00	1,860.00 Loaded first batch of data into Summation. Call with Miranda Priddle re Tranche 2 discovery
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	04/02/2019	0.5	510	255.00 Telephone call with Ben Bishop from Johnson Winter & Slattery regarding grower claim Discussion with David Haddock and telephone call with Natalie Phillips regarding same
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	05/02/2019	0.2	190	38.00 Drafted January 2019 Business Activity Statement including bundling all GST reports into one file
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	05/02/2019	0.2	190	38.00 Bank reconciliation for January 2019, including downloading transaction listing from National Australia Bank and bundling documents together into one file
Haddock David	Director	Investigations - Litigations/recoveries	05/02/2019	0.6	585	351.00 Emails Johnson Winter & Slattery re meeting. Email from Miranda Priddle re offer and discovery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	05/02/2019	7.5	465.00	3,487.50 Matched metadata - Object ID to Doc ID and loaded into Summation. Created DII file for loading discovered images into Summation.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	05/02/2019	1.9	510	969.00 Prepare for grower claim call with Johnson Winter & Slattery Call with Johnson Winter & Slattery regarding settlement offer, application to revoke leave and discovery Telephone call with Natalie Phillips to discuss approach and timing for electronic discovery Update email to David Haddock
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	06/02/2019	0.1	190	19.00 Finalised January 2019 Business Activity Statement via Australian Taxation Office portal, emailed case staff and updated Insol task
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	06/02/2019	0.2	190	38.00 Created voucher and processed EFT payment for Arnold Bloch Leibler
Phillips Natalie	Manager	Investigations - Litigations/recoveries	06/02/2019	1.5	465.00	697.50 Gunns Growers claim call with Martin Sisk and David Dixon
Sisk Martin	Director	Investigations - Litigations/recoveries	06/02/2019	0.6	585	351.00 Planning call for Gunns Growers Phase 2 eDiscovery
McLaurin Anna	Senior Manager	Administration - ATO and other statutory reporting	07/02/2019	0.1	510	51.00 Business Activity Statement review
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	07/02/2019	0.2	190	38.00 Created voucher and processed BPAY payment for Australian Taxation Office
Plail Lorraine	Assistant Manager	Administration - Bank account administration	07/02/2019	0.2	445	89.00 Prepare payment voucher for Arnold Bloch Leibler invoice Scan and email to AST
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	07/02/2019	0.1	445	44.50 Attendance at meeting with Miranda Priddle regarding review of outstanding tasks
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	07/02/2019	0.1	510	51.00 Meeting with Lorraine Plail to discuss outstanding issues
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	07/02/2019	0.6	510	306.00 Grower discovery call
Phillips Natalie	Manager	Investigations - Litigations/recoveries	07/02/2019	5.0	465.00	2,325.00 Scoping and putting time frames to Tranche 2 E-Discovery. Call with Johnson Winter & Slattery.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	07/02/2019	1.8	510	918.00 Call with Johnson Winter & Slattery regarding grower discovery Debrief with Forensics team post call. Update grower claim cost up to 31 January 2019
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	08/02/2019	0.2	190	38.00 Reviewed payments both INSOL Cashbook and bank upload, sent email to Partner to action online approval / release
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	11/02/2019	0.3	510	153.00 Review and approve January 2019 Business Activity Statement for Craig Crosbie signing Telephone call with Anne O'Callaghan from Australian Taxation Office regarding product tax rulings update
Phillips Natalie	Manager	Investigations - Litigations/recoveries	11/02/2019	4.0	465.00	1,860.00 Uploading discovered stamped documents. Troubleshooting metadata load. Rebooting - iLo access for general maintainance
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	12/02/2019	0.3	445	133.50 Email to Daniel Campbell of PricewaterhouseCoopers records team regarding requirements for forthcoming Tasmania trip to store books and records
Haddock David	Director	Investigations - Litigations/recoveries	12/02/2019	0.5	585	292.50 consider response to grower, internal email, discuss Craig Crosbie and Miranda Priddle, email Ben Bishop at Johnson Winter & Slattery
Haddock David	Director	Investigations - Conducting investigations	12/02/2019	0.5	585	292.50 Review exclusions on insurance policies
Plail Lorraine	Assistant Manager	Investigations - Conducting investigations	12/02/2019	0.2	445	89.00 Review email chains regarding prior request for books and records for discovery. Send email to James O'Connell of KordaMentha requesting access to records.

Haddock David	Director	Investigations - Litigations/recoveries	12/02/2019	0.7	585	409.50	Discussion Miranda Priddle, Call Johnson Winter & Slattery re discovery and claim management. Long email from Rena Solomonidis from Johnson Winter & Slattery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	12/02/2019	4.0	465.00	1,860.00	Dii creator for KPMG tranche. Log file review of loading issues.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	12/02/2019	2.2	510	1,122.00	Review email from Rena Solominidis from Johnson Winter & Slattery regarding grower claim update. Discuss David Haddock Review files to confirm hard copy document numbers to review and location and estimated costs of review Weekly grower update call Telephone call with Rena Solomonidis from Johnson Winter & Slattery regarding Receivers records for hard copy discovery Review memo to counsel regarding grower claim Locate and email copies of all investment manager insurance policies to David Haddock Telephone call with Robert Wood regarding grower hard copy discovery
McLaurin Anna	Senior Manager	Administration - ATO and other statutory reporting	13/02/2019	0.1	510	51.00	Business Activity Statement review
Forbes Bevan	Manager	Investigations - Conducting investigations	13/02/2019	1.5	465	697.50	Quality Control of DII loadfile x2
Plail Lorraine	Assistant Manager	Investigations - Conducting investigations	13/02/2019	0.1	445	44.50	Review email from Bill Wind of KordaMentha confirming Hobart records able to be retrieved
Meng Elizabeth	Assistant Manager	Investigations - Litigations/recoveries	13/02/2019	1.5	445	667.50	Conduct Netdoc search for Gunns Group D&O insurance policy, review correspondences with Johnson Winter & Slattery on list of policies, discussion with David Haddock, email to Miranda Priddle. Conduct Summation search regarding the same, review schedule of policies from Johnson Winter & Slattery, locate policy wordings for 2011 &
Phillips Natalie	Manager	Investigations - Litigations/recoveries	13/02/2019	5.0	465.00	2,325.00	Finished DII file maker, loaded test documents, and made the metadata load file. Heard back from Lawyers about tranche 2.
Haddock David	Director	Investigations - Litigations/recoveries	14/02/2019	0.4	585	234.00	Consider response from Arnold Bloch Leibler, email Miranda Priddle
Plail Lorraine	Assistant Manager	Investigations - Conducting investigations	14/02/2019	0.5	445	222.50	Attendance at Grower Claim call with Miranda Priddle, Anna McLaurin and Natalie Phillips of PricewaterhouseCoopers and Ben Bishop, Jackson Dyer, Martha Byrne, and Rena Solomondis of Johnson Winter Slattery
Plail Lorraine	Assistant Manager	Investigations - Conducting investigations	14/02/2019	0.3	445	133.50	Emails with Bill Wind of KordaMentha regarding access to books and records located in Tasmania
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	14/02/2019	0.5	510	255.00	Teleconference with Johnson Winter & Slattery regarding discovery plan, discussions with team
Phillips Natalie	Manager	Investigations - Litigations/recoveries	14/02/2019	2.0	465.00	930.00	Gunns Growers call. Spoke with Lit Support shared the new copy of the contract for hard copy. Reindexed the case.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	14/02/2019	0.5	510	255.00	Gunns grower claim discovery call with Johnson Winter & Slattery
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	15/02/2019	0.2	190	38.00	Lodged January 2019 Business Activity Statement via Australian Taxation Office portal and updated Insol task
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	15/02/2019	0.3	510	153.00	Draft email to Anna McLaurin regarding tasks to complete and attaching relevant documents
Plail Lorraine	Assistant Manager	Investigations - Conducting investigations	15/02/2019	0.1	445	44.50	Emails with David Haddock regarding listing of Management Investment Schemes subject to appointment
Haddock David	Director	Investigations - Litigations/recoveries	15/02/2019	0.3	585	175.50	Email from Rena Solomonidis of Johnson Winter & Slattery re settlement, discuss Miranda Priddle
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	15/02/2019	0.1	510	51.00	Discussion with David Haddock regarding grower claim
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	18/02/2019	0.6	190	114.00	- Re-dated payment to Australian Taxation Office on National Australia Bank Connect and sent follow up email to partner to ensure payment is released - Created journal entries in Insol to capture inter-company transfers, and processing of same on National Australia Bank Connect, then emailed
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	18/02/2019	0.2	190	38.00	Reviewed payments both on Insol and Bank Uploads, emailed same to Partner for approval
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	18/02/2019	0.5	445	222.50	Emails with Daniel Campbell of PricewaterhouseCoopers records team regarding Tasmanian trip to archive records. Emails with Bill Wind of KordaMentha regarding review of records in Melbourne Iron Mountain facility
Forbes Bevan	Manager	Investigations - Conducting investigations	18/02/2019	1.0	465	465.00	Export of Text data in two formats (dii and csv)
Phillips Natalie	Manager	Investigations - Litigations/recoveries	18/02/2019	2.5	465.00	1,162.50	Requested text extracts for PricewaterhouseCoopers discovery. Tested two small KPMG discovery file loads.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	18/02/2019	0.2	510	102.00	Telephone call with Ben Bishop from Johnson Winter & Slattery regarding Port Melbourne review of records. Send follow-up email regarding same
Haddock David	Director	Creditors - Creditor's enquiries	19/02/2019	0.3	585	175.50	Review and amend email to Grower re audit claim etc
Haddock David	Director	Investigations - Litigations/recoveries	19/02/2019	0.2	585	117.00	conference call
Phillips Natalie	Manager	Investigations - Litigations/recoveries	19/02/2019	2.5	465.00	1,162.50	Tested text file loads. Reloaded KMPG discovery as natives for added functionality.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	19/02/2019	0.5	510	255.00	Weekly grower call with Johnson Winter & Slattery Telephone call with Rena Solomonidis from Johnson Winter & Slattery regarding hard copy review protocol and follow-up email with removal of document protocol agreed with Receivers
Plail Lorraine	Assistant Manager	Investigations - Conducting investigations	20/02/2019	0.4	445	178.00	Review request forwarded by Johnson Winter & Slattery for more or clearer documents relating to the grower claim discovery. Review file for auditor letter. Send email advising further copies not located.
Phillips Natalie	Manager	Investigations - Litigations/recoveries	20/02/2019	2.0	465.00	930.00	Processed KPMG discovery in NUIX to obtain text or OCR where not present.

Plail Lorraine	Assistant Manager	Investigations - ASIC/AFSA reporting	21/02/2019	0.1	445	44.50 Attendance at telephone meeting with Ray Merrick of Australian Securities & Investments Commisson and Miranda Priddle and Anna McLaurin
Priddle Miranda	Senior Manager	Investigations - ASIC/AFSA reporting	21/02/2019	0.2	510	102.00 Bi-monthly call with Ray Merrick from Australian Securities Investments Commisson
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	21/02/2019	0.6	510	306.00 Grower claim discovery call and update to Australian Securities Investments Commisson
Phillips Natalie	Manager	Investigations - Litigations/recoveries	21/02/2019	3.0	465.00	1,395.00 Full KPMG Summation load including text. Weekly Johnson Winter & Slattery call. TIMG contract.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	21/02/2019	0.5	445	222.50 Attendance at telephone conference regarding update on grower claim with Miranda Priddle and Anna McLaurin, and Rena Solomonidis, Ben Bishop and Martha Byrne of Johnson Winter & Slattery
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	21/02/2019	1.0	510	510.00 Telephone call with Bill Wind from KordaMentha regarding Receivers records to be reviewed for discovery Weekly discovery call with Johnson Winter & Slattery Review response from Piper Alderman Email to Rena Solomonidis from Johnson Winter & Slattery regarding hard copy discovery logistics
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	22/02/2019	0.2	190	38.00 Prepared payment voucher and processed EFT payment - Mediation fees
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	22/02/2019	0.2	190	38.00 Reviewed payments both Insol cashbook and bank upload, sent email to Partner to action online approval
Priddle Miranda	Senior Manager	Administration - Document maintenance/filing	22/02/2019	0.3	510	153.00 Filing of correspondence received
Haddock David	Director	Investigations - ASIC/AFSA reporting	22/02/2019	0.2	585	117.00 Email from Rena Solomonidis from Johnson Winter & Slattery re Piper Alderman letter
Haddock David	Director	Investigations - Litigations/recoveries	22/02/2019	0.2	585	117.00 email from Ben Bishop from Johnson Winter & Slattery re mediation of Grower claim, respond
Phillips Natalie	Manager	Investigations - Litigations/recoveries	22/02/2019	1.0	465.00	465.00 Set up users and roles and added Martha Byrne from Johnson Winter & Slattery and Lorraine Plail
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	22/02/2019	0.3	445	133.50 Various emails with and telephone attendance upon Rena Solomonidis of Johnson Winter & Slattery regarding site visit to Port Melbourne for grower claim records review
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	22/02/2019	0.7	510	357.00 Review email from Bill Wind from KordaMentha regarding discovery at Port Melbourne Review various emails from Johnson Winter & Slattery regarding discovery protocol Prepare email to team regarding review of records and process
Phillips Natalie	Manager	Investigations - Litigations/recoveries	25/02/2019	1.5	465.00	697.50 Created DocType coding options
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	25/02/2019	9.5	445	4,227.50 Attendance at storage facility to review records for hard copy document discovery in grower claim from approximately 8:30am to 7:00pm Discussions with Daniel Campbell from PricewaterhouseCoopers Brisbane regarding delivery of items to have records remove from storage facility
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	25/02/2019	4.8	510	2,448.00 Grower claim discovery - Launceston
Crestale Ilaria	Senior Bookkeeper	Administration - Document maintenance/filing	26/02/2019	0.1	190	19.00 Filing of bank reconciliations, lodged Form 5602s and lodged Business Activity Statements into P drive
Haddock David	Director	Investigations - Litigations/recoveries	26/02/2019	0.7	585	409.50 Call with Ben Bishop of Johnson Winter & Slattery re claim to audit proceeds, discuss with Craig Crosbie, email Ben Bishop, review letter to Piper Alderman, emails Rena Solomonidis of Johnson Winter & Slattery, review letter, email Miranda Priddle
Phillips Natalie	Manager	Investigations - Litigations/recoveries	26/02/2019	2.0	465.00	930.00 Communication with vendor team, Johnson Winter & Slattery and reviewers - hard copy delivery to LitSupport
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	26/02/2019	8.4	445	3,738.00 Attendance at storage facility to review records for hard copy document discovery in grower claim from approximately 8:00am to 6:00pm Correspondences with Natalie Phillips regarding delivery of records to LitSupport Complete courier request form Emails with Bill Wind of KordaMentha regarding accessing records in Hobart facility Emails and telephone calls with Daniel Campbell regarding collection of records and delivery of supplies
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	26/02/2019	5.0	510	2,550.00 Grower claim discovery - onsite Launceston - hard copy review
Phillips Natalie	Manager	Investigations - Litigations/recoveries	27/02/2019	0.5	465.00	232.50 Tracking hard copy
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	27/02/2019	7.5	445	3,337.50 Attendance at storage facility to review records for hard copy document discovery in grower claim from approximately 8:00am to 4:30pm, less time spent on preference claims Various communications with Daniel Campbell regarding delivery of barcodes and plastic wrap, and collection of records from storage facility. Email copy of spreadsheet used for tracking reviewed boxes to Jessica Samuel of Johnson Winter & Slattery Emails with Bill Wind of KordaMentha regarding Hobart records facility
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	27/02/2019	4.2	510	2,142.00 Grower claim discovery - onsite Launceston - hard copy review
Haddock David	Director	Investigations - ASIC/AFSA reporting	28/02/2019	0.2	585	117.00 Emails from Rena Solomonidis of Johnson Winter & Slattery re discovery
Haddock David	Director	Investigations - Litigations/recoveries	28/02/2019	0.1	585	58.50 Discuss discovery review with Lorraine Plail
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	28/02/2019	0.1	510	51.00 grower discovery call
Phillips Natalie	Manager	Investigations - Litigations/recoveries	28/02/2019	1.0	465.00	465.00 Weekly call. Contract negotiating.

Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	28/02/2019	7.2	445	3,204.00	Attendance at Iron Mountain, Glenorchy, to review records for grower claim discovery. Email copy of records listing from Launceston review to Miranda Priddle. Emails to Robert Wood regarding box listing for records not yet reviewed, and additional barcodes required for Iron Mountain task. Email listing of reviewed records for the day to Jessica Samuel of Johnson Winter & Slattery. Email to Daniel Campbell regarding various actions required for Launceston facility Telephone attendance upon Margaret of Ultimate Storage regarding update on removal of records from storage.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	28/02/2019	2.2	510	1,122.00	Various telephone calls with Lorraine Plail regarding legal discovery in Hobart and finalisation of Launceston discovery Discussion with David Haddock regarding grower claim discovery Weekly grower discovery call with Johnson Winter & Slattery Telephone call with Bill Wind from KordaMentha regarding legal discovery record at Port Melbourne facility Telephone call with Rena Solomonidis from Johnson Winter & Slattery regarding same
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	01/03/2019	6.5	445	2,892.50	Attendance at Iron Mountain, Glenorchy, to review records for grower claim discovery.
Sisk Martin	Director	Investigations - Litigations/recoveries	01/03/2019	2.0	585	1,170.00	hard copy scanning - preparation work
Haddock David	Director	Investigations - Conducting investigations	04/03/2019	0.4	585	234.00	Read long letter from Piper Alderman re claims
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	04/03/2019	6.5	310	2,015.00	Setting up coding fields and tagging layouts. Exporting and organising fields for easy loadfiles
Haddock David	Director	Investigations - Litigations/recoveries	04/03/2019	0.2	585	117.00	email from Rena Solomonidis of Johnson Winter & Slattery re insurer overdue invoices and respond
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	04/03/2019	0.5	510	255.00	Grower claim discovery conference call.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	04/03/2019	1.3	445	578.50	Telephone attendance upon Sam Randell of KordaMentha regarding records held in Port Melbourne Iron Mountain facility Telephone attendance upon Paul of Shred-X regarding access to Launceston storage unit Emails with Robert Wood of Gunns regarding actions to be undertaken today Telephone attendance upon Daniel Campbell regarding collection of records from Launceston Communications with Georgia Martin of the mail room regarding courier request Discussions with Miranda Priddle regarding books and records listing updates Investigate options for hiring pallet trolley Discussions with Natalie Phillips regarding coding of KPMG documents
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	04/03/2019	0.3	510	153.00	De-brief with Lorraine Plail post discovery trip to Tasmania
Haddock David	Director	Creditors - Creditor's enquiries	05/03/2019	0.1	585	58.50	email from Lorraine Plail re grower query
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	05/03/2019	2.0	310	620.00	Setting up, creating and using loadfiles to import information into the Gunns Growers case
Haddock David	Director	Investigations - Litigations/recoveries	05/03/2019	0.4	585	234.00	conference call Johnson Winter & Slattery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	05/03/2019	3.5	465.00	1,627.50	Drafted hard copy scanning protocol. Lorraine Plail discussion the boxes. Co-ordinated single list of boxes.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	05/03/2019	0.6	445	267.00	Emails with Bill Wind and Sam Randell of KordaMentha regarding books and records, including detailed listing of records extracted from Port Melbourne and instructions for first delivery from Hobart Telephone attendance upon Robert Wood of Gunns Plantations Limited regarding collection of balance of records
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	05/03/2019	1.3	510	663.00	Grower claim - review correspondence received from Piper Alderman Weekly grower call with Johnson Winter & Slattery Telephone call with Natalie Phillips regarding update on Lit Support and discovery
Sisk Martin	Director	Investigations - Litigations/recoveries	05/03/2019	1.0	585	585.00	Update with Natalie Phillips on progress and next steps
Plail Lorraine	Assistant Manager	Administration - Bank account administration	06/03/2019	0.3	445	133.50	Prepare ultimate storage payment voucher. Telephone attendance upon Margaret Gilpin of Ultimate Storage regarding same.
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	06/03/2019	0.2	445	89.00	Telephone attendance upon Peter Tylor regarding transferring data to team drives to increase searchability
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	06/03/2019	5.3	310	1,643.00	Organising excel documents containing relevant information for the recordings of boxes and bundles for relevant documents related to the Gunns Growers Case. Combining various spreadsheets into a single document for ease of communication and keeping track of changes
Phillips Natalie	Manager	Investigations - Litigations/recoveries	06/03/2019	3.5	465.00	1,627.50	Completed draft hard copy scanning protocol. Call Samantha Tomvald TIMG re hard copy scanning. Completion of box list. Summation validation.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	06/03/2019	0.6	445	267.00	Emails with Tom Marijanovic regarding records in Launceston and finalised listing of records for discovery Discussions with Natalie Phillips regarding coding for hard copy discovery by location
Tylor Peter	Client Services Engineer	Trade on - Processing receipts and payments	06/03/2019	1.5	310	465.00	Full backup of Ex-Employees mailboxes for the Gunns Plantation Office 365 server
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	07/03/2019	0.2	190	38.00	Drafted February 2019 Business Activity Statement, emailed to case staff for review and updated Insol task
Priddle Miranda	Senior Manager	Administration - ATO and other statutory reporting	07/03/2019	0.1	510	51.00	Review email from Christine Adams from Australian Taxation Office regarding withdrawal of product rulings
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	07/03/2019	0.4	190	76.00	Bank reconciliations for February 2019 of all bank accounts, in order to draft February 2019 Business Activity Statement
Plail Lorraine	Assistant Manager	Administration - Bank account administration	07/03/2019	0.3	445	133.50	Prepare payment voucher for Ultimate Storage Scan and email to accounts team for processing

Plail Lorraine	Assistant Manager	Administration - Books and records/storage	07/03/2019	1.1	445	489.50 Upload various documents from S Drive to Google Team Drive to improve searchability of historical documents
Plail Lorraine	Assistant Manager	Administration - General correspondence	07/03/2019	0.2	445	89.00 Emails with representatives of Adapt-a-lift regarding hire of pallet jack
Phillips Natalie	Manager	Investigations - Litigations/recoveries	07/03/2019	4.0	465.00	1,860.00 Created a costing spreadsheet for hardcopy scanning. Added the Port Melbourne boxes to the tracking spreadsheet. Weekly call. Reviewed LitSupport protocols for HardCopy. Summation patching.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	07/03/2019	1.5	445	667.50 Discussions with Natalie Phillips regarding cost estimate for hard copy discovery Attendance at telephone meeting with Miranda Priddle, Natalie Phillips and Anna McLaurin and Rena Solommondis, Martha Byrne, Ben Bishop of Johnson Winter & Slattery regarding grower claim discovery
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	07/03/2019	1.3	510	663.00 Meeting with Natalie Phillips to discuss LitSupport costs for hard copy scanning and coding Discussion with Lorraine Plail regarding LitSupport for discovery. Weekly discovery call with Johnson Winter & Slattery
Sisk Martin	Director	Investigations - Litigations/recoveries	07/03/2019	0.5	585	292.50 Hard copy scanning preparation
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	07/03/2019	0.1	510	51.00 Review and approve payment voucher for Ultimate Storage Solutions
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	08/03/2019	0.5	190	95.00 Processed x3 transfers and entered Journal entries - 'Additional interest relating to the final payment of debtors' Processed payment for Gunns Plantations (R&M)
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	08/03/2019	0.2	190	38.00 Reviewed payments on INSOL cashbook and bank upload, sent email to Partner to action online approval
Plail Lorraine	Assistant Manager	Administration - General correspondence	08/03/2019	0.5	445	222.50 Prepare application for pallet lift hire, emails with representatives at Adapt a lift regarding same
Haddock David	Director	Investigations - Litigations/recoveries	08/03/2019	0.2	585	117.00 Reading Johnson Winter & Slattery emails
Phillips Natalie	Manager	Investigations - Litigations/recoveries	08/03/2019	2.5	465.00	1,162.50 New quotes for LitSupport and alternative quote from LawInOrder. Call with LawInOrder to discuss further details.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	08/03/2019	0.4	445	178.00 Review hard copy discovery protocol Discussions with Natalie Phillips regarding same
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	08/03/2019	0.1	510	51.00 Grower claim - Review proposed draft response to Piper Alderman letter
Sisk Martin	Director	Investigations - Litigations/recoveries	11/03/2019	1.0	585	585.00 Hard copy scanning protocol and setup
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	12/03/2019	0.2	190	38.00 Created and processed EFT payment in Insol cashbook for payment to Ultimate Storage Solutions, uploaded payment to National Australia Bank Connect, and emailed to manager for review
Plail Lorraine	Assistant Manager	Administration - Bank account administration	12/03/2019	0.3	445	133.50 Meeting with Miranda Priddle regarding bank account monitoring spreadsheet
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	12/03/2019	0.2	190	38.00 Reviewed payments and emailed to Partner to action online approval
Plail Lorraine	Assistant Manager	Employees - Other employee issues	12/03/2019	0.1	445	44.50 Email to Robert Wood of Gunns Plantations Limited (Receivers and Managers Appointed)(In Liquidation) regarding timesheets
Haddock David	Director	Investigations - Conducting investigations	12/03/2019	0.3	585	175.50 Conference call with Johnson Winter & Slattery and Miranda Priddle
Haddock David	Director	Investigations - Litigations/recoveries	12/03/2019	0.2	585	117.00 Emails Rena Solomonidis re consent to insurer re correspondence to plaintiffs
Phillips Natalie	Manager	Investigations - Litigations/recoveries	12/03/2019	2.0	465.00	930.00 Got onshore pricing from LitSupport. Requested further pricing with box restoration and suggested the team get approval to go ahead.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	12/03/2019	0.3	445	133.50 Discussions with Natalie Philips regarding hard copy discover, quotes received, contract approval status and further approvals required before proceeding.
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	12/03/2019	0.5	510	255.00 Weekly Gunns grower claim call with Johnson Winter & Slattery Review draft correspondence to Piper Alderman regarding discovery
Crestale Ilaria	Senior Bookkeeper	Administration - ASIC/AFSA forms	13/03/2019	1.8	190	342.00 - Drafted Form 5602 in Insol, emailed to case staff for review and updated Insol task - Resolved unbalanced transaction (dated April 2018) issue, which involved undoing all bank reconciliations to April 2018, removing all lodgements from Insol dating to April 2018, adjusting the entry and re-saving all documents, bank reconciliations and reports from April 2018 to
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	13/03/2019	0.6	190	114.00 - Bank reconciliations of all bank accounts in Insol cashbook: downloaded National Australia Bank transaction listings, saved bank reconciliation reports and compiled the information together into one document to send to case staff, together with Form 5602 draft - Created and processed voucher in Insol for payment to Mr Robert Wood, uploaded to National Australia Bank Connect and emailed to manager
Crosbie Craig	Appointee	Administration - Bank account administration	13/03/2019	0.3	675	202.50 Review and approve EFT payments
Plail Lorraine	Assistant Manager	Administration - Bank account administration	13/03/2019	0.3	445	133.50 Calculate and prepare payment voucher and supporting documents for Robert Wood
Plail Lorraine	Assistant Manager	Administration - General correspondence	13/03/2019	0.1	445	44.50 Email to Margaret Gilpin of Ultimate Storage regarding payment of storage unit costs
Haddock David	Director	Investigations - Conducting investigations	13/03/2019	0.2	585	117.00 Emails Rena Solomonidis of Johnson Winter & Slattery re Piper Alderman correspondence and insurer
Phillips Natalie	Manager	Investigations - Litigations/recoveries	13/03/2019	1.5	465.00	697.50 Quote out to Johnson Winter & Slattery. Confirmed turn around time.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	13/03/2019	1.1	445	489.50 Draft correspondence to Johnson Winter & Slattery regarding quotes received for hard copy discovery Emails with Sam Randell of KordaMentha regarding boxes requested from Hobart and timing of delivery Emails with Daniel Campbell regarding barcoding of boxes, status requested deliveries and invoices/quotes outstanding Emails with Michael Donohoe of Adapt-a-lift regarding request for pallet jack delivery

Crestale Ilaria	Senior Bookkeeper	Administration - ASIC/AFSA forms	14/03/2019	2.0	190	380.00	Resolved further issues from unbalanced transaction dating back to April 2018: undid all bank reconciliations to April 2018, removed all lodgements from Insol dating to April 2018, adjusting the entry and re-saving all documents, bank reconciliations and reports from April 2018 to
Plail Lorraine	Assistant Manager	Administration - Bank account administration	14/03/2019	0.1	445	44.50	Scan and email payment voucher for Robert Wood wages
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	14/03/2019	0.1	510	51.00	Grower Claim review various emails about discovery
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	14/03/2019	0.1	445	44.50	Calculate Robert Wood costs for discovery period
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	14/03/2019	0.2	445	89.00	Discussions with Natalie Phillips regarding delay to hard copy discovery
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	14/03/2019	0.2	510	102.00	Review email from Rena Solomonidis from Johnson Winter & Slattery regarding correspondence with Lander & Rogers and Piper Alderman
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	14/03/2019	0.1	510	51.00	Review and approve payment voucher for Robert Wood wages
Priddle Miranda	Senior Manager	Administration - Bank account administration	15/03/2019	0.1	510	51.00	Review and approve payment for Robert Wood wages
Haddock David	Director	Creditors - Creditor's enquiries	15/03/2019	0.4	585	234.00	Discuss grower query with Lorraine Plail. Edit email to Grower re audit claim
Haddock David	Director	Investigations - Conducting investigations	15/03/2019	0.7	585	409.50	Emails Rena Solomonidis of Johnson Winter & Slattery re mediation. Discuss Craig Crosbie. Emails Rena Solomonidis re Lander & Rogers agreement, instructions
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	15/03/2019	0.4	445	178.00	Review correspondence from Rena Solomonidis of Johnson Winter & Slattery regarding update on grower claim Forward correspondence to Natalie Phillips Telephone attendance upon Natalie Phillips regarding likelihood of discovery proceeding and expected timeline
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	15/03/2019	0.1	510	51.00	Telephone call with Ben Bishop from Johnson Winter & Slattery regarding grower claim costs to be provided to AIG
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	18/03/2019	0.2	190	38.00	Logged onto Australian Taxation Office portal, finalised Business Activity Statement for February 2019, emailed to case staff for signature and updated Insol task
McLaurin Anna	Senior Manager	Administration - ATO and other statutory reporting	18/03/2019	0.2	510	102.00	Review Business Activity Statement
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	18/03/2019	0.1	445	44.50	Email to Michael Dohohoe of Adapt-a-lift regarding timing for delivery of pallet jack
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	18/03/2019	0.2	445	89.00	Various discussions with Robert Wood regarding timesheets, discovery status and progress on boxing remaining records
Plail Lorraine	Assistant Manager	Dividend - Dividend procedures	18/03/2019	3.1	445	1,379.50	Update worksheet for distributions paid, costs incurred and current balances held in custodian account including correct split of interest across pruning and Gunns Unclaimed money Update pruning worksheet for current interest balance Prepare and finalise post distribution reconciliation worksheet for Gunns unclaimed money and begin drafting spreadsheet required for
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	18/03/2019	0.5	510	255.00	Telephone call with Johnson Winter & Slattery regarding audit proceeds, insurance, application to revoke leave to proceed, discovery, mediation
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	18/03/2019	0.5	510	255.00	Weekly grower call with Johnson Winter & Slattery Discussion with Anna McLaurin post-call to discuss various aspects to grower claim
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	19/03/2019	0.2	190	38.00	Lodged February 2019 Business Activity Statement via Australian Taxation Office portal, emailed lodgement confirmation to case staff, updated Insol records and task
Crosbie Craig	Appointee	Administration - ATO and other statutory reporting	19/03/2019	0.3	675	202.50	Review and approve Business Activity Statement for lodgement
Plail Lorraine	Assistant Manager	Dividend - Dividend procedures	19/03/2019	0.4	445	178.00	Various discussions with Miranda Priddle regarding worksheet for custodian account funds split and interest allocation Review historical information to provide supporting documents for past transactions
Priddle Miranda	Senior Manager	Dividend - Dividend procedures	19/03/2019	1.6	510	816.00	Review Gunns unclaimed monies reconciliation for lodgement to Australian Securities & Investments Commissoon Discuss calculations and reconciliations with Lorraine Plail
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	20/03/2019	0.4	445	178.00	Review and update outstanding tasks listing
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	21/03/2019	0.2	190	38.00	Reviewed payments, sent email to Partner to action online approval
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	21/03/2019	0.2	510	102.00	update meeting with Miranda Priddle and Craig Crosbie
Priddle Miranda	Senior Manager	Administration - Planning/review/supervision	21/03/2019	0.2	510	102.00	Fortnightly catch-up with Craig Crosbie
Haddock David	Director	Investigations - Conducting investigations	21/03/2019	0.1	585	58.50	email Rena Solomonidis of Johnson Winter & Slattery re mediation
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	22/03/2019	0.2	190	38.00	Created voucher in Insol cashbook and processed payment for Ultimate Storage Solutions, uploaded payment to National Australia Bank Connect site, emailed to manager for review
Plail Lorraine	Assistant Manager	Administration - Bank account administration	22/03/2019	0.3	445	133.50	Prepare ultimate storage payment voucher and supporting documents Review records for details of prior payment made to Adapt a lift. Email to accounts team requesting account verification form
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	22/03/2019	0.2	445	89.00	Internal emails regarding ability to give notice to vacate storage unit and actions required beforehand
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	22/03/2019	0.1	510	51.00	Review emails regarding books and records
Plail Lorraine	Assistant Manager	Dividend - Dividend procedures	22/03/2019	0.2	445	89.00	Gunns unclaimed money - Prepare payment voucher and supporting documents for dividend payment

Haddock David	Director	Investigations - Conducting investigations	22/03/2019	0.4	585	234.00 email from Rena Solomonidis of Johnson Winter & Slatter re application to stay
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	22/03/2019	0.3	510	153.00 Receive and read email from Rena Solomonidis of Johnson Winter & Slattery regarding application to revoke leave
Priddle Miranda	Senior Manager	Investigations - Litigations/recoveries	22/03/2019	0.2	510	102.00 Review email from Rena Solomonidis from Johnson Winter & Slattery regarding application to revoke leave
Priddle Miranda	Senior Manager	Trade on - Processing receipts and payments	22/03/2019	0.1	510	51.00 Review and approve payment voucher for Ultimate Storage Solutions
McLaurin Anna	Senior Manager	Dividend - Dividend procedures	25/03/2019	0.1	510	51.00 Review draft email from Lorraine Plail regarding competing claims affidavit and Bendigo and Adelaide bank correspondence
Haddock David	Director	Investigations - Conducting investigations	25/03/2019	0.2	585	117.00 Respond to Rena Solomonidis of Johnson Winter & Slattery re application to stay
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	25/03/2019	0.1	510	51.00 Email from David Haddock to Rena Solomonidis of Johnson Winter & Slattery regarding revoking leave to proceed
Plail Lorraine	Assistant Manager	Dividend - Dividend procedures	26/03/2019	0.2	445	89.00 Emails with David Haddock regarding distributions made to growers across all schemes
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	27/03/2019	0.2	445	89.00 Email to Robert Wood regarding status of books and records re-boxing, and possible onsite discovery
Haddock David	Director	Investigations - Conducting investigations	27/03/2019	0.6	585	351.00 Emails to and from Rena Solomonidis of Johnson Winter & Slattery re letters to Piper Alderman re hearing and discovery
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	27/03/2019	0.8	445	356.00 Telephone attendance upon Rena Solomondis of Johnson Winter & Slattery regarding proposed correspondence for grower email. Review various draft correspondences and email regarding same Send email to David Haddock and Anna McLaurin regarding location of books and records and request to view them on location
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	28/03/2019	1.9	445	845.50 Various emails and correspondences with Elizabeth Meng and David Haddock regarding requests for Gunns Plantations historical information Provide instructions on where documents saved and how to search Search records to locate: - information regarding proof of debts submitted by specified creditors - copies of said proof of debts - aged payables listing - Report as at Affairs - details of all woodlot investments broken down by scheme type
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	28/03/2019	0.2	510	102.00 Discussions with Craig Crosbie and Lorraine Plail regarding status of file
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	29/03/2019	0.2	445	89.00 Telephone attendance upon Robert Wood, Gunns employee, regarding update on vacating unit and potential discovery for grower claim
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	29/03/2019	0.1	510	51.00 Review Arnold Bloch Leibler invoice
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	29/03/2019	0.1	510	51.00 Forward AIG invoice to Johnson Winter & Slattery
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	01/04/2019	0.2	190	38.00 Drafted March 2019 Business Activity Statement, emailed to case staff for review and updated Insol task
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	01/04/2019	0.5	190	95.00 Bank reconciliation for March 2019: downloaded monthly listings from National Australia Bank Connect site, performed reconciliations in Insol cashbook, compiled into one PDF document to attach as part of March 2019 Business Activity Statement draft
Plail Lorraine	Assistant Manager	Administration - Bank account administration	01/04/2019	0.3	445	133.50 Prepare payment vouchers x2 for fee payment, and internal transfers
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	01/04/2019	0.1	445	44.50 Emails with Daniel Campbell requesting update on barcoding of boxes sent to Hobart
Plail Lorraine	Assistant Manager	Administration - General correspondence	01/04/2019	0.9	445	400.50 Locate relevant supporting documents for fee invoice payments including explaining transfers, locating prior vouchers, reviewing cash master and explaining court approval process - 0.8 units Emails with Adapt a lift regarding outstanding invoice and request for vendor creation form - 0.1 units
Haddock David	Director	Investigations - Conducting investigations	01/04/2019	0.6	585	351.00 Email from Johnson Winter & Slattery re Piper Alderman correspondence, internal and Johnson Winter & Slattery emails re call and correspondence
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	01/04/2019	0.3	510	153.00 Read letter from Piper Alderman and Johnson Winter & Slattery draft response, correspond with Johnson Winter & Slattery regarding response and attachments
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	02/04/2019	0.2	445	89.00 Review Insol for checklist status. Review outstanding tasks
Haddock David	Director	Investigations - Conducting investigations	02/04/2019	0.8	585	468.00 Consider Piper Alderman letter, Johnson Winter & Slattery proposed response. Email Ben Bishop of Johnson Winter & Slattery with suggested changes
Phillips Natalie	Manager	Investigations - Litigations/recoveries	02/04/2019	2.0	465	930.00 Prepare for meeting re summation future with Peter Tylor, David Haddock and Carl Hoerner
Haddock David	Director	Investigations - Conducting investigations	03/04/2019	1.1	585	643.50 Email from Ben Bishop of Johnson Winter & Slattery re directions hearing, review affidavit, email Natalie Phillips re same, further emails with Ben Bishop. Review and agree letter to Piper Alderman re claim
Haddock David	Director	Investigations - Litigations/recoveries	03/04/2019	0.6	585	351.00 Email from Ben Bishop of Johnson Winter & Slattery re affidavit issues, call to Martin Sisk, call to Ben Bishop
Haddock David	Director	Investigations - Litigations/recoveries	03/04/2019	0.4	585	234.00 email Ben Bishop of Johnson Winter & Slattery re comments from Natalie Phillips, review same
Phillips Natalie	Manager	Investigations - Litigations/recoveries	03/04/2019	3.5	465	1,627.50 Review affidavit of Benjamin William Charles Renfrey. Hard copy quotes. Summation sizes with Tomas Marijanovic - writing scripts.

Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	03/04/2019	1.1	445	489.50 Various emails regarding draft affidavit for Ben Renfrey of Johnson Winter & Slattery. Review draft affidavit and insert relevant changes and comments. Telephone attendance upon Natalie Phillips regarding same.
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	04/04/2019	0.4	445	178.00 Draft correspondence to Ray Merrick of Australian Securities & Investments Commisison regarding general file update and proposed meeting. Send correspondence to Ray Merrick.
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	04/04/2019	0.1	510	51.00 Review status of affidavit in Grower Claim matter
McLaurin Anna	Senior Manager	Dividend - Dividend procedures	04/04/2019	0.2	510	102.00 Handover from Lorraine Plail on Australian Securities & Investments Commisison unclaimed monies dividend relating to GPL funds (not scheme related)
Plail Lorraine	Assistant Manager	Dividend - Dividend procedures	04/04/2019	0.5	445	222.50 Meeting with Anna McLaurin to discuss various matters, including Gunns unclaimed money worksheet and payment of dividend from same to J Elliott.
Haddock David	Director	Investigations - Conducting investigations	04/04/2019	1.3	585	760.50 Numerous emails Ben Bishop of Johnson Winter & Slattery re affidavit re discovery and Martin Sisk responses, email from Natalie Phillips re IT processing, review affidavit and email Ben Bishop, further emails from Johnson Winter & Slattery
Haddock David	Director	Investigations - Litigations/recoveries	04/04/2019	0.3	585	175.50 further emails from Johnson Winter & Slattery re Piper Alderman correspondence
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	04/04/2019	0.6	510	306.00 Review emails regarding Grower Claim, Johnson Winter & Slattery affidavit and motions for delaying discovery, review correspondence from Johnson Winter & Slattery including plaintiff's short minutes of order, Lander and Rogers letter, Kennedys' letter
Phillips Natalie	Manager	Investigations - Litigations/recoveries	04/04/2019	1.0	465	465.00 Estimated number of servers
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	04/04/2019	0.4	445	178.00 Review copy of finalised affidavit. Review correspondence from Piper Alderman and Johnson Winter & Slattery advice regarding same.
McLaurin Anna	Senior Manager	Administration - ATO and other statutory reporting	05/04/2019	0.2	510	102.00 Review Business Activity Statement and request information from Lorraine Plail
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	05/04/2019	0.3	190	57.00 - Created and posted vouchers in Insol cashbook for payment of intercompany transfers, uploaded payments to National Australia Bank Connect and emailed to manager for review - Created and posted vouchers in Insol cashbook for payment to PricewaterhouseCoopers, uploaded payments to National Australia Bank
Crosbie Craig	Appointee	Administration - Bank account administration	05/04/2019	0.3	675	202.50 Review and approve EFT payments
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	05/04/2019	0.2	190	38.00 Reviewed payments and emailed to Partner for online approval
Haddock David	Director	Investigations - Conducting investigations	05/04/2019	0.4	585	234.00 Email from Ben Bishop of Johnson Winter & Slattery re update on hearing
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	05/04/2019	0.3	510	153.00 Read email from Ben Bishop of Johnson Winter & Slattery regarding directions hearing for Grower Claim and provide email response
Phillips Natalie	Manager	Investigations - Litigations/recoveries	05/04/2019	0.4	465	186.00 Email regarding Gunns Growers Claim discovery
McLaurin Anna	Senior Manager	Administration - ASIC/AFSA forms	08/04/2019	0.1	510	51.00 Review and request data for 5602
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	08/04/2019	0.1	445	44.50 Review various Australian Securities & Investments Commisison correspondences forwarded by Sarah Hill of KordaMentha regarding annual scheme statements
Plail Lorraine	Assistant Manager	Administration - ATO and other statutory reporting	08/04/2019	0.3	445	133.50 Review Business Activity Statement comments from Anna McLaurin. Review INSOL transactions for GST allocation compared Business Activity Statement report. Email to Anna McLaurin regarding same.
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	08/04/2019	0.3	190	57.00 - Created and posted vouchers in Insol cashbook for payment of intercompany transfers, uploaded payments to National Australia Bank Connect and emailed to manager for review - Created and posted vouchers in Insol cashbook for payment to J Elliott, uploaded payment to National Australia Bank Connect, compiled all
Plail Lorraine	Assistant Manager	Administration - General correspondence	08/04/2019	0.1	445	44.50 Email Adapt a lift regarding outstanding invoice
Crosbie Craig	Appointee	Investigations - Conducting investigations	08/04/2019	0.8	675	540.00 Review and swear competing claims affidavit.
Haddock David	Director	Investigations - Conducting investigations	08/04/2019	0.2	585	117.00 email from Ben Bishop of Johnson Winter & Slattery re insurer issues and payment to counsel
Haddock David	Director	Investigations - Litigations/recoveries	08/04/2019	0.5	585	292.50 Email from Rena Solomonidis of Johnson Winter & Slattery re reasonable costs, discovery and data
Haddock David	Director	Investigations - Litigations/recoveries	08/04/2019	0.9	585	526.50 update email to Craig Crosbie, email from Anna McLaurin re discovery, weekly call
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	08/04/2019	2.1	510	1,071.00 Review emails from Johnson Winter & Slattery regarding directions hearing outcomes, send email to Craig Crosbie and David Haddock regarding discovery plan, various emails with Johnson Winter & Slattery regarding grower claim, teleconference with Johnson Winter & Slattery regarding grower claim discovery and other matters, correspondence to clarify ability to make documents available, correspondence regarding
Phillips Natalie	Manager	Investigations - Litigations/recoveries	08/04/2019	1.0	465	465.00 Request for access to Gunns servers
Plail Lorraine	Assistant Manager	Administration - ATO and other statutory reporting	09/04/2019	0.1	445	44.50 Discussion with Ilaria Crestale regarding Business Activity Statement queries. Email to Anna McLaurin regarding same
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	09/04/2019	0.2	445	89.00 Emails with Daniel Campbell of records team regarding box number data provided by Iron Mountain.
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	09/04/2019	0.1	445	44.50 Email to Robert Wood, Gunns employee, regarding timesheets, and books and records status
Haddock David	Director	Investigations - Conducting investigations	09/04/2019	0.3	585	175.50 Emails from Rena Solomonidis of Johnson Winter & Slattery re notice to produce
Phillips Natalie	Manager	Investigations - Litigations/recoveries	09/04/2019	2.5	465	1,162.50 Discussion with Martin Sisk regarding Gunns discovery. Call with Lorraine Plail, Anna McLaurin and Martin Sisk re access to the file shares.

Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	09/04/2019	1.3	445	578.50 Discussions with Natalie Phillips regarding request to access electronic Gunns data. Attendance at meeting with Martin Sisk, Natalie Phillips and Anna McLaurin regarding request to access data. Update engagement letter and supporting documents for cost of managing discovery and other tasks in grower claim Email copy to Anna McLaurin
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	10/04/2019	0.2	190	38.00 Reviewed payments and sent via email to Partner for online approval
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	10/04/2019	2.1	510	1,071.00 Attend to amending and reissuing invoices to insurer
Haddock David	Director	Investigations - Litigations/recoveries	10/04/2019	0.6	585	351.00 Conference call Johnson Winter & Slattery and Anna McLaurin re correspondence, email from Craig Crosbie
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	10/04/2019	0.7	510	357.00 Attend teleconference with Johnson Winter & Slattery regarding notice to issue and other litigation matters relating to grower claim, call with Rena Solomonidis of Johnson Winter & Slattery regarding discovery
Kumar Sonal	Bookkeeper	Administration - Bank account administration	11/04/2019	0.5	180	90.00 deposit cheque at National Australia Bank branch in Collins St
Plail Lorraine	Assistant Manager	Administration - Bank account administration	11/04/2019	0.5	445	222.50 Finalise payment voucher for quarterly super and letter to super fund Prepare payment voucher and supporting documents for Adapt-a-lift hire. Review and attach vendor creation form
Haddock David	Director	Investigations - Litigations/recoveries	11/04/2019	0.5	585	292.50 Review opt out notice, email Rena Solomonidis of Johnson Winter & Slattery, email from Anna McLaurin re insurer response
Plail Lorraine	Assistant Manager	Dividend - Dividend procedures	11/04/2019	0.2	445	89.00 Pruning - Emails with grower regarding distribution funds received. Review records and locate copy of notice regarding same.
Haddock David	Director	Investigations - Conducting investigations	11/04/2019	1.2	585	702.00 review affidavit, email Ben Bishop of Johnson Winter & Slattery, email from Rena Solomonidis of Johnson Winter & Slattery re opt out notice and respond, further email exchange re affidavit
Haddock David	Director	Investigations - Litigations/recoveries	11/04/2019	1.3	585	760.50 Emails from Rena Solomonidis of Johnson Winter & Slattery, call from Rena Solomonidis, review correspondence from Lander & Rogers to be issued, provide comments. Email from Anna McLaurin re discovery solution and respond. Further emails Rena Solomonidis and response re
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	11/04/2019	1.2	510	612.00 Emails regarding grower claim discovery, including strategy and legal correspondence, terms of engagement, review Ben Renfrey affidavit, call with Rena Solomonidis of Johnson Winter & Slattery regarding discovery and forensic information
Phillips Natalie	Manager	Investigations - Litigations/recoveries	11/04/2019	0.5	465	232.50 Summation maintenance
McLaurin Anna	Senior Manager	Administration - ATO and other statutory reporting	12/04/2019	0.1	510	51.00 Approve Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	12/04/2019	0.2	190	38.00 Created voucher in Insol cashbook and processed EFT wages payment for Robert Wood, uploaded onto National Australia Bank Connect, compiled all supporting documentation into one PDF file and emailed to manager for review
Plail Lorraine	Assistant Manager	Administration - Bank account administration	12/04/2019	0.6	445	267.00 Review timesheets provide by Robert Wood and prepare payment voucher and supporting documents.
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	12/04/2019	0.2	190	38.00 Reviewed payments and emailed to Partner to action online approval
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	12/04/2019	0.3	445	133.50 Emails with Daniel Campbell of records team and Robert Wood, Gunns employee, regarding collection of final records from Launceston storage facility
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	12/04/2019	0.5	510	255.00 Review and approve Robert Wood superannuation payment, wages, payment of lift hire, receipt voucher, review bills and send to partner for approval
Haddock David	Director	Investigations - Conducting investigations	12/04/2019	0.8	585	468.00 Review affidavit and futher email from Johnson Winter & Slattery
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	12/04/2019	2.0	510	1,020.00 Grower Claim proceedings, review various correspondence regarding notice to produce and discovery applications, draft engagement letter to AIG, including updating cost estimates from 5 October 2018 and seeking partner review, read further correspondence provided by Johnson Winter & Slattery from Thomson Greer regarding notice to produce and opt-out notice
Carson Ian	Appointee	Administration - Planning/review/supervision	15/04/2019	0.5	675	337.50 Signed Gunns paperwork
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	15/04/2019	1.0	510	510.00 Review draft submission to court regarding Grower Claim discovery motions, obtain information for Rena Solomonidis of Johnson Winter & Slattery and respond by email, review further correspondence from plaintiff's solicitors and Johnson Winter & Slattery regarding delay of discovery and production of documents and insurance policies, respond to Johnson Winter & Slattery, attend teleconference with Rena
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	16/04/2019	0.1	190	19.00 Finalised March 2019 Business Activity Statement via Australian Taxation Office portal, emailed to case staff for review, updated Insol task
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	16/04/2019	0.1	190	19.00 Created receipt voucher in Insol cashbook for funds expected to be received from Australian Taxation Office
Phillips Natalie	Manager	Investigations - Litigations/recoveries	16/04/2019	1.0	465	465.00 Risk clearance signed Non Disclose Agreement
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	17/04/2019	0.2	190	38.00 Lodged March 2019 Business Activity Statement via Australian Taxation Office portal, recorded document ID in Insol and updated Insol task
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	17/04/2019	0.1	190	19.00 - Created and processed voucher in Insol cashbook for payment to IOOF Superannuation, then gave physical cheque to case staff - Created and processed voucher in Insol cashbook for payment to Adapt-A-Lift, uploaded to National Australia Bank Connect, combined supporting documentation into one PDF document and emailed to manager for review
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	17/04/2019	0.2	190	38.00 Reviewed payments and emailed to Partner for approval
Haddock David	Director	Investigations - Conducting investigations	17/04/2019	0.6	585	351.00 Review past emails re discovery, submissions, notifications, insurance policies, notices to produce, Johnson Winter & Slattery response, affidavit from Piper Alderman, some exhibits re lender liability, discovery required immediately,
Phillips Natalie	Manager	Investigations - Litigations/recoveries	17/04/2019	1.0	465	465.00 Call with Rena Solomonidis of Johnson Winter & Slattery. Assisted with expired passwords.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	17/04/2019	0.6	445	267.00 Various correspondences regarding documents for production and outcome of hearing Telephone attendance upon Natalie Phillips regarding same

McLaurin Anna	Senior Manager	Administration - ATO and other statutory reporting	18/04/2019	0.1	510	51.00 Review and approve final Business Activity Statement
Plail Lorraine	Assistant Manager	Administration - General correspondence	18/04/2019	0.1	445	44.50 Finalise correspondence to IOOF Super for payment of quarterly superannuation Post same with cheque
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	18/04/2019	0.5	510	255.00 Prepare for fortnightly update to Craig Crosbie, attend fortnightly update meeting, further task planning with Lorraine Plail
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	18/04/2019	0.2	445	89.00 Attendance at update meeting with Craig Crosbie and Anna McLaurin
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	18/04/2019	2.0	510	1,020.00 Review various email updates on Grower Claim court hearings and legal correspondence from Johnson Winter & Slattery, attend teleconference with Johnson Winter & Slattery and team regarding discovery process and documents to provide to Piper Alderman, draft letter to AIG regarding liquidator categories of work in defending the Proceedings, review proposal email from Rena Solomonidis regarding discovery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	18/04/2019	1.5	465	697.50 Chased problem logon for the Gunns Growers
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	18/04/2019	0.5	445	222.50 Attendance at telephone meeting with Anna McLaurin and Natalie Phillips and Rena Solomondis, Melodie Leuong and Damien Terbiler of Johnson Winter & Slattery regarding discovery for grower claim
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	23/04/2019	0.4	445	178.00 Emails with Adapt-a-lift regarding extending hire of pallet trolley Emails with Robert Wood regarding status of records boxing and intention to vacate storage unit Emails with Daniel Campbell regarding missing boxes
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	23/04/2019	0.3	445	133.50 Review and file emails received in gunns@ppbadvisory.com mailbox
Phillips Natalie	Manager	Investigations - Litigations/recoveries	23/04/2019	0.7	465	325.50 Working with Tomas Marijanovic to see why Erin Condello of Johnson Winter & Slattery couldn't log in
Plail Lorraine	Assistant Manager	Administration - General correspondence	24/04/2019	0.2	445	89.00 Emails with Adapt-a-lift regarding extension to pallet jack hire
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	24/04/2019	0.1	445	44.50 Discussions with Natalie Phillips regarding outstanding tasks for formal and informal discovery requested
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	26/04/2019	0.4	510	204.00 Update and send letter to Johnson Winter & Slattery regarding terms of AIG's policy and liquidators' costs
Phillips Natalie	Manager	Investigations - Litigations/recoveries	26/04/2019	1.5	465	697.50 Calls with Rena Solomonidis and Damien Terbiler of Johnson Winter & Slattery and Anna McLaurin.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	26/04/2019	0.2	445	89.00 Review email from Rena Solomonidis of Johnson Winter & Slattery regarding agreed discovery tasks and future actions Review sample documents regarding same
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	29/04/2019	0.2	445	89.00 Review various Australian Securities & Investments Commisson funding invoices received from KordaMentha Discussions with Kim Neill regarding same
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	29/04/2019	0.3	190	57.00 Prepared payment vouchers and processed EFT payments
Plail Lorraine	Assistant Manager	Administration - Bank account administration	29/04/2019	0.5	445	222.50 Prepare payment voucher for Ultimate Storage Prepare payment voucher for Adapt-a-Lift Forward vouchers to Anna McLaurin for review and approval
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	29/04/2019	0.2	445	89.00 Emails with Robert Wood, Gunns employee, regarding boxing of books and records Emails with Daniel Campbell of the records team regarding delivery of boxes and barcodes
Plail Lorraine	Assistant Manager	Administration - Document maintenance/filing	29/04/2019	0.1	445	44.50 Filing various emails to M-Files
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	29/04/2019	0.2	510	102.00 approve payments for records storage and pallet jack hire
Haddock David	Director	Investigations - Conducting investigations	29/04/2019	0.4	585	234.00 Reviewing emails re discovery from Rena Solomonidis of Johnson Winter & Slattery, Anna McLaurin and Natalie Phillips. Look at what is to be discovered.
Phillips Natalie	Manager	Investigations - Litigations/recoveries	29/04/2019	1.5	465	697.50 Put together the simplified totals and established the size of the volumes and communicated these to Peter Tylor. Summation maintenance. Calls with Martin Sisk. Email Rena Solomonidis of Johnson Winter & Slattery requesting discovery documents.
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	30/04/2019	0.2	445	89.00 Email to Margaret Gilpin of Ultimate Storage regarding vacating storage unit
Plail Lorraine	Assistant Manager	Administration - Document maintenance/filing	30/04/2019	0.4	445	178.00 Label hard copy records for filing
Crosbie Craig	Appointee	Creditors - Creditor reports	30/04/2019	0.7	675	472.50 Review and amend letters to growers and Committee Of Inspections members regarding competing claims application. Provide instructions to load information onto PricewaterhouseCoopers webpage.
Phillips Natalie	Manager	Investigations - Litigations/recoveries	30/04/2019	0.3	465	139.50 Put together the simplified totals and established the size of the volumes and communicated these to Peter Tylor. Summation maintenance.
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	01/05/2019	0.2	190	38.00 Drafted April 2019 Business Activity Statement, compiled all supporting documentation into one PDF and emailed to case staff for review, updated Insol task
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	01/05/2019	0.4	190	76.00 Bank reconciliation for April 2019: downloaded monthly listing from National Australia Bank Connect site, performed reconciliation in Insol cashbook and compiled documents into one PDF document
Haddock David	Director	Investigations - Litigations/recoveries	01/05/2019	0.1	585	58.50 Email from Rena Solomonidis of Johnson Winter & Slattery re policy cover
Phillips Natalie	Manager	Investigations - Litigations/recoveries	01/05/2019	0.5	465	232.50 Rebooting the Summaiton database and maintenance
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	02/05/2019	0.6	510	306.00 Update meeting with Lorraine Plail
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	02/05/2019	0.6	445	267.00 Meeting with Anna McLaurin regarding general file management going forward

McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	02/05/2019	1.2	510	612.00	Correspond with Johnson Winter & Slattery regarding letter to AIG, Dual
Phillips Natalie	Manager	Investigations - Litigations/recoveries	02/05/2019	0.5	465	232.50	Worked with Lee Walters for Summation's SQL maintenance
McLaurin Anna	Senior Manager	Administration - ATO and other statutory reporting	03/05/2019	0.3	510	153.00	Review Business Activity Statement
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	03/05/2019	0.2	510	102.00	Review emails from Rena Solomonidis of Johnson Winter & Slattery
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	03/05/2019	5.8	445	2,581.00	Review draft Form 5602 and bank reconciliations Review summary of receipts and payments and check to INSOL, updating for incorrect categories and noting where accounts payable vary total account balance Prepare schedule calculating correct remuneration and costs, bank account balances and asset values Review file for relevant historical information including asset realisations, prior 524's, remuneration approvals and creditor values Discussions with Ilaria Crestale regarding internal transfer reporting
Haddock David	Director	Investigations - Litigations/recoveries	03/05/2019	0.3	585	175.50	team emails re engagement
Haddock David	Director	Investigations - Litigations/recoveries	03/05/2019	0.2	585	117.00	Email from Anna McLaurin re engagement
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	03/05/2019	0.3	510	153.00	Respond to Johnson Winter & Slattery email regarding AIG letter
Phillips Natalie	Manager	Investigations - Litigations/recoveries	03/05/2019	0.3	465	139.50	Lee Walters - Database truncation and backup check in.
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	06/05/2019	0.6	445	267.00	Discussions with Anna McLaurin and Craig Crosbie regarding amendments to draft Form 5602 Make required changes and update supporting documents
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	06/05/2019	0.1	510	51.00	Discuss status of form 5602 with Lorraine Plail
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	06/05/2019	0.1	445	44.50	Email to Robert Wood regarding collection of books and records
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	06/05/2019	0.5	675	337.50	Review and amend letter of offer to the class action plaintiffs.
Haddock David	Director	Investigations - Litigations/recoveries	06/05/2019	0.4	585	234.00	emails from Rena Solomonidis of Johnson Winter & Slattery re offers, view responses. emails re agenda
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	06/05/2019	0.5	510	255.00	Review and respond to emails from Rena Solomonidis of Johnson Winter & Slattery regarding AIG letter, grower claim conference call agenda and proposed offer to plaintiffs
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	08/05/2019	1.3	445	578.50	Review receipt and payment detail to identify transactions which relate only to internal transfers, not required to be disclosed on Form 5602
Haddock David	Director	Investigations - Litigations/recoveries	08/05/2019	0.2	585	117.00	Internal & Johnson Winter & Slattery emails re mediation
McLaurin Anna	Senior Manager	Administration - ASIC/AFSA forms	09/05/2019	0.8	510	408.00	Review and request further information on form 5602
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	09/05/2019	0.3	445	133.50	Discussions with Anna McLaurin regarding amendments to Form 5602 asset reporting Review comments on draft Form 5602
Plail Lorraine	Assistant Manager	Administration - Bank account administration	09/05/2019	0.7	445	311.50	Pro-rata legal invoice per split used for prior payment. Prepare internal transfer request for scheme funds for payment Prepare payment voucher for legal fees
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	09/05/2019	0.7	445	311.50	Emails with Robert Wood regarding books and records boxing and collection, and vacating of storage unit Email to M Donohoe of Adapt-a-lift regarding collection of pallet trolley
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	09/05/2019	0.4	510	204.00	Review and forward Arnold Bloch Leibler invoices, calculate payment for Arnold Bloch Leibler invoices, locate files on M-files
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	09/05/2019	0.3	675	202.50	Review mediation agreement for growers claim. Internal email regarding mediation of growers' claim to occur on 25 June 2019.
Haddock David	Director	Investigations - Litigations/recoveries	09/05/2019	0.2	585	117.00	Emails from Anna McLaurin re mediation
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	09/05/2019	0.4	510	204.00	Review mediation agreement, internal emails and emails to Johnson Winter & Slattery regarding mediation
Phillips Natalie	Manager	Investigations - Litigations/recoveries	09/05/2019	0.5	465	232.50	Advice from AccessData on keeping and updating Summation
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	13/05/2019	0.6	445	267.00	Review unprocessed accounts payable and receivable in INSOL program and impact on Form 5602
Plail Lorraine	Assistant Manager	Administration - Bank account administration	13/05/2019	0.1	445	44.50	Email to Robert Wood requesting timesheets
Carson Ian	Appointee	Administration - Planning/review/supervision	13/05/2019	0.3	675	202.50	Signing papers for Gunns
Crestale Ilaria	Senior Bookkeeper	Administration - ASIC/AFSA forms	14/05/2019	1.9	190	361.00	Discussions with Lorraine Plail regarding coding of certain transactions in chart of accounts, amended coding of various transactions, and removed duplicate transactions of accounts payables and accounts receivables
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	14/05/2019	1.8	445	801.00	Discussions with accounts team to remove unprocessed transactions to show correct reporting for Form 5602, and ahead of migration Review amendments required per discussions with Anna McLaurin Recalculate asset values, removing scheme assets Review receipts and payments detailed listing to remove internal transfers Email to accounts team regarding proposed amendments

Plail Lorraine	Assistant Manager	Administration - Books and records/storage	14/05/2019	0.3	445	133.50 Emails with Kayhla Allford of Adapt-a-lift regarding collection of pallet jack Emails with Margaret Gilpin of Ultimate Storage regarding collection of rubbish from storage unit
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	14/05/2019	0.2	445	89.00 Review various correspondences from Rena Solomondis of Johnson Winter & Slattery regarding costs and settlement offer
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	15/05/2019	0.2	190	38.00 Lodged April 2019 Business Activity Statement via Australian Taxation Office portal, recorded document ID in Insol and updated Insol task
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	16/05/2019	0.3	445	133.50 Emails with Robert Wood of Gunns and Leanne Solomons of records team regarding final tasks for vacating storage unit
Plail Lorraine	Assistant Manager	Administration - Bank account administration	20/05/2019	0.6	445	267.00 Prepare payment voucher and supporting documents for Robert Wood wages payment
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	20/05/2019	0.4	445	178.00 Emails with Robert Wood of Gunns and Leeanne Solomons regarding collection of records and destruction of rubbish from Launceston Storage Unit.
Plail Lorraine	Assistant Manager	Administration - Document maintenance/filing	20/05/2019	0.3	445	133.50 Filing of various emails into M-Files
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	20/05/2019	0.1	510	51.00 Approve Robert Wood wage payment
Haddock David	Director	Investigations - Litigations/recoveries	20/05/2019	0.1	585	58.50 Email from Anna McLaurin re engagement letter feedback
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	20/05/2019	0.4	510	204.00 Respond to various emails from Johnson Winter & Slattery regarding settlement offer, AIG engagement letter
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	21/05/2019	0.6	445	267.00 Telephone attendance upon Australian Securities & Investments Commisison regarding industry funding invoice and correct treatment. Email to Christine Binder of Australian Securities & Investments Commisison regarding same.
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	21/05/2019	0.8	675	540.00 Review, amend and approve correspondence to growers and the Committee of Inspection to provide an update on the competing claims court application
Phillips Natalie	Manager	Investigations - Litigations/recoveries	21/05/2019	0.2	465	93.00 Meet with Peter Tylor - future of Summation
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	22/05/2019	0.2	190	38.00 Created payment voucher in Insol cashbook and processed EFT payment to Robert Wood, uploaded payment onto National Australia Bank Connect, compiled all supporting documentation into one PDF document and emailed payment to manager for review.
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	22/05/2019	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed all documents to Partner for approval
Haddock David	Director	Investigations - Litigations/recoveries	22/05/2019	0.5	585	292.50 Discuss confidentiality of 4772B with Craig Crosbie and impact on class action, email Ben Bishop of Johnson Winter & Slattery, call re same
Haddock David	Director	Investigations - Litigations/recoveries	22/05/2019	1.3	585	760.50 Long email from Rena Solomonidis of Johnson Winter & Slattery re Friday hearing, prior orders, confidentiality, review and email Rena Solomonidis. Further long email re offer to plaintiff, review and email Rena Solomonidis. Emails with Rena Solomonidis re execution of Non
Phillips Natalie	Manager	Investigations - Litigations/recoveries	22/05/2019	0.2	465	93.00 Summation maintenance
Haddock David	Director	Investigations - Litigations/recoveries	23/05/2019	0.4	585	234.00 Email from Rena Solomonidis of Johnson Winter & Slattery re further issues with disclosure and Piper Alderman correspondence
Haddock David	Director	Investigations - Litigations/recoveries	23/05/2019	0.4	585	234.00 Email form Rena Solomonidis of Johnson Winter & Slattery re affidavit from Piper Alderman
Crestale Ilaria	Senior Bookkeeper	Administration - ASIC/AFSA forms	24/05/2019	1.2	190	228.00 Amended (including suppressing growers' names and re-coding of transactions) and finalised Form 5602, uploaded onto Australian Securities & Investments Commisison portal and emailed to case staff for review, updated Insol task
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	24/05/2019	0.6	445	267.00 Review amended Form 5602 Email to AST regarding further amendments to be made Prepare supporting documents and checklist for partner review
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	24/05/2019	0.2	445	89.00 Review invoice provided by KordaMentha for books and records review Emails with Leanne Solomons regarding status of collections
Haddock David	Director	Investigations - Conducting investigations	24/05/2019	0.8	585	468.00 Emails from Rena Solomonidis of Johnson Winter & Slattery re direction hearing, call to Rena Solomonidis re same, review email from Rena Solomonidis re outcome
Haddock David	Director	Investigations - Litigations/recoveries	24/05/2019	0.2	585	117.00 Internal emails re Johnson Winter & Slattery correspondence
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	24/05/2019	0.3	510	153.00 Receive voicemail regarding Craig Crosbie affidavit from Martha Byrne at Johnson Winter & Slattery, review various emails from Johnson Winter & Slattery
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	24/05/2019	0.3	445	133.50 Review various correspondences regarding grower claim hearing
Crestale Ilaria	Senior Bookkeeper	Administration - ASIC/AFSA forms	27/05/2019	0.6	190	114.00 Amended and finalised Form 5602, uploaded onto Australian Securities & Investments Commisison portal and emailed to case staff for review, updated Insol task
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	27/05/2019	0.3	445	133.50 Review and amend Form 5602
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	27/05/2019	0.3	445	133.50 Emails with Robert Wood, of Gunns, and Leanne Solomons regarding exiting storage unit
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	27/05/2019	0.4	675	270.00 Review and approve letters to growers and committee of inspection regarding forthcoming directions hearing
Haddock David	Director	Investigations - Litigations/recoveries	27/05/2019	0.1	585	58.50 Email from Rena Solomonidis of Johnson Winter & Slattery re offer letter
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	27/05/2019	0.2	510	102.00 Review emails from Rena Solomonidis of Johnson Winter & Slattery regarding offer
Crestale Ilaria	Senior Bookkeeper	Administration - ASIC/AFSA forms	28/05/2019	1.0	190	190.00 Amended and finalised Form 5602 (including re-coding of transactions and discussions with Lorraine Plail), uploaded onto Australian Securities and Investments Commisison portal and emailed to case staff for review, updated Insol task

Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	28/05/2019	0.2	445	89.00 Review Miranda Priddle and add Anna McLaurin to gunns@ppbadvisory.com address Review emails in account
Crosbie Craig	Appointee	Administration - ASIC/AFSA forms	29/05/2019	0.4	675	270.00 Review and approve Form 5602 for lodgment with Australian Securities and Investments Commisson. Review and approve checklist
McLaurin Anna	Senior Manager	Administration - ASIC/AFSA forms	29/05/2019	0.4	510	204.00 Review form 5602
Plail Lorraine	Assistant Manager	Administration - ASIC/AFSA forms	29/05/2019	0.9	445	400.50 Review amended Form 5602, update supporting documents
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	29/05/2019	0.3	445	133.50 Emails with Robert Wood, of Gunns, and Leanne Solomons regarding collection of secure rubbish from storage unit
Haddock David	Director	Investigations - Litigations/recoveries	30/05/2019	0.2	585	117.00 Email Ben Bishop of Johnson Winter & Slattery re confidentiality
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	30/05/2019	0.5	510	255.00 Review letter from Ben Renfrey at Johnson Winter & Slattery regarding additional discovery documents, review and consider confidentiality agreement issued by court
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	30/05/2019	0.6	445	267.00 Conduct initial searches for grower claim
Haddock David	Director	Investigations - Litigations/recoveries	31/05/2019	0.3	585	175.50 Read and execute Non Disclosure Agreement
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	31/05/2019	0.1	510	51.00 Sign confidentiality agreement
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	31/05/2019	0.8	445	356.00 Review confidentiality agreements for grower claim Print and sign Scan and email signed documents to Ben Renfrey of Johnson Winter & Slattery Set up secured Team Drive for confidential documents Telephone attendance upon Ben Bishop of Johnson Winter & Slattery regarding searching conducted to date Review Team Drive for initial information Email to Natalie Phillips regarding request to be received for stamping
Crestale Ilaria	Senior Bookkeeper	Administration - ASIC/AFSA forms	03/06/2019	0.2	190	38.00 Lodged Form 5602 via Australian Securities & Investments Commisson portal, sent lodgement confirmation to case staff, and updated Insol task
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	03/06/2019	0.2	190	38.00 - Created payment voucher in Insol cashbook and processed transfer payment to intercompany account, uploaded payment onto National Australia Bank Connect, compiled all supporting documentation into one PDF document and emailed payment to manager for review. - Created payment voucher in Insol cashbook and processed cheque payment to Australian Securities & Investments Commisson Unclaimed Monies Unit, then gave printed cheque to Lorraine Plail for posting
Crosbie Craig	Appointee	Administration - Bank account administration	03/06/2019	0.3	675	202.50 Review and approve EFT payment
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	03/06/2019	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed to Partner for approval
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	03/06/2019	0.1	445	44.50 Meeting with Craig Crosbie regarding outstanding tasks
Haddock David	Director	Investigations - Litigations/recoveries	03/06/2019	0.1	585	58.50 Internal email re discovery
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	03/06/2019	2.3	445	1,023.50 Conduct searches on Gunns for documents requested in grower claim Copy relevant documents out of Gunns server and email copy to Ben Bishop of Johnson Winter & Slattery
Plail Lorraine	Assistant Manager	Administration - Books and records/storage	04/06/2019	0.1	445	44.50 Review email from Robert Wood regarding vacating storage unit, forward same to Anna McLaurin
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	04/06/2019	0.8	445	356.00 Prepare listing of outstanding tasks in Google Sheets for file monitoring Email to Craig Crosbie regarding items to be resolved following update meeting
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	04/06/2019	0.1	445	44.50 Telephone attendance upon Rena Solomonidis of Johnson Winter & Slattery regarding funding of grower claim
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	05/06/2019	0.2	190	38.00 Drafted May 2019 Business Activity Statement, compiled all supporting documentation into one PDF and emailed to case staff for review, updated Insol task
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	05/06/2019	0.4	190	76.00 Bank reconciliations for May 2019: downloaded monthly listings from National Australia Bank Connect site, performed reconciliations in Insol cashbook and compiled documents into one PDF document
Crosbie Craig	Appointee	Administration - Bank account administration	05/06/2019	0.4	675	270.00 Review and approve payments via EFT.
Haddock David	Director	Investigations - Litigations/recoveries	05/06/2019	0.2	585	117.00 Emails from Rena Solomonidis of Johnson Winter & Slattery re mediation and Ben Bishop of Johnson Winter & Slattery re information to be provided to Piper Alderman
Phillips Natalie	Manager	Investigations - Litigations/recoveries	05/06/2019	1.0	465	465.00 Call with Ben Bishop of Johnson Winter & Slattery scoping new discovery and subsequent emails
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	05/06/2019	0.2	445	89.00 Review correspondences from Ben Bishop of Johnson Winter & Slattery and Natalie Phillips regarding barcoding of documents for Pitcher Partners document request
McLaurin Anna	Senior Manager	Administration - ATO and other statutory reporting	06/06/2019	0.1	510	51.00 Review Business Activity Statement
Plail Lorraine	Assistant Manager	Administration - ATO and other statutory reporting	06/06/2019	0.2	445	89.00 Review draft Business Activity Statement Locate supporting documents and forward to Anna McLaurin for approval
Haddock David	Director	Investigations - Litigations/recoveries	06/06/2019	0.1	585	58.50 Email from Rena Solomonidis of Johnson Winter & Slattery re position paper
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	06/06/2019	0.2	510	102.00 Review and respond to Natalie Phillips email regarding discovery for mediation, emails regarding Robert Wood employment status and books and records

Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	07/06/2019	0.1	190	19.00 Finalised May 2019 Business Activity Statement via Australian Taxation Office portal, emailed to appointee for approval, updated Insol task
Haddock David	Director	Investigations - ASIC/AFSA reporting	07/06/2019	0.1	585	58.50 Internal emails Anna McLaurin
Haddock David	Director	Investigations - Litigations/recoveries	07/06/2019	0.2	585	117.00 Email from Rena Solomonidis of Johnson Winter & Slattery re Lander & Rogers payments, Email from Ben Bishop at Johnson Winter & Slattery re discovery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	07/06/2019	1.5	465	697.50 Downloaded server data and Summation upload
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	07/06/2019	0.3	445	133.50 Review correspondence from Ben Bishop from Johnson Winter & Slattery regarding additional documents requested by Piper Alderman
Plail Lorraine	Assistant Manager	Administration - Bank account administration	11/06/2019	0.3	445	133.50 Review account history to confirm which schemes applicable
Haddock David	Director	Investigations - Litigations/recoveries	11/06/2019	0.2	585	117.00 Prepare cash and GST reconciliation for Jan - May 2019
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	11/06/2019	3.4	445	1,513.00 email from Rena Solomonidis of Johnson Winter & Slattery re confidential information
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	12/06/2019	0.1	190	19.00 Conduct various searches on Gunns Server for documents requested by Piper Alderman
Plail Lorraine	Assistant Manager	Administration - Bank account administration	12/06/2019	1.2	445	534.00 Discussions with David Haddock and Ben Bishop of Johnson Winter & Slattery regarding schemes requested
Haddock David	Director	Investigations - Litigations/recoveries	12/06/2019	0.3	585	175.50 Copy various documents from Gunns Server for providing to Ben Bishop
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	12/06/2019	0.7	445	311.50 Review details provided for grower claim spread
Plail Lorraine	Assistant Manager	Administration - Bank account administration	13/06/2019	1.9	445	845.50 Created receipt voucher in Insol cashbook for funds expected to be received from Australian Taxation Office
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	13/06/2019	0.3	510	153.00 Review bank account for payment of grower claim invoice
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	13/06/2019	0.3	445	133.50 Emails with Anna McLaurin regarding same
Plail Lorraine	Assistant Manager	Administration - Bank account administration	14/06/2019	0.1	445	44.50 Update cash master to categorise liquidation transactions
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	14/06/2019	0.2	445	89.00 Emails Ben Bishop from Johnson Winter & Slattery re discovery
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	14/06/2019	1.5	310	465.00 Emails to Ben Bishop of Johnson Winter & Slattery regarding documents located for Piper Alderman request
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	16/06/2019	0.2	510	102.00 Prepare payment voucher and supporting documents for Robert Wood salary
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	17/06/2019	0.8	190	152.00 Prepare payment voucher for Ultimate Storage
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	17/06/2019	0.2	190	38.00 Finalise cash master worksheet for January - May 2019
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	17/06/2019	0.3	510	153.00 Email to Anna McLaurin regarding internal transfers required
Plail Lorraine	Assistant Manager	Creditors - Creditor's enquiries	17/06/2019	0.1	445	44.50 Review emails from Lorraine Plail, Rena Solomonidis of Johnson Winter & Slattery, Ben Bishop of Johnson Winter & Slattery regarding discovery
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	17/06/2019	4.0	310	1,240.00 Read mediation position paper
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	17/06/2019	0.6	675	405.00 Check bank account for grower claim funds
Haddock David	Director	Investigations - Litigations/recoveries	17/06/2019	0.5	585	292.50 Email to Rena Solomondis of Johnson Winter & Slattery advising funds not yet received
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	17/06/2019	1.0	510	510.00 Telephone attendance upon Andrew Nettlefold of Camatta Lempens regarding subpoena received
Phillips Natalie	Manager	Investigations - Litigations/recoveries	17/06/2019	2.5	465	1,162.50 Creating a logical evidence file of documents and imported into Summation. Documentations recording

Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	17/06/2019	2.9	445	1,290.50	Telephone attendance upon Rena Solomonidis of Johnson Winter & Slattery regarding payment from AIG Review bank account and confirm not received Discussions with Natalie Phillips regarding best option for sharing large volumes of documents with Johnson Winter & Slattery going forward Review records for details of attempts to change Responsible Entity and reasons for withdrawal Review various affidavits and grower updates regarding same Draft email with summary of useful documents and reason for outcome Review records for URS report on tree valuations Review Members Database for details of growers who had financed their investments Compile listing of same, noting one grower unable to be identified based on information provided to date
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	18/06/2019	0.8	510	408.00	Gunns meeting with Lorraine Plail to review cash master spreadsheet, status of tasks
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	18/06/2019	1.2	445	534.00	Telephone attendance upon Andrew Nettlefold of Camatta Lempin regarding subpoena received Review email regarding same - 0.2 units Discussions with Craig Crosbie and Anna McLaurin regarding same 0.1 units Telephone attendance upon and forward correspondence to Justin Vaatstra of Arnold Bloch Leibler - 0.1 units Meeting with Anna McLaurin to discuss cash master, subpoena and other outstanding tasks - 0.8
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	18/06/2019	2.0	675	1,350.00	Consider Plaintiffs' mediation position paper.
Haddock David	Director	Investigations - Litigations/recoveries	18/06/2019	0.4	585	234.00	Emails Johnson Winter & Slattery, internal emails re mediation preparation
Haddock David	Director	Investigations - Litigations/recoveries	18/06/2019	0.2	585	117.00	Email Johnson Winter & Slattery re call, emails from Johnson Winter & Slattery re mediation
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	18/06/2019	0.4	445	178.00	Internal discussions regarding reasons for replacement Responsible Entity withdrawal Telephone attendance upon Ben Renfrey of Johnson Winter & Slattery regarding same Finalise correspondence to Rena Solomonidis of Johnson Winter & Slattery regarding growers participating in the legal action who financed their
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	19/06/2019	0.2	190	38.00	Lodged May 2019 Business Activity Statement via Australian Taxation Office portal, recorded document ID in Insol and updated Insol task
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	19/06/2019	0.2	445	89.00	Email correspondences with Andrew Nettlefold of Camatta Lempens and Justin Vaatstra of Arnold Bloch Leibler regarding response to potentially privileged documents subject to subpoena
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	19/06/2019	1.0	310	310.00	Creating forensic evidence files from documents supplied to us back in April
Haddock David	Director	Investigations - Litigations/recoveries	19/06/2019	1.2	585	702.00	Call Johnson Winter & Slattery re mediation preparation and discuss disclosure issues, call Jane Sheridan of Arnold Bloch Leibler re Responsible Entity duties
Haddock David	Director	Investigations - Litigations/recoveries	19/06/2019	2.5	585	1,462.50	Review position paper, conference caller mediation approach and disclosure requirements
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	19/06/2019	1.7	445	756.50	Further attempts to locate URS report based on further information provided by Johnson Winter & Slattery Emails with Anna McLaurin and Rena Solomonidis of Johnson Winter & Slattery regarding findings
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	20/06/2019	0.4	445	178.00	Emails with Justin Vaatstra of Arnold Bloch Leibler and Andrew Nettlefold of Camatta Lempens regarding documents provided under subpoena
Haddock David	Director	Investigations - Litigations/recoveries	20/06/2019	3.5	585	2,047.50	Email Ben Renfrey of Johnson Winter & Slattery re Counsel opinion on obligations, review Plaintiff position paper, discuss our position paper with Jane Sheridan of Arnold Bloch Leibler. Further emails Ben Renfrey re Counsel views. Emails Johnson Winter & Slattery and internal staff
Haddock David	Director	Investigations - Litigations/recoveries	20/06/2019	2.1	585	1,228.50	Discuss disclosure of settlement with Craig Crosbie. Emails Lorraine Plail to identify commission, review agreement. Email Jane Sheridan of Arnold Bloch Leibler re position paper. Review response from Jane Sheridan Response from Ben Renfrey of Johnson Winter & Slattery re disclosure and reply
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	20/06/2019	2.5	445	1,112.50	Telephone attendance upon Elani Kanis of Arnold Bloch Leibler regarding confidential exhibits to Daniel Bryant affidavits which may be relevant to grower proceedings Telephone attendance upon Rena Solomonidis of Johnson Winter & Slattery regarding same Emails with Elani Kanis and Rena Solomonidis regarding various exhibits located Review internal records for prior versions of documents provided and determine history of amendments based on affidavit information Telephone attendance upon Ben Bishop of Johnson Winter & Slattery regarding request to locate copy of board minutes Review Gunns and PricewaterhouseCoopers records for details of any meetings held on our around the date provided Emails with Ben Bishop regarding outcome of searches and documents located Emails with David Haddock of PricewaterhouseCoopers regarding commission payments made to brokers by Gunns Review Gunns records for any details of same
Plail Lorraine	Assistant Manager	Administration - Planning/review/supervision	21/06/2019	0.4	445	178.00	Emails with Justin Vaatstra of Arnold Bloch Leibler and Andrew Nettlefold of Camatta Lempen regarding providing copies of documents subject to privilege
Haddock David	Director	Investigations - Litigations/recoveries	21/06/2019	1.5	585	877.50	Reviewing position papers, email from Ben Renfrey of Johnson Winter & Slattery, review 2 expert reports
Haddock David	Director	Investigations - Litigations/recoveries	21/06/2019	0.5	585	292.50	Email to Johnson Winter & Slattery re Timbercorp and comments from Jane Sheridan of Arnold Bloch Leibler
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	24/06/2019	0.1	190	19.00	Emailed David Densa at National Australia Bank to request copy of February 2017 bank statement for account ending in #0412
Crestale Ilaria	Senior Bookkeeper	Administration - Document maintenance/filing	24/06/2019	0.1	190	19.00	Filing of documents (including lodged Business Activity Statements, lodged Form 5602 reports and Bank Reconciliations) in P drive
Plail Lorraine	Assistant Manager	Administration - Document maintenance/filing	24/06/2019	0.2	445	89.00	File various mediation documents to M-Files
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	24/06/2019	1.5	310	465.00	Creating a concordance load file to import metadata into the designated fields for specific documents. Error in importing due to incorrect information supplied.
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	24/06/2019	5.0	675	3,375.00	Preparation for mediation with class action growers on 25 June, including reviewing position papers submitted by all parties. Review plaintiff's expert reports from Alex Bell of Grant Thornton, Chris Westworth of Westworth Kempt and Peter Zed of Omega Consulting.

Haddock David	Director	Investigations - Litigations/recoveries	24/06/2019	0.1	585	58.50 Email Ben Renfrey of Johnson Winter & Slattery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	24/06/2019	1.5	465	697.50 Adding objective coding
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	25/06/2019	3.0	310	930.00 Importing metadata into Summation. Creating a document listing for delivery. Creating .mdb with the correct folder structure to deliver to client
Sisk Martin	Director	Investigations - Conducting investigations	25/06/2019	1.0	585	585.00 Updates re summation and production
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	25/06/2019	5.5	675	3,712.50 Preparation for, and attendance at, mediation with class action growers, company directors and KPMG before Peter Jacobson QC.
Haddock David	Director	Investigations - Litigations/recoveries	25/06/2019	5.5	585	3,217.50 Attend mediation in Sydney, pre and post discussions
Phillips Natalie	Manager	Investigations - Litigations/recoveries	25/06/2019	2.0	465	930.00 Quality control of documents listing. Load file creation.
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	26/06/2019	0.3	190	57.00 Sent email to case staff to provide copy of February 2017 bank statement as previously requested Linked 3 payroll transactions in Insol to individual employees to ensure the Pay As You Go reports for FY 2019 are correct and up to date Logged into National Australia Bank Connect to check that payment to PricewaterhouseCoopers has been successfully processed and authorised by partner, and updated date of payment in Insol cashbook
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	26/06/2019	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed to Partner to action online approval
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	26/06/2019	2.0	310	620.00 Creating the mdb file and updating the documentation
Phillips Natalie	Manager	Investigations - Litigations/recoveries	26/06/2019	1.0	465	465.00 Loadfile creation, quality control and delivery.
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	26/06/2019	0.2	445	89.00 Internal discussions regarding outcome of mediation and need for access to data going forward
Plail Lorraine	Assistant Manager	Administration - ATO and other statutory reporting	27/06/2019	0.9	445	400.50 Prepare Pay As You Go Payment summary Review discrepancies to expected values Email to Ilaria Crestale regarding required amendments Prepare calculations for workers compensation insurance Email to Anna McLaurin regarding same
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	27/06/2019	0.5	190	95.00 Prepared internal transfer Journals and payment vouchers, Processed (x2) transfers and PricewaterhouseCoopers fees
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	27/06/2019	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed to Partner for approval
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	27/06/2019	0.1	445	44.50 Review email from Rena Solomonidis of Johnson Winter & Slattery regarding letters exchanged regarding Chubb insurance policy coverage
Plail Lorraine	Assistant Manager	Administration - ATO and other statutory reporting	28/06/2019	0.6	445	267.00 Discussions with Ilaria Crestale regarding further amendments required to transactions impacting Pay As You Go Payment Summary Redraft Payment Summary and supporting documents Finalise and email workers compensation insurance documents
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	28/06/2019	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed to Partner for approval
Plail Lorraine	Assistant Manager	Investigations - Litigations/recoveries	28/06/2019	0.2	445	89.00 Review email from Rena Solomonidis of Johnson Winter & Slattery regarding costs deducted from invoice Review bank account to determine if fund received
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	01/07/2019	0.2	190	38.00 Drafted June 2019 Business Activity Statement, compiled all supporting documentation into one PDF and emailed to case staff for review, updated Insol task
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	01/07/2019	0.2	465	93.00 Email to Anna McLaurin regarding Pay As You Go Payment Summary for Robert Wood
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	01/07/2019	0.4	190	76.00 Bank reconciliations for June 2019: downloaded monthly listing from National Australia Bank Connect site, performed reconciliation in Insol cashbook and compiled documents into one PDF document
Plail Lorraine	Manager	Administration - Bank account administration	01/07/2019	0.6	465	279.00 Review outstanding Arnold Bloch Leibler invoices and last payment made. Update outstanding invoice register and confirm split between codes.
Plail Lorraine	Manager	Administration - Document maintenance/filing	01/07/2019	1.6	465	744.00 Consolidate books and records listing from Iron Mountain and Robert Wood. Update barcode numbers for contents descriptions
Alingcastre Reejay	Assistant Manager	Investigations - Conducting investigations	01/07/2019	2.0	445	890.00 Gunns - Assisting with Ringtail Load File Creation
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	02/07/2019	0.1	465	46.50 Review email from Sherine Perera of AJ Gallagher regarding amended quote for workcover insurance
Plail Lorraine	Manager	Administration - Document maintenance/filing	02/07/2019	2.1	465	976.50 Consolidate 'folder' listings into single box listings, with one description per line for each barcode number Review barcodes and boxes which have not yet been matched Update barcode listings where multiple box numbers/contents have been assigned to one barcode number Review duplicates
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	02/07/2019	1.3	675	877.50 Meeting with Paul Buitendag of Johnson Winter & Slattery to discuss next steps to Growers Claim. Review email from Paul Buitendag outlining 3 options available to the Liquidators in respect of the Growers' claim. Discuss with David Haddock.
Plail Lorraine	Manager	Administration - Bank account administration	03/07/2019	0.2	465	93.00 Emails with David Haddock regarding journals for Johnson Winter & Slattery fees paid by insurer
Haddock David	Director	Administration - Planning/review/supervision	03/07/2019	0.2	585	117.00 Email Lorraine Plail re journals for direct payments etc. Further emails re same.

Plail Lorraine	Manager	Administration - ATO and other statutory reporting	04/07/2019	0.4	465	186.00 Email copy of payment Summary to Robert Wood Instructions to accounts team for lodgment of EMPDUP file Review draft Business Activity Statement Locate supporting documents and email to Anna McLaurin for approval
Plail Lorraine	Manager	Administration - Planning/review/supervision	04/07/2019	0.7	465	325.50 Review ARITA guidance to determine if creditor approval required for fees paid by insurer Attendance at meeting with David Haddock regarding Committee of Inspection meeting and composition and outstanding tasks
Haddock David	Director	Investigations - Conducting investigations	04/07/2019	0.1	585	58.50 Email from Johnson Winter & Slattery re invoices
Plail Lorraine	Manager	Investigations - Litigations/recoveries	04/07/2019	0.8	465	372.00 Check bank account for AIG funds Emails with Anna McLaurin re same Emails Rena Solomonidis of Johnson Winter & Slattery regarding AIG funds not received, breakdown of unpaid amounts and request for Johnson Winter & Slattery invoices and payment information Review email from Rena Solomonidis of Johnson Winter & Slattery regarding line items not paid by AIG Review details provided Review email from Lander & Rogers regarding delay in payment
McLaurin Anna	Senior Manager	Administration - ATO and other statutory reporting	07/07/2019	0.2	510	102.00 review Business Activity Statement
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	08/07/2019	0.2	190	38.00 Created payment voucher in Insol cashbook and processed EFT payment to Corrs Chambers Westgarth, uploaded payment onto National Australia Bank Connect, compiled all supporting documentation into one PDF document and emailed payment to manager for review.
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	08/07/2019	0.2	190	38.00 Reviewed payments, supporting documents, bank upload, sent email to Partner to action online approval
Plail Lorraine	Manager	Administration - Planning/review/supervision	08/07/2019	1.8	465	837.00 Prepare AIG invoice, including work descriptions
Plail Lorraine	Manager	Investigations - Litigations/recoveries	08/07/2019	0.4	465	186.00 Draft correspondence to Lander & Rogers regarding payment of disbursements going forward
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	09/07/2019	0.1	190	19.00 Finalised June 2019 Business Activity Statement via Australian Taxation Office portal, emailed to case staff for review, updated Insol task
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	09/07/2019	0.1	190	19.00 Created receipt voucher in Insol cashbook for funds expected to be received from Australian Taxation Office
Plail Lorraine	Manager	Administration - Bank account administration	09/07/2019	0.2	465	93.00 Prepare payment voucher for workers compensation insurance
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	09/07/2019	0.3	675	202.50 Review and approve letter to AIG insurance requesting Johnson Winter & Slattery costs be paid via the company.
Haddock David	Director	Investigations - Litigations/recoveries	09/07/2019	0.2	585	117.00 Review and amend email to Johnson Winter & Slattery and letter to Lander & Rogers
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	10/07/2019	0.5	675	337.50 Review substantial email from Rena Solomonidis of Johnson Winter & Slattery regarding proposed orders for the directions hearing listed for Friday, 19 July 2019 and discovery orders. Discuss with David Haddock.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	10/07/2019	0.2	465	93.00 Review correspondence from Rena Solomonidis of Johnson Winter & Slattery regarding proposed orders, discovery and other matters Forward correspondence to Natalie Phillips
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	11/07/2019	0.2	190	38.00 Created payment voucher in Insol cashbook and processed EFT payment to Arthur J Gallagher, uploaded payment onto National Australia Bank Connect, compiled all supporting documentation into one PDF document and emailed payment to manager for review.
McLaurin Anna	Senior Manager	Administration - Planning/review/supervision	11/07/2019	0.2	510	102.00 Approve payment vouchers
Plail Lorraine	Manager	Administration - Planning/review/supervision	11/07/2019	0.2	465	93.00 Emails with records team and Natalie Phillips regarding invoices for costs incurred to date
Plail Lorraine	Manager	Creditors - Creditor reports	11/07/2019	1.2	465	558.00 Draft remuneration report for grower claim fees
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	11/07/2019	0.3	675	202.50 Discussion with David Haddock regarding need to agree funding by AIG in light of desire by senior counsel for us to complete discovery.
Haddock David	Director	Investigations - Litigations/recoveries	11/07/2019	0.6	585	351.00 Review emailed orders and directions hearing from Rena Solomonidis of Johnson Winter & Slattery, respond, discuss with Craig Crosbie
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	11/07/2019	0.3	510	153.00 Review emails from Johnson Winter & Slattery regarding grower claim, discovery, court orders, funds available and next steps
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	12/07/2019	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed to Partner for approval
Plail Lorraine	Manager	Administration - Planning/review/supervision	12/07/2019	0.1	465	46.50 Review and approve inter-firm invoice for server hosting
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	12/07/2019	1.5	675	1,012.50 Review likely scope and timing for discovery in grower class action.
Haddock David	Director	Investigations - Litigations/recoveries	12/07/2019	0.2	585	117.00 Emails Johnson Winter & Slattery and Lorraine Plail re costs
Plail Lorraine	Manager	Administration - Document maintenance/filing	15/07/2019	0.4	465	186.00 Emails with Leanne Solomons regarding regarding costs incurred for Launceston records moved to Iron Mountain Review various invoices regarding same
Haddock David	Director	Investigations - Litigations/recoveries	15/07/2019	0.5	585	292.50 Review email from Rena Solomonidis of Johnson Winter & Slattery re orders and strategy, respond. Email query to Lorraine Plail
Plail Lorraine	Manager	Investigations - Litigations/recoveries	15/07/2019	0.2	465	93.00 Review correspondences from Rena Solomonidis of Johnson Winter & Slattery regarding Calderbank letter and directions hearing
Crestale Ilaria	Senior Bookkeeper	Administration - ATO and other statutory reporting	16/07/2019	0.2	190	38.00 Lodged Pay As You Go payment summary using EMPDUPE file via Australian Taxation Office portal, then emailed confirmation to case staff

Campbell Leah	Senior Manager	Administration - Planning/review/supervision	16/07/2019	0.3	510	153.00 Meeting with Craig Crosbie, David Haddock and Lorraine Plail regarding outstanding tasks and management going forward
Plail Lorraine	Manager	Administration - Planning/review/supervision	16/07/2019	0.3	465	139.50 Meeting with Craig Crosbie, David Haddock & Leah Campbell regarding outstanding Gunns tasks and management going forward
Haddock David	Director	Creditors - Meetings of creditors	16/07/2019	0.3	585	175.50 Internal meeting re to do, Committee Of Inspections meeting
Haddock David	Director	Investigations - Conducting investigations	16/07/2019	0.2	585	117.00 Call Dion Fahey, barrister, discuss with Lorraine Plail. Emails re same
Haddock David	Director	Investigations - Litigations/recoveries	16/07/2019	0.4	585	234.00 Email from Rena Solomonidis from Johnson Winter & Slattery re directions
Plail Lorraine	Manager	Investigations - Litigations/recoveries	16/07/2019	0.2	465	93.00 Telephone attendance upon Natalie Phillips to discuss forthcoming discovery tasks
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	17/07/2019	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed to Partner for approval
Haddock David	Director	Investigations - Conducting investigations	17/07/2019	0.4	585	234.00 Call barrister Dion Fahey and email Lorraine Plail re contradictor
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	17/07/2019	2.8	675	1,890.00 Discussion with Paul Buitendag of Johnson Winter & Slattery regarding forthcoming directions hearing in respect of the grower claim. Review advice from Rena Solomonidis of Johnson Winter & Slattery regarding various issues pertaining to the directions hearing, including insurance coverage, draft orders and discovery. Review proposed and amended orders and draft letter to Piper Alderman pertaining to conduct of
Haddock David	Director	Investigations - Litigations/recoveries	17/07/2019	1.1	585	643.50 Johnson Winter & Slattery email re orders and approach, further emails re same, discuss Craig Crosbie, calls Paul Buitendag of Johnson Winter & Slattery re orders and timing. Further emails from Rena Solomonidis from Johnson Winter & Slattery re Piper Alderman
Plail Lorraine	Manager	Investigations - Litigations/recoveries	17/07/2019	0.1	465	46.50 Check bank account for funds from AIG, email Rena Solomonidis of Johnson Winter & Slattery regarding same
Plail Lorraine	Manager	Creditors - Creditor's enquiries	18/07/2019	0.1	465	46.50 Emails with Solomon Generoso of Arnold Bloch Leibler regarding outstanding invoices
Crosbie Craig	Appointee	Investigations - Conducting investigations	18/07/2019	2.2	675	1,485.00 Review update from Justin Vaatstra of Arnold Bloch Leibler regarding competing claims hearing and next steps, including final 2 day hearing in September. Discussion with Lorraine Plail. Review email from Rena Solomonidis of Johnson Winter & Slattery including correspondence from Allens (on behalf of KPMG) re proposal for discovery and amended proposed orders. Discussion with Paul Buitendag of Johnson Winter & Slattery regarding directions hearing for grower claim. Meeting with David Haddock to discuss.
Haddock David	Director	Investigations - Conducting investigations	18/07/2019	0.4	585	234.00 Email from Paul Buitendag of Johnson Winter & Slattery re insurance position re "running dead" on class action. Respond
Haddock David	Director	Investigations - Litigations/recoveries	18/07/2019	0.6	585	351.00 Email from Rena Solomonidis of Johnson Winter & Slattery re orders, respond, queries and instructions re counsel position on costs, discuss same Craig Crosbie, further emails Craig Crosbie and Johnson Winter & Slattery
Haddock David	Director	Investigations - Litigations/recoveries	18/07/2019	1.1	585	643.50 Review affidavit from Ben Renfrey and discovery proposal and respond to Johnson Winter & Slattery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	18/07/2019	0.5	465	232.50 Extracted evidence Listing for Gunns Growers
Plail Lorraine	Manager	Investigations - Litigations/recoveries	18/07/2019	0.3	465	139.50 Review various correspondences from Rena Solomonidis and Paul Buitendag of Johnson Winter & Slattery and David Haddock regarding proposed orders for discovery
Crosbie Craig	Appointee	Investigations - Conducting investigations	19/07/2019	0.3	675	202.50 Discussion with Paul Buitendag of Johnson Winter & Slattery regarding directions hearing outcome.
McLaurin Anna	Senior Manager	Investigations - Litigations/recoveries	19/07/2019	0.3	510	153.00 Review various materials and emails regarding Grower Claim orders, email to Lorraine Plail regarding providing discovery to plaintiffs
Plail Lorraine	Manager	Investigations - Litigations/recoveries	19/07/2019	1.8	465	837.00 Review email from Paul Buitendag of Johnson Winter & Slattery regarding order made Internal discussions with Natalie Phillips regarding actions required for discovery tasks Review books and records listing to identify barcode numbers and locations of boxes previously flagged as relevant/potentially relevant for
Crestale Ilaria	Senior Bookkeeper	Administration - Bank account administration	22/07/2019	0.1	190	19.00 Posted receipt voucher to Insol cashbook for funds received from Australian Taxation Office
Haddock David	Director	Investigations - Conducting investigations	22/07/2019	0.2	585	117.00 Email from Rena Solomonidis of Johnson Winter & Slattery re affidavit for directions hearing
Haddock David	Director	Investigations - Conducting investigations	22/07/2019	0.3	585	175.50 Email from Paul Buitendag of Johnson Winter & Slattery re directions hearing outcomes
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	22/07/2019	0.5	675	337.50 Review email correspondence from Rena Solomonidis of Johnson Winter & Slattery regarding regime to be put forward to Piper Alderman regarding access to hard copy documents and electronic document review platform. Discuss with David Haddock.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	22/07/2019	0.2	465	93.00 Review bank account for funds received from AIG Email update to team regarding same Review email from Rena Solomonidis of Johnson Winter & Slattery regarding payment of outstanding invoices
Plail Lorraine	Manager	Administration - Document maintenance/filing	23/07/2019	0.2	465	93.00 Emails with Leanne Solomons regarding invoices for books and records charges following Launceston trip
Haddock David	Director	Investigations - Conducting investigations	23/07/2019	0.9	585	526.50 Conference call re discovery, discussion re same with Lorraine Plail
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	23/07/2019	1.0	310	310.00 Testing the creation of a group for Piper Alderman and what access those in the group have
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	23/07/2019	3.4	510	1,734.00 Teleconference with Natalie Phillips, Lorraine Plail, Martin Sisk and David Dixon re discovery for growers claim Discussions with Natalie Phillips re growers claim discovery Teleconference with David Hale, Natalie Phillips, Martin Sisk and Lorraine Plail re growers claim discovery Teleconference with Johnson Winter & Slattery with David Haddock and Lorraine Plail re growers claim discovery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	23/07/2019	5.0	465	2,325.00 Meeting with Martin Sisk, Leah Campbell, Lorriane Plail, David Hale on the question of allowing external parties to existing Summaiton cases. Set up a test Piper Alderman logon. Communicated security problems we encountered with the username.

Plail Lorraine	Manager	Investigations - Litigations/recoveries	23/07/2019	3.1	465	1,441.50	Review bank account for any funds received from AIG Attendance at meeting with Natalie Phillips, Leah Campbell, Martin Sisk and David Dixon regarding proposed access to Summation, items to be resolved prior to formal request and internal processes for approval Attendance at meeting with David Hale, Martin Sisk, Natalie Phillips and Leah Campbell regarding approval for external 3rd party access to Summation Attendance at meeting with Leah Campbell, David Haddock, and Paul Buitendag, Rena Solomonidis, Ben Renfrey and Martha Byrne of Johnson Winter & Slattery regarding way forward with discover orders and items to be resolved Meeting with Leah Campbell and Natalie Phillips regarding outcomes of various conversations and next steps Telephone attendance upon Martha Byrne regarding availability for meeting on Thursday
Phillips Natalie	Manager	Investigations - Litigations/recoveries	24/07/2019	4.0	465	1,860.00	Commended pricing components for reprocessing Gunns data into either a new Relativity case or a new Summation case.
Plail Lorraine	Manager	Administration - Bank account administration	25/07/2019	0.1	465	46.50	Review account for funds from AIG Email update to team regarding funds received
Plail Lorraine	Manager	Administration - Planning/review/supervision	25/07/2019	0.2	465	93.00	Locate appointment documents and send to L Peacock
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	25/07/2019	3.1	510	1,581.00	Teleconference with Natalie Phillips and Lorraine Plail and and Martha Byrne from Johnson Winter & Slattery Prepare file note from teleconference Email to Natalie Phillips to clarify position agreed following teleconference Discussions with Lorraine Plail re discovery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	25/07/2019	2.0	465	930.00	Call with Leah Campbell, Lorraine Plail and Martha Byrne Johnson Winter & Slattery. Communicated need to get Risk approval. Wrote to AccessData to ascertain if we can hide coding.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	25/07/2019	2.3	465	1,069.50	Emails with David Haddock regarding affidavit of Craig Crosbie Telephone attendance upon Rena Solomonidis regarding number schemes remaining to be wound up Email to Rena Solomonidis of Johnson Winter & Slattery regarding same Review records for details of secured creditor debt and composition Attendance at telephone meeting with Martha Byrne, Natalie Phillips and Leah Campbell Discussions with Natalie Phillips and Leah Campbell regarding application to risk for third access
Phillips Natalie	Manager	Investigations - Litigations/recoveries	26/07/2019	2.5	465	1,162.50	Responded to Leah Campbell's email. Collected pricing for a surge in NUIX processing.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	26/07/2019	0.4	465	186.00	Review email from Rena Solomonidis of Johnson Winter & Slattery regarding information required for affidavit Locate requested information Emails to David Haddock and Annabel Martin of KordaMentha
Haddock David	Director	Investigations - Conducting investigations	29/07/2019	0.2	585	117.00	Discuss discovery issues with Craig Crosbie
Sisk Martin	Director	Investigations - Conducting investigations	29/07/2019	0.4	585	234.00	Gunns growers call with Leah Campbell and document for risk and quality
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	29/07/2019	4.3	510	2,193.00	Email exchange with Natalie Phillips regarding previous applications to Risk & Quality Telephone discussion with Martin Sisk regarding application to Risk & Quality regarding use of data platform Preparation of business case enquiry to Risk & Quality regarding use of Summation or RelativityOne for Grower Claim discovery Discussion with Daniel Bryant regarding application process for Risk & Quality Various discussions with David Haddock regarding discovery specifics relating to Grower Claim
Plail Lorraine	Manager	Administration - Document maintenance/filing	30/07/2019	0.2	465	93.00	Saving various emails into M-Files
Haddock David	Director	Investigations - Conducting investigations	30/07/2019	0.4	585	234.00	Email to Martin Sisk re discovery issues, discuss same with Leah Campbell. Query from Leah Campbell
Sisk Martin	Director	Investigations - Conducting investigations	30/07/2019	1.6	585	936.00	Gunns call with Leah Campbell, document for Risk & Quality, planning with Natalie Phillips
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	30/07/2019	6.6	510	3,366.00	Various discussions and meetings with Natalie Phillips regarding specifics on each forensic option for Grower Claim discovery Edited application Risk & Quality for approval of data platform Discussions with Martin Sisk regarding application to Risk & Quality and changes to document Discussions with Craig Crosbie and David Haddock regarding risk areas in grower claim discovery options Discussions with Rena Solomonidis and Martha Byrne of Johnson Winter & Slattery regarding issues discovered in complying with the discovery
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	30/07/2019	0.8	675	540.00	Discussion with Leah Campbell regarding discovery regime for grower claim. Discussion with David Haddock regarding discovery documents to be loaded on to Summation. Telephone discussion with Leah Campbell following discussion with PricewaterhouseCoopers information technology as to the approach to
Haddock David	Director	Investigations - Litigations/recoveries	30/07/2019	0.1	585	58.50	Discovery issue discussion with Leah Campbell
Phillips Natalie	Manager	Investigations - Litigations/recoveries	30/07/2019	3.0	465	1,395.00	Reviewed all Gunns cases. Created a spreadsheet with high level evidence for 3 Gunns cases. Discussions with Leah Campbell
Plail Lorraine	Manager	Investigations - Litigations/recoveries	30/07/2019	0.4	465	186.00	Telephone attendance upon Leah Campbell regarding outstanding discovery tasks Review various internal emails regarding completing discovery
Haddock David	Director	Investigations - Conducting investigations	31/07/2019	0.2	585	117.00	Email Forensics IT re discovery costs, discuss Craig Crosbie
Haddock David	Director	Investigations - Conducting investigations	31/07/2019	0.4	585	234.00	Email from Paul Buitendag of Johnson Winter & Slattery re submitting appearance and response
Haddock David	Director	Investigations - Conducting investigations	31/07/2019	0.8	585	468.00	Conference call Leah Campbell and Craig Crosbie re discovery, conference call with Paul Buitendag of Johnson Winter & Slattery and Craig Crosbie re discovery
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	31/07/2019	3.0	310	930.00	Helping Natalie Phillips locate drives/look into known drives for anything which may be important to cases

Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	31/07/2019	1.8	510	918.00	Various telephone discussion with Natalie Phillips regarding progress of discussions regarding preferred option, availability and logistics for meetings on Thursday and information required ahead of those meetings Teleconference with Craig Crosbie and David Haddock regarding options available for grower claim discovery Telephone discussion with Craig Crosbie regarding his discussions with Paul Buitendag of Johnson Winter & Slattery Telephone discussion with Lorraine Plail re outstanding insurance invoices for grower claim
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	31/07/2019	2.0	675	1,350.00	Telephone conversations with Leah Campbell regarding electronic discovery for Gunns Grower claims. Teleconference with Paul Buitendag of Johnson Winter & Slattery with David Haddock to discuss electronic discovery, particularly providing access to all records that are currently not resident in Summation. Review detailed email from Paul Buitendag regarding strategy of electronic discovery and orders made by court.
Haddock David	Director	Investigations - Litigations/recoveries	31/07/2019	0.2	585	117.00	Email re discovery from Paul Buitendag of Johnson Winter & Slattery. Email from Rena Solomonidis of Johnson Winter & Slattery re directors calderbank
Phillips Natalie	Manager	Investigations - Litigations/recoveries	31/07/2019	3.0	465	1,395.00	Spoke to Leah Campbell to explore options, communicate advice from AccessData and arrange a meeting for us then the lawyers. I put together more detail on case sizes and pricing.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	31/07/2019	0.5	465	232.50	Review correspondence from Paul Buitendag of Johnson Winter & Slattery regarding update on discovery tasks Telephone attendance upon Leah Campbell regarding outstanding invoices Email copy of outstanding invoices to Leah Campbell
Haddock David	Director	Investigations - Conducting investigations	01/08/2019	0.3	585	175.50	email from Craig Crosbie re discovery. update email re discovery from Martha Byrne from Johnson Winter & Slattery
Haddock David	Director	Investigations - Conducting investigations	01/08/2019	0.5	585	292.50	Internal meeting re discovery
Haddock David	Director	Investigations - Conducting investigations	01/08/2019	0.1	585	58.50	Email from Rena Solomonidis of Johnson Winter & Slattery re remaining policy and respond
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	01/08/2019	3.0	310	930.00	Alteryx fixing contiuing
Sisk Martin	Director	Investigations - Conducting investigations	01/08/2019	2.5	585	1,462.50	Meeting with Johnson Winter & Slattery re: Discovery process eDiscovery process discussions Identification of current data
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	01/08/2019	2.4	510	1,224.00	Meeting with Natalie Phillips, Martin Sisk, David Haddock and Craig Crosbie regarding options for electronic discovery for Grower Claim Meeting with Natalie Phillips, Martin Sisk and Craig Crosbie of PricewaterhouseCoopers and Paul Buitendag and Martha Byrne of Johnson Winter & Slattery regarding approach for electronic discovery for Grower Claim Various discussions with Natalie Phillips regarding electronic discovery for Grower Claim Telephone discussion with Martha Byrne regarding hard copy records discovery Review of email from Rena Solomonidis of Johnson Winter & Slattery regarding funding from AIG
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	01/08/2019	2.5	675	1,687.50	Preparation for, and meeting with, Leah Campbell, Martin Sisk and Natalie Phillips of PricewaterhouseCoopers to discuss access regime for electronic records for Giabal Pty Ltd & Anor v GPL proceeding. Subsequent meeting with Paul Buitendag and Martha Byrne of Johnson Winter & Slattery to further discuss regime for access to both physical and electronic books and records. Review draft regime document to be shared amongst the parties.
Phillips Natalie	Manager	Investigations - Litigations/recoveries	01/08/2019	5.0	465	2,325.00	Met with Craig Crosbie and Leah Campbell then with the Johnson Winter & Slattery lawyers to assist with discussions around how to respond to the growers. Compared records from previous memos and listings of evidence to communicate numbers with respect to evidence.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	01/08/2019	1.3	465	604.50	Review draft discovery reigme Discussions with Leah Campbell regarding location of records and status of prior review Review books and records listings for current status and number of checked out records
Haddock David	Director	Investigations - Conducting investigations	02/08/2019	0.2	585	117.00	Email from Martin Sisk re discovery of servers, further email from Martin Sisk and Johnson Winter & Slattery
Sisk Martin	Director	Investigations - Conducting investigations	02/08/2019	1.5	585	877.50	eDiscovery process discussions Call with Johnson Winter & Slattery re: amount of data
Phillips Natalie	Manager	Investigations - Litigations/recoveries	02/08/2019	0.8	465	372.00	Attempting license refresh
Plail Lorraine	Manager	Investigations - Litigations/recoveries	02/08/2019	1.2	465	558.00	Discussions with Leah Campbell and David Haddock regarding hard copy records Telephone attendance upon Antony Munro of KordaMentha regarding request to access Receivers and Managers records Telephone attendance upon Martha Byrne of Johnson Winter & Slattery regarding outcome of conversation with Antony Munro and current
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	05/08/2019	1.9	510	969.00	Email to Martha Byrne of Johnson Winter & Slattery regarding hard copy record discovery and the location of records Email to Martin Sisk and Natalie Phillips confirming information required in order to progress regime document Various discussions with Lorraine Plail re hard copy records
Haddock David	Director	Investigations - Litigations/recoveries	05/08/2019	0.4	585	234.00	Email from Rena Solomonidis of Johnson Winter & Slattery re John Gay, Internal emails re discovery and server identification, email from Martha Byrne of Johnson Winter & Slattery with amended regime, further discovery emails
Haddock David	Director	Investigations - Litigations/recoveries	05/08/2019	0.2	585	117.00	Email Leah Campbell re update and follow on emails
Phillips Natalie	Manager	Investigations - Litigations/recoveries	05/08/2019	3.0	465	1,395.00	Performed an analysis of numbering in the memo to discover where with discrepancy was in the numbers Martha Byrne of Johnson Winter & Slattery quoted
Sisk Martin	Director	Investigations - Conducting investigations	06/08/2019	3.0	585	1,755.00	Calls/emails regarding Summation access Review of eDiscovery regime and document protocol
Haddock David	Director	Investigations - Litigations/recoveries	06/08/2019	0.7	585	409.50	Emails from Johnson Winter & Slattery re discovery. Discussions re regime with Lorraine Plail. Numerous internal and Johnson Winter & Slattery emails re discovery
Haddock David	Director	Investigations - Litigations/recoveries	06/08/2019	0.2	585	117.00	Email from Paul Buitendag re Johnson Winter & Slattery costs
Phillips Natalie	Manager	Investigations - Litigations/recoveries	06/08/2019	3.0	465	1,395.00	Reviewed the discovery regime for electronic evidence. Compared mailboxes to see which had been recollected and what the overlap was. Working to refresh Summation licence

Plail Lorraine	Manager	Investigations - Litigations/recoveries	06/08/2019	0.8	465	372.00	Review draft discovery regime Mark up documents and email to Martha Byrne of Johnson Winter & Slattery Telephone attendance upon Martha Byrne regarding status of document Telephone attendance upon Natalie Phillips regarding expected response time and queries to be resolved Email update to Leah Campbell Review emails from Paul Buitendag of Johnson Winter & Slattery regarding discovery regime Review suggested mark-ups provided by Martin Sisk
Plail Lorraine	Manager	Administration - Document maintenance/filing	09/08/2019	0.3	465	139.50	Attendance to filing of emails
Haddock David	Director	Investigations - Litigations/recoveries	09/08/2019	0.4	585	234.00	Two emails from Rena Solomonidis of Johnson Winter & Slattery re Piper Alderman issues , discovery, costs
Phillips Natalie	Manager	Investigations - Litigations/recoveries	09/08/2019	0.8	465	372.00	Wrote up an analysis of mailboxes for Martin Sisk that made less assumptions about which mailboxes were collected.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	09/08/2019	0.2	465	93.00	Review emails from Rena Solomonidis of Johnson Winter & Slattery regarding discovery regime Email to books and records team regarding total records in storage
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	12/08/2019	1.5	510	765.00	Review of file to understand background of current workstreams
Plail Lorraine	Manager	Administration - Planning/review/supervision	12/08/2019	0.6	465	279.00	Internal emails and regarding internal expectations for payment of grower claim invoice Emails with accounts receivable team regarding same
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	12/08/2019	1.0	310	310.00	Reading up on Nuix to help with the issues involving expanding document listing Testing more implementation of Alteryx with the billing
Sisk Martin	Director	Investigations - Conducting investigations	12/08/2019	3.5	585	2,047.50	eDiscovery - Reviewing questions from lawyers, call with lawyers, call with Natalie Phillips on the approach to meet the eDiscovery regime
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	12/08/2019	2.4	510	1,224.00	Teleconference with Paul Buitendag and Martha Byrne of Johnson Winter & Slattery and Martin Sisk of PricewaterhouseCoopers re clarifying our position for the call with Piper Alderman and Allens Email to Johnson Winter & Slattery regarding hard copy records Various discussions with Lorraine Plail re hard copy records and their locations
Haddock David	Director	Investigations - Litigations/recoveries	12/08/2019	0.4	585	234.00	Discuss discovery with Leah Campbell, emails with Leah Campbell re same, review Johnson Winter & Slattery email
Phillips Natalie	Manager	Investigations - Litigations/recoveries	12/08/2019	3.0	465	1,395.00	Conversation with Leah Campbell about Martin Sisk attending the meeting with the Lawyers. Split time between different tasks for indexing and load file creation for Gunns Growers. Quick count of evidence files on the NAS.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	12/08/2019	1.8	465	837.00	Review and make comments on proposed discovery regime document Email to Leah Campbell regarding same Emails with internal records team regarding same Amend listing of hard copy records
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	13/08/2019	5.5	310	1,705.00	Gathering and obtaining file listings of all known drives in the Melbourne Lab for Gunns. Finding the drives within the Lab, connecting them and running a file listing on the drives. Checking the drives against the database listing to see which drives were missing. Discovered a number of
Sisk Martin	Director	Investigations - Conducting investigations	13/08/2019	0.7	585	409.50	Design approach to meet the eDiscovery regime
Phillips Natalie	Manager	Investigations - Litigations/recoveries	13/08/2019	5.0	465	2,325.00	Big evidence review. With Tomas Marijanovic we opened all hard drives we have in Melbourne for Gunns. Listed the contents. Reconciled the references to media in our records. Spoke with Leah Campbell to get approval for the above work and what the lawyers need for their letter to
Plail Lorraine	Manager	Investigations - Litigations/recoveries	13/08/2019	2.8	465	1,302.00	Review email from Paul Buitendag of Johnson Winter & Slattery regarding outcome of phone call on discovery regime Consolidate receiver records listing reviewed in February
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	14/08/2019	5.5	310	1,705.00	Going through all 16 Gunns evidence hard drives in Lab, getting file listings of each one to put into Alteryx for review. Adding the Gunns hard drives into the CF database Needing to perform a high level overview on what is on each drive to prepare for delivery
Haddock David	Director	Investigations - Litigations/recoveries	14/08/2019	0.3	585	175.50	Review emails re discovery from Johnson Winter & Slattery, Leah Campbell and Martin Sisk. Respond
Phillips Natalie	Manager	Investigations - Litigations/recoveries	14/08/2019	6.7	465	3,115.50	Reviewed the listings of files and searched for and reconciled the server listings. Ran file listings of email servers and some evidence files with mailboxes.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	14/08/2019	0.8	465	372.00	Draft correspondence to KordaMentha regarding request to access records Review email from Paul Buitendag of Johnson Winter & Slattery regarding further queries for discovery regime
Kumar Sonal	Bookkeeper	Administration - Bank account administration	15/08/2019	1.4	180	252.00	Download bank statements x 12 Reconcile bank accounts x 12 Process interest/ bank fees x 12 Send email to staff requesting for receipt voucher
Plail Lorraine	Manager	Administration - Planning/review/supervision	15/08/2019	0.3	465	139.50	Emails with Irene Hrysomalis of PricewaterhouseCoopers regarding notification for outstanding grower claim invoice Discussions with Leah Campbell regarding history of 'defence costs' and costs not met by AIG
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	15/08/2019	6.0	310	1,860.00	Creating a spreadsheet of the higher level understanding of what is on each storage media. Working with Natalie Phillips on the Gunns listings using Alteryx. Checking the workflow for the server listings based on the supplied memo given. Creating a workflow to check the evidence listings to see which are available on the memo.
Sisk Martin	Director	Investigations - Conducting investigations	15/08/2019	3.4	585	1,989.00	Analysis of data for eDiscovery regime
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	15/08/2019	5.3	510	2,703.00	Send email reply to Rena Solomonidis of Johnson Winter & Slattery re AIG invoice Checked Johnson Winter & Slattery trust statements to ensure they match disbursement approval Email to David Haddock outlining the findings from my Johnson Winter & Slattery disbursement review Prepared response to Johnson Winter & Slattery re hard copy records, various discussions with Lorraine Plail re same Telephone discussion with Martha Byrne of Johnson Winter & Slattery re hard copy records of the Receivers Review of letter to KordaMentha re access to hard copy records and sent draft to Craig Crosbie and David Haddock for their review

Haddock David	Director	Investigations - Litigations/recoveries	15/08/2019	0.3	585	175.50	Update discussion Leah Campbell re discovery, Lander & Rogers
Phillips Natalie	Manager	Investigations - Litigations/recoveries	15/08/2019	5.5	465	2,557.50	Reconciled the disk images and further analysed the virtual servers. Met the FTS to discuss findings and next steps.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	15/08/2019	3.8	465	1,767.00	Review email from Rena Solomonis of Johnson Winter & Slattery regarding correspondences received from Lander & Rogers Review invoice for details of disbursement invoices requested Emails with accounts payable team requesting copies of disbursement invoices Finalise listing of hard copy records to be provided for discovery Reconcile to records listing used in February for initial books and records review conducted Draft correspondence to Johnson Winter & Slattery regarding queries on discovery regime Discussions with Leah Campbell regarding outstanding queries Amend correspondence to KordaMentha requesting access to books and records Emails with Martha Byrne of Johnson Winter & Slattery regarding reconciliation of records
Plail Lorraine	Manager	Administration - Bank account administration	16/08/2019	0.1	465	46.50	Draft receipt voucher for funds received from AIG
Plail Lorraine	Manager	Administration - Planning/review/supervision	16/08/2019	0.8	465	372.00	Review records for Johnson Winter & Slattery engagement letter Discussions with David Haddock and Cliona Waters regarding same Email David Haddock correspondence regarding agreement between Johnson Winter & Slattery and AIG
Haddock David	Director	Investigations - Conducting investigations	16/08/2019	0.4	585	234.00	Email from Leah Campbell re servers. Edit letter to KordaMentha and send to Leah Campbell
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	16/08/2019	6.5	310	2,015.00	Continuing with creating workflows for the Gunns case. Discovering what we have in terms of Mailboxes and how they match up with the virtual servers, the list supplied to us. Continuing the workflow of the virtual and physical server images we have, matching up our created listings with the supplied listings given to us. A lot of trial and error with the matching, creating convoluted workflows
Haddock David	Director	Investigations - Litigations/recoveries	16/08/2019	0.4	585	234.00	Query Lorraine Plail re engagement letter for Johnson Winter & Slattery, read response from Lorraine Plail and attachments
Phillips Natalie	Manager	Investigations - Litigations/recoveries	16/08/2019	3.5	465	1,627.50	Emailed Leah Campbell the breakdown of electronic data we have. Reviewed VMDK virtual servers. Parsed dates into the correct format and examined dates of evidence.
Campbell Leah	Senior Manager	Administration - Bank account administration	19/08/2019	1.2	510	612.00	Updated cash master for June/July 2019
Plail Lorraine	Manager	Administration - Bank account administration	19/08/2019	0.2	465	93.00	Finalise receipt voucher and supporting documents
Plail Lorraine	Manager	Administration - Planning/review/supervision	19/08/2019	0.6	465	279.00	Review invoice approval request. Email to accounts payable team to have re-allocated to Leah Campbell Discussions with Leah Campbell regarding cash master Discussions with Jane Stewart regarding viewing migrated transactions
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	19/08/2019	8.0	310	2,480.00	Continuing with the Alteryx workflow regarding the discovery of emails in different locations. Matching the emails from the memo to the forensic containers stored on the storage devices. Determining how to match those which are not on either of these drives, and finding their actual locations. Continuing with the high level overview of what is contained in the drives.
Sisk Martin	Director	Investigations - Conducting investigations	19/08/2019	0.8	585	468.00	Emails with Johnson Winter & Slattery re: Discovery regime.
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	19/08/2019	2.8	510	1,428.00	Edited draft letter to KordaMentha regarding access to hard copy records for the Gunns companies, edited letter to Craig Crosbie for final approval Meeting with Natalie Phillips in the forensics lab regarding findings from the initial review of servers Telephone discussion with Natalie Phillips re draft email to Johnson Winter & Slattery
Haddock David	Director	Investigations - Litigations/recoveries	19/08/2019	0.5	585	292.50	Discussion Leah Campbell, numerous emails re discovery from Johnson Winter & Slattery, Martin Sisk, Leah Campbell
Phillips Natalie	Manager	Investigations - Litigations/recoveries	19/08/2019	4.5	465	2,092.50	Reviewed other content on storage devices with a view to share the data. Identified specific folders the email files came from. Met with Leah Campbell to discuss findings to date. Drafted email for Martin Sisk to send to the lawyers detailing findings.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	19/08/2019	0.3	465	139.50	Review various correspondence from Paul Buitendag of Johnson Winter & Slattery regarding amended discovery regime, correspondence to KordaMentha and response to queries from Piper Alderman
Campbell Leah	Senior Manager	Administration - Bank account administration	20/08/2019	2.8	510	1,428.00	Finalised cash master for June/July 2017
Plail Lorraine	Manager	Administration - Planning/review/supervision	20/08/2019	0.7	465	325.50	Discussions with Leah Campbell regarding cash master workings
Haddock David	Director	Investigations - Conducting investigations	20/08/2019	0.5	585	292.50	reviewing draft letters to insurance tower members, email to Johnson Winter & Slattery, read Johnson Winter & Slattery advice
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	20/08/2019	7.0	310	2,170.00	Continuing with the Alteryx workflow regarding the discovery of emails in different locations. Matching the emails from the memo to the forensic containers stored on the storage devices. Determining how to match those which are not on either of these drives, and finding their actual locations. Formatting, trial and error are a big account. Continuing with the high level overview of what is contained in the drives. Completing and finalising the list of emails contained in the collected,
Sisk Martin	Director	Investigations - Conducting investigations	20/08/2019	2.5	585	1,462.50	Calls with lawyers re: discovery regime and review questions from lawyers. Analysis of data to be provided for Discovery
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	20/08/2019	1.2	510	612.00	Teleconference with Johnson Winter & Slattery, Natalie Phillips, Martin Sisk and Lorraine Plail to discuss Growers discovery Telephone discussion with Martin Sisk regarding response to Johnson Winter & Slattery on electronic discovery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	20/08/2019	3.0	465	1,395.00	Gunns meeting with Johnson Winter & Slattery. Created 3 spreadsheets to represent two places where mailboxes were found and the Domino servers. Shared spreadsheets of all emails with Martin Sisk
Plail Lorraine	Manager	Investigations - Litigations/recoveries	20/08/2019	1.9	465	883.50	Preparation for and attendance at telephone meeting with Leah Campbell, Natalie Phillips, Martin Sisk, and Paul Buitendag, Rena Solomonidis and Martha Byrne of Johnson Winter & Slattery regarding discovery regime Draft correspondence to Paul Buitendag regarding hard copy records and information on post appointment responsible entity correspondence
Haddock David	Director	Investigations - Conducting investigations	21/08/2019	0.4	585	234.00	Review and approve letters to insurance tower, email Johnson Winter & Slattery

Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	21/08/2019	5.0	310	1,550.00	Continuing to work on the Alteryx workflows, specifically for the disk images and servers. Completing which disk images match up with the memo, which ones we have in the Lab on devices, which ones we have in addition to those in the Lab. Same work was done for the servers, matching up names, creating the base paths and matching the unique names. Continuing with the workings of the higher level overview of what
Sisk Martin	Director	Investigations - Conducting investigations	21/08/2019	1.8	585	1,053.00	Gunns response to request from lawyers and update with Natalie Phillips on progress of analysis of data
Haddock David	Director	Investigations - Litigations/recoveries	21/08/2019	0.2	585	117.00	Emails from Johnson Winter & Slattery re discovery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	21/08/2019	3.0	465	1,395.00	Meeting with Martin Sisk going through email reports. Drafted a response to the Lawyers letter to the other side. Analysed all evidence style files on media
Plail Lorraine	Manager	Investigations - Litigations/recoveries	21/08/2019	0.2	465	93.00	Review various correspondences from Rena Solomonidis and Paul Buitendag of Johnson Winter & Slattery and Martin Sisk regarding correspondence with the parties, and Lander & Rogers
Campbell Leah	Senior Manager	Administration - Bank account administration	22/08/2019	0.1	510	51.00	Email to David Haddock re funds available for Insurance claim
Plail Lorraine	Manager	Administration - Document maintenance/filing	22/08/2019	0.3	465	139.50	Filing of emails into M-Files
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	22/08/2019	4.6	510	2,346.00	Emails to Jane Sheridan of Arnold Bloch Leibler re basis of approval for future fees, review of S Drive and M Files regarding support for fee approvals and amendments to future fees in Cash Master, various discussions with Lorraine Plail regarding amendments to future fees
Plail Lorraine	Manager	Administration - Planning/review/supervision	22/08/2019	2.8	465	1,302.00	Finalise review of remuneration payments compared to transfers from scheme accounts Review records for email regarding judgement on costs received and explaining finding Emails regarding Shred-X invoice. Discussion with Leah Campbell regarding same
Haddock David	Director	Investigations - Conducting investigations	22/08/2019	0.4	585	234.00	Email to and from Leah Campbell re availability of funds for advice. Email Rena Solomonidis of Johnson Winter & Slattery re letter to Tower of insurers
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	22/08/2019	2.3	510	1,173.00	Meeting with Natalie Phillips in the lab working through the electronic records searches Discussion with David Haddock regarding approach on electronic records Discussion with Natalie Phillips re 3 tranches of email collections Review of email from Lander & Rogers regarding balance available in insurance policy
Haddock David	Director	Investigations - Litigations/recoveries	22/08/2019	0.3	585	175.50	Email from Johnson Winter & Slattery re costs, instruct Leah Campbell
Phillips Natalie	Manager	Investigations - Litigations/recoveries	22/08/2019	4.0	465	1,860.00	Meeting with Leah Campbell going through the content of some evidence in the lab. NUIX processing of 3 mailboxes including finding the data and creating logical evidence file and documentation.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	22/08/2019	0.8	465	372.00	Review historical records to provide further detail around trip to Tasmania for collection of electronic records Review correspondence from Lander and Rodgers regarding erosion of funds for defense costs and payment of GST.
Haddock David	Director	Investigations - Conducting investigations	23/08/2019	0.4	585	234.00	Call from Paul Buitendag of Johnson Winter & Slattery re counsel advice on letter to tower of insurers, subsequent email
Phillips Natalie	Manager	Investigations - Litigations/recoveries	23/08/2019	2.0	465	930.00	Analysed the NUIX index with Kurtis. Extracted and analysed metadata.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	23/08/2019	0.2	465	93.00	Review internal correspondence regarding disbursements paid
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	26/08/2019	2.2	510	1,122.00	Discussion with Craig Crosbie regarding fee approvals Summarised high level fee overpayments and emailed to Craig Crosbie Various discussions with Lorraine Plail regarding potential sources for additional funding to cover fees Discussions with Lorraine Plail regarding file planning, workstream timeframes and potential outsourcing to progress matters
Plail Lorraine	Manager	Administration - Planning/review/supervision	26/08/2019	1.5	465	697.50	Discussions with Leah Campbell regarding actions to be considered ahead of request for further fee approval Review unfair preference claims for files where Gunns Plantations were a party Compile value of settlements for impacted claims Correspondences with Antony Munro of KordaMentha regarding request to access company books and records for grower claim
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	26/08/2019	0.4	510	204.00	Initial planning for Committee Of Inspections meeting and brainstorm session and booked room
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	26/08/2019	1.0	310	310.00	- Going through Melbourne server to move/delete completed cases or cases which are still ongoing in Sydney. - Verifying that the transfers were completed correctly without any issues - Swapping in and out hard drives in server room for David Dixon - Helping Natalie Phillips with Gunns listings with Leah Campbell, setting up the storage devices - Getting listings using powershell - Organising which iron mountain boxes can be returned back
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	26/08/2019	2.3	510	1,173.00	Prepared spreadsheet regarding remaining insurance proceeds Meeting with Natalie Phillips in the lab regarding the outcome from investigations into the email cut off dates Telephone discussion with Natalie Phillips to discuss findings from further investigations into the emails Discussion with Craig Crosbie and subsequent email regarding letter to KordaMentha regarding hard copy records access for discovery, email to Irene Hrysomalis regarding Craig Crosbie's signature of finalised letter
Phillips Natalie	Manager	Investigations - Litigations/recoveries	26/08/2019	5.0	465	2,325.00	Reviewed the index Robert Wood mailboxes with Leah Campbell. Discussed next steps with Martin Sisk. Discussed logistics of possible filtering with Bevan Forbes.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	26/08/2019	0.6	465	279.00	Collate list of missing invoices for disbursements. Emails with General Ledger team regarding same Email correspondence to Antony Munro of KordaMentha regarding access to records
Haddock David	Director	Investigations - Conducting investigations	27/08/2019	0.2	585	117.00	Discuss discovery with Leah Campbell
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	27/08/2019	3.4	510	1,734.00	Review of documents in brief to Barrister to understand background of insurance policies Telephone discussion with Natalie Phillips re potential delays with electronic discovery and how to build into the regime Telephone discussion with Martha Byrne of Johnson Winter & Slattery re electronic record discovery Meeting with Natalie Phillips regarding further investigation of electronic records Discussion with Craig Crosbie and David Haddock regarding meeting to discuss electronic records

Phillips Natalie	Manager	Investigations - Litigations/recoveries	27/08/2019	5.0	465	2,325.00	Processed new mailboxes to answer a question around dates. Collated a list of folders to provide or not. Meeting with Martha Byrne of Johnson Winter & Slattery to discuss email dates. Met with Leah Campbell to discuss costs. Relayed how mailboxes filtering will work. Set up a meeting to
Haddock David	Director	Investigations - Conducting investigations	28/08/2019	0.1	585	58.50	Email Craig Crosbie re Johnson Winter & Slattery costs
Sisk Martin	Director	Investigations - Conducting investigations	28/08/2019	0.5	585	292.50	Gunns response to request from lawyers and update with Natalie Phillips on progress of analysis of data
Haddock David	Director	Investigations - Litigations/recoveries	28/08/2019	0.1	585	58.50	Follow up email Leah Campbell
Phillips Natalie	Manager	Investigations - Litigations/recoveries	28/08/2019	0.5	465	232.50	Reviewed processed work
Plail Lorraine	Manager	Dividend - Dividend procedures	29/08/2019	1.1	465	511.50	Locate and review final pruning distribution details, including number of growers with funds still outstanding Review latest bank reconciliation for general distribution account for categories of funds still withheld Update spreadsheet with additional interest
Haddock David	Director	Investigations - Conducting investigations	29/08/2019	0.8	585	468.00	Meeting Leah Campell and Natalie Phillips re server and email discovery
Sisk Martin	Director	Investigations - Conducting investigations	29/08/2019	2.2	585	1,287.00	Gunns response to request from lawyers and update with Natalie Phillips on progress of analysis of data
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	29/08/2019	4.5	510	2,295.00	Meeting with Natalie Phillips and David Haddock regarding decisions on Electronic Discovery Telephone discussion with Martha Byrne of Johnson Winter & Slattery and Natalie Phillips regarding Electronic Discovery Various discussions with Natalie Phillips regarding Electronic Discovery Updated Insurance proceeds spreadsheet, and emailed to David Haddock Review of amended regime document
Phillips Natalie	Manager	Investigations - Litigations/recoveries	29/08/2019	5.5	465	2,557.50	Meeting with Leah Campbell and David Haddock to discuss which evidence to include in the discovery and what filters to use. Quick Examination of Albany data with Leah Campbell. Created a full listing of files for Johnson Winter & Slattery. Sent drafts of emails and Discovery Access
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	30/08/2019	0.7	465	325.50	Review draft Business Activity Statement and supporting documents Emails with AST regarding same Review finalised Business Activity Statement and email to Leah Campbell for final review
Plail Lorraine	Manager	Administration - Bank account administration	30/08/2019	1.4	465	651.00	Emails with Saward Dawson regarding outstanding invoice and need for amendment Prepare payment voucher and supporting documents for payment of Saward Dawson invoice Prepare payment voucher and supporting documents for internal transfer required
Plail Lorraine	Manager	Administration - Planning/review/supervision	30/08/2019	0.3	465	139.50	Review and update outstanding task list - 0.2 units Review email from general ledger team regarding invoices unavailable as under minimum threshold 0.1 units
Plail Lorraine	Manager	Dividend - Dividend procedures	30/08/2019	1.8	465	837.00	Review final reconciliation of Gunns unclaimed money distributions Locate address master listing Being preparing Australian Securities & Investments Commisson unclaimed money lodgment in required format Review addresses listed as 'Link Market Services' to be investigated
Sisk Martin	Director	Investigations - Conducting investigations	30/08/2019	2.8	585	1,638.00	Gunns response to request from lawyers and update with Natalie Phillips on progress of analysis of data
Phillips Natalie	Manager	Investigations - Litigations/recoveries	30/08/2019	6.0	465	2,790.00	Emailed Martin Sisk with comments in response to email from Paul Buitendag of Johnson Winter & Slattery. Created a count that ran beside the item listing that counted folders or images rather than items. Reformatted the listing for the lawyers. Calculated copy size. Restarted the test
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	02/09/2019	0.4	190	76.00	Processed inter company funds transfer and EFT payment - Saward Dawson Accountants
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	02/09/2019	1.5	310	465.00	Continuing in Alteryx for finding lowest path.
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	02/09/2019	0.6	510	306.00	Reviewed amended regime document and emailed Martin Sisk and Natalie Phillips re feedback
Phillips Natalie	Manager	Investigations - Litigations/recoveries	02/09/2019	1.0	465	465.00	Monitoring test email processing as size of data creates processing problems
Plail Lorraine	Manager	Investigations - Litigations/recoveries	02/09/2019	0.1	465	46.50	Internal discussions regarding copies of invoices requested for insurer funding
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	03/09/2019	0.2	190	38.00	Reviewed payments, Payment Voucher, supporting documents, bank upload and sent email to Appointee to approve/release online payments
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	03/09/2019	5.0	310	1,550.00	Working on the Gunns Alteryx workflow. Used the DII export created over the last few days to import into Billing workflow. Creating AD1 evidence files for emails and recreating an AD1 which was incorrect. Copied to R730
Sisk Martin	Director	Investigations - Conducting investigations	03/09/2019	0.8	585	468.00	Review Discovery regime and update with Natalie Phillips on fees for next phase
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	03/09/2019	0.6	510	306.00	Email to Rena Solominidis of Johnson Winter & Slattery to confirm regime can be sent to other parties Email exchange with Martin Sisk and Natalie Phillips regarding electronic discovery
Phillips Natalie	Manager	Investigations - Litigations/recoveries	03/09/2019	1.0	465	465.00	Recalculation of expected time frame for creating individual email files for the 1800 mailboxes
Plail Lorraine	Manager	Investigations - Litigations/recoveries	03/09/2019	0.2	465	93.00	Review email and attachment from Rena Solomonidis of Johnson Winter & Slattery regarding amended discovery regime document
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	04/09/2019	1.0	310	310.00	Setting up the process to verify the largest AD1 as it had been transferred between a number of devices. Setting up an FTK case for the large AD1
Sisk Martin	Director	Investigations - Conducting investigations	04/09/2019	1.0	585	585.00	Next phase planning
Haddock David	Director	Investigations - Litigations/recoveries	04/09/2019	0.6	585	351.00	Email Johnson Winter & Slattery re counsel advice on tower of insurers, instruct Lorraine Plail. Email from Johnson Winter & Slattery re Allens correspondence re discovery issues
Phillips Natalie	Manager	Investigations - Litigations/recoveries	04/09/2019	3.0	465	1,395.00	Costed the hard drive expenses. Drafted a letter to NUIX looking for an automated way to make email discovery. Received an email from Allens not agreeing to discovery in its current format. Provided feedback on the Discovery Access Regime.

Plail Lorraine	Manager	Investigations - Litigations/recoveries	04/09/2019	1.3	465	604.50	Review records for details of initial notification of potential claim to insurance brokers and various insurers Email relevant records to David Haddock Review email from Martin Sisk regarding discovery regime document Review emails from Paul Buitendag and Rena Solomonidis of Johnson Winter & Slattery regarding correspondence from Allens
Plail Lorraine	Manager	Administration - Bank account administration	05/09/2019	0.2	465	93.00	Prepare receipt voucher for second payment received from AIG
Plail Lorraine	Manager	Creditors - Meetings of creditors	05/09/2019	0.5	465	232.50	Attendance at planning meeting for final committee of inspection meeting with Craig Crosbie, David Haddock, Leah Campbell and Elizabeth Meng
Sisk Martin	Director	Investigations - Conducting investigations	05/09/2019	2.5	585	1,462.50	Review documentation from Johnson Winter & Slattery from Allens, calls with Johnson Winter & Slattery update, planning for next phase of discovery
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	05/09/2019	1.4	510	714.00	Facilitated arrangements for call with Johnson Winter & Slattery re discovery Preparation for and attendance at teleconference with Johnson Winter & Slattery, Lorraine Plail, Natalie Phillips and Craig Crosbie regarding strategy in approach for managing discovery progress
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	05/09/2019	1.0	675	675.00	Meeting with Leah Campbell, Lorraine Plail, Martin Sisk and Natalie Phillips to discuss discovery for grower class action. Dial in Paul Buitendag of Johnson Winter & Slattery to discussion.
Phillips Natalie	Manager	Investigations - Litigations/recoveries	05/09/2019	3.0	465	1,395.00	Preparation then meeting with Johnson Winter & Slattery. Follow up with Leah Campbell and Martin Sisk.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	05/09/2019	1.4	465	651.00	Attendance at telephone meeting with Craig Crosbie, Leah Campbell, Natalie Phillips and Paul Buitendag and Martha Byrne from Johnson Winter & Slattery regarding discovery regime, request for post appointment documents and various correspondence received. Internal discussions with Leah Campbell and Natalie Phillips regarding tasks to be completed to respond to correspondence
Sisk Martin	Director	Investigations - Conducting investigations	06/09/2019	1.1	585	643.50	Planning for next phase of discovery, call with Johnson Winter & Slattery
Haddock David	Director	Investigations - Litigations/recoveries	06/09/2019	0.2	585	117.00	Email from Johnson Winter & Slattery re documents for counsel, respond
Phillips Natalie	Manager	Investigations - Litigations/recoveries	06/09/2019	0.8	465	372.00	Reviewed S Drive sizes for Gunns documents
Plail Lorraine	Manager	Investigations - Litigations/recoveries	06/09/2019	0.1	465	46.50	Review email and attachment from Paul Buitendag of Johnson Winter & Slattery regarding correspondence with Allens
Sisk Martin	Director	Investigations - Conducting investigations	09/09/2019	1.3	585	760.50	Respond to request from lawyers
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	09/09/2019	3.2	510	1,632.00	Finalised review of draft letter to Allens, Email exchange with Martin Sisk re changes required to Allens letter, Reviewed amended Allens letter to confirm changes made and suggestions by counsel
Phillips Natalie	Manager	Investigations - Litigations/recoveries	09/09/2019	0.3	465	139.50	Read the relevant section of Discovery Access Regime and discussed with Martin to feedback to Johnson Winter & Slattery.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	09/09/2019	0.1	465	46.50	Review correspondences between Leah Campbell and Paul Buitendag of Johnson Winter & Slattery regarding correspondence with Allens
Campbell Leah	Senior Manager	Administration - ASIC/AFSA forms	10/09/2019	0.6	510	306.00	Completed the Australian Securities & Investments Commisison Industry Funding Annual Return for Gunns Plantations Limited Discussion with Craig Crosbie regarding approval of return
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	10/09/2019	0.3	465	139.50	Send July Business Activity Statement to Craig Crosbie for approval Review August Business Activity Statement Email with accounts team regarding lodgment of nil Business Activity Statement
Plail Lorraine	Manager	Administration - Planning/review/supervision	10/09/2019	0.6	465	279.00	Review Australian Securities & Investments Commisison industry funding information, including prior correspondences Forward same to Leah Campbell Calculate current period metric for GPL assets
Phillips Natalie	Manager	Investigations - Litigations/recoveries	10/09/2019	1.0	465	465.00	Internal discussion. Costed indexing and hosting post appointment data and sent for internal approval.
Sisk Martin	Director	Investigations - Conducting investigations	11/09/2019	0.7	585	409.50	Respond to request from Leah Campbell on analysis of post appointment data
Phillips Natalie	Manager	Investigations - Litigations/recoveries	11/09/2019	0.5	465	232.50	Emailed Leah Campbell estimated costs for hosting post appointment S-Drive data.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	11/09/2019	0.3	465	139.50	Collate invoices as requested to evidence disbursement claim Email to Paul Buitendag of Johnson Winter & Slattery regarding same, and request for breakdown of invoice items not paid
Plail Lorraine	Manager	Administration - Planning/review/supervision	12/09/2019	0.2	465	93.00	Locate correspondence regarding Johnson Winter & Slattery engagement on grower claim Discussions with Leah Campbell regarding same
Crosbie Craig	Appointee	Investigations - Conducting investigations	12/09/2019	0.6	675	405.00	Review letter from Allens (KPMG) to Johnson Winter & Slattery dated 11 September 2019 regarding alternative regime for discovery of documents. Review email from Michael Barrett of Thomson Geer to Paul Buitendag of Johnson Winter & Slattery and Richard Mereine of HWL regarding preservation of remaining funds in the insurance policy given apparent change in attitude of plaintiffs.
Sisk Martin	Director	Investigations - Conducting investigations	12/09/2019	0.5	585	292.50	Identification of data sources for searching for post appointment date
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	12/09/2019	4.9	510	2,499.00	Review of correspondence received from Allens, Lander & Rogers and Thomson Geer Teleconference with Johnson Winter & Slattery regarding correspondence received from Allens, Lander & Rogers and Thomson Geer and strategy for resolution Various discussions with Craig Crosbie regarding discovery strategy Draft email to Jane Sheridan of Arnold Bloch Leibler regarding Grower Claim and requesting assistance Discussion with Martin Sisk regarding forensic review of S Drive for discovery regime
Phillips Natalie	Manager	Investigations - Litigations/recoveries	12/09/2019	0.3	465	139.50	Wrote and distributed a patching workflow. Confirmed S-Drive folders to be processed with Leah Campbell. Created 5 S-Drive evidence files for processing.
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	13/09/2019	0.5	310	155.00	Transferring AD1 images from Gunns Growers S Drive to Nuix server. Imported into Nuix for processing, with documentation supporting the process

Crosbie Craig	Appointee	Investigations - Litigations/recoveries	13/09/2019	2.0	675	1,350.00	Review discovery categories 26, 27 and 28 in the Growers' proceeding. Telephone discussion with Jane Sheridan of Arnold Bloch Leibler regarding the above categories and proposed approach to answering those categories by making historic court applications (including affidavit material) available. Telephone discussion with Paul Buitendag of Johnson Winter & Slattery regarding same. Review email from Jane Sheridan of Arnold Bloch Leibler regarding discovery categories 26, 27 and 28 in the Growers' proceeding. Review email from Martha Byrne of Johnson Winter Slattery regarding dealing with a response to Allens and confirmation of discussion to be had with Michael Barrett of Thomson Geer on 16 September 2019 regarding proposal to provide Piper Alderman with
Phillips Natalie	Manager	Investigations - Litigations/recoveries	13/09/2019	0.5	465	232.50	Handed over the S-Drive evidence and ensured processing when ahead
Campbell Leah	Senior Manager	Creditors - Creditor reports	16/09/2019	1.4	510	714.00	Commenced preparation of report to Committee of Inspection summarising key events over the past 12 months
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	16/09/2019	3.5	310	1,085.00	Alteryx workflow for Gunns Insolvency to match all evidence files loaded into Summation with the load file/evidence file they originated from
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	16/09/2019	0.4	510	204.00	Discussions with Craig Crosbie and Daniel Bryant re Jane Sheridan of Arnold Bloch Leibler assistance with discovery
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	17/09/2019	0.2	190	38.00	Reviewed payments, supporting documents, bank upload document to ensure all payment details matched, sent email to appointee to approve/release payment online
Marijanovic Tomas	Analyst 1	Investigations - Conducting investigations	17/09/2019	1.5	310	465.00	Forensic image processing
Haddock David	Director	Investigations - Litigations/recoveries	17/09/2019	0.4	585	234.00	Email from Johnson Winter & Slattery re insurance policy wording, instructions Lorraine Plail. Emails to and from Lorraine Plail re same.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	17/09/2019	1.1	465	511.50	Emails with David Haddock regarding copy of full Dual insurance policy Review records to locate copies of relevant correspondences
Sisk Martin	Director	Investigations - Conducting investigations	18/09/2019	1.0	585	585.00	Update calls and emails re: data discovery
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	18/09/2019	1.0	510	510.00	Teleconference with Paul Buitendag and Martha Byrne of Johnson Winter & Slattery with Craig Crosbie re amended strategy for provision of documents pursuant to categories 26, 27 and 28
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	18/09/2019	1.0	675	675.00	Meeting with Paul Buitendag and Martha Byrne of Johnson Winter & Slattery with Leah Campbell to discuss response to Allens on proposed discovery regime, including limiting discovery to previously sworn affidavits dealing with sale of scheme assets.
Phillips Natalie	Manager	Investigations - Litigations/recoveries	18/09/2019	2.5	465	1,162.50	Calculated size and dates for data hosted in Gunns Insolvency
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	19/09/2019	0.5	675	337.50	Review draft correspondence to Allens regarding proposed discovery regime.
Haddock David	Director	Investigations - Litigations/recoveries	19/09/2019	0.2	585	117.00	Email from Johnson Winter & Slattery re counsel advice, respond
Plail Lorraine	Manager	Administration - Document maintenance/filing	20/09/2019	0.3	465	139.50	Filing of various emails to M-Files
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	20/09/2019	0.4	510	204.00	Telephone discussions with Martha Byrne of Johnson Winter & Slattery regarding detail of litigation and timing for inclusion in Allens letter Telephone discussion with Louise Downie re background on litigation timing
Haddock David	Director	Investigations - Litigations/recoveries	20/09/2019	0.2	585	117.00	Email from Lorraine Plail, emails from Paul Buitendag of Johnson Winter & Slattery re insurer correspondence, review letter to Dual
Plail Lorraine	Manager	Investigations - Litigations/recoveries	20/09/2019	0.3	465	139.50	Review emails from David Haddock of PricewaterhouseCoopers and Paul Buitendag of Johnson Winter & Slattery regarding documents for Dual insurance policy
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	30/09/2019	1.4	510	714.00	Searched for previous correspondence relating to allocation of proceeds
Plail Lorraine	Manager	Investigations - Litigations/recoveries	30/09/2019	0.3	465	139.50	Review correspondence from Rena Solomonidis of Johnson Winter & Slattery regarding correspondence received from Allens Review documents provided previously to determine if documents have been provided to other parties
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	01/10/2019	1.7	510	867.00	Completed review of M-Files v S Drive for distribution information for grower claim
Haddock David	Director	Administration - Planning/review/supervision	01/10/2019	0.2	585	117.00	review payment vouchers for reimbursement
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	01/10/2019	1.9	510	969.00	Telephone discussion with Rena Solominidis and Martha Byrne of Johnson Winter & Slattery regarding provision of distribution information to comply with request Review of accounts to located example scheme receipts and payments along with distribution notice for Plaintiff Giabal Pty Ltd
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	01/10/2019	0.5	675	337.50	Review email from Rena Solomonidis of Johnson Winter & Slattery Lawyers regarding Allens response to Johnson Winter & Slattery letter of 20 September and remaining issues to be agreed in principal, including electronic regime and whether documents in category 28 would have been in evidence in early grower proceedings. Discuss with Leah Campbell and provide instructions.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	01/10/2019	0.2	465	93.00	Discussions with Leah Campbell regarding documents available regarding liquidators distributions to growers Review document locations for sample correspondence
Plail Lorraine	Manager	Administration - Document maintenance/filing	07/10/2019	0.3	465	139.50	Discussions with Leah Campbell regarding draft correspondence prepared by Johnson Winter & Slattery regarding discovery regime Review draft correspondence and provide feedback to Leah Campbell
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	07/10/2019	0.6	510	306.00	Review of Johnson Winter & Slattery letter to Allens Discussion with Lorraine Plail and Craig Crosbie Email to Rena Solominidis of Johnson Winter & Slattery re confirmation of letter
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	07/10/2019	0.3	675	202.50	Review draft letter to Piper Alderman and Allens on correspondence regarding distributions to the growers and substantive responses/mark ups to the outline of proposed discovery regime.
Conti Josie	Senior Bookkeeper	Administration - ATO and other statutory reporting	08/10/2019	0.3	190	57.00	Prepared and reviewed September Business Activity Statement, emailed to Lorraine Plail to review
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	08/10/2019	1.2	190	228.00	Reconciled cash book as at 30/09/2019 Requested receipt voucher from Lorraine Plail and Leah Campbell for accounts the National Australia Bank at call accounts Processed receipt vouchers and finalised bank recs.

Plail Lorraine	Manager	Administration - Bank account administration	08/10/2019	1.0	465	465.00 Prepare receipt voucher and supporting documents for forestry right removal Prepare receipt vouchers for transfers Emails with accounts team regarding outstanding transactions Prepare new account request form
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	08/10/2019	0.2	190	38.00 Attended to fixing / amending cashbook entries due to errors from converted data
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	10/10/2019	0.4	465	186.00 Review draft Business Activity Statement Emails with accounts team regarding finalisation
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	10/10/2019	0.7	510	357.00 Reviewed and signed confidentiality deed for grower claim Email to Rena Solomonidis of Johnson Winter & Slattery re confidentiality deed
Plail Lorraine	Manager	Administration - Planning/review/supervision	11/10/2019	0.4	465	186.00 Review pruning data for older addresses where Link Market Services have updated Locate Australian Securities & Investments Commisison unclaimed monies formatting guidance
Plail Lorraine	Manager	Investigations - Litigations/recoveries	11/10/2019	0.1	465	46.50 Review correspondence from Allens regarding discovery
Plail Lorraine	Manager	Administration - Planning/review/supervision	15/10/2019	0.5	465	232.50 Meeting with Leah Campbell to discuss Arnold Bloch Leibler invoice, prior treatment, review to be undertaken and status Locate and discuss various invoices
Sisk Martin	Director	Investigations - Conducting investigations	15/10/2019	0.3	585	175.50 Review of law firm correspondence re: Discovery regime
Plail Lorraine	Manager	Administration - Bank account administration	17/10/2019	1.4	465	651.00 Draft payment of outstanding Arnold Bloch Leibler invoice to 30 June 2019 Review accounts system for payment of disbursements on outstanding invoices Update schedule of invoices for relevant payment status
Plail Lorraine	Manager	Administration - Document maintenance/filing	17/10/2019	0.2	465	93.00 Filing of various emails
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	17/10/2019	2.2	510	1,122.00 Review of previous reports to ensure capture of correct information in current Committee Of Inspections report
Plail Lorraine	Manager	Administration - Bank account administration	18/10/2019	0.9	465	418.50 Draft internal transfers required for payment of Arnold Bloch Leibler invoices Finalise payment vouchers and supporting documents
Plail Lorraine	Manager	Creditors - Creditor's enquiries	18/10/2019	0.1	465	46.50 Email to Solomon Generoso of Arnold Bloch Leibler regarding payment status and invoices going forward
Crosbie Craig	Appointee	Administration - Bank account administration	22/10/2019	0.4	675	270.00 Review and approve payments via EFT.
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	22/10/2019	0.4	190	76.00 Reviewed payments, supporting documents, bank upload document to ensure all details matched, sent email to appointee to approve payments online
Plail Lorraine	Manager	Administration - Document maintenance/filing	23/10/2019	0.1	465	46.50 Filing of emails
Phillips Natalie	Manager	Investigations - Litigations/recoveries	23/10/2019	0.2	465	93.00 Read Johnson Winter & Slattery email
Plail Lorraine	Manager	Investigations - Litigations/recoveries	23/10/2019	0.1	465	46.50 Review correspondences from Rena Solomonidis of Johnson Winter & Slattery regarding correspondences with Allens and Piper Alderman, and marked up discovery reigme
Campbell Leah	Senior Manager	Administration - ASIC/AFSA forms	24/10/2019	0.4	510	204.00 Telephone discussion with Elly Bishop of Arnold Bloch Leibler regarding statutory declaration for Australian Securities & Investments Commisison Industry Levy waiver
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	24/10/2019	4.1	510	2,091.00 Telephone discussion with Martha Byrne of Johnson Winter & Slattery regarding invoice to be sent to Lander & Rogers Review of email from R Solominidis of Johnson Winter & Slattery regarding revised Discovery Regime Telephone discussion with Martha Byrne regarding clarity around deliverable timing for electronic discovery Telephone discussions with Natalie Phillips regarding Discovery Regime and the electronic records Reviewed and compared Discovery Regime between current version and that sent by Allens Made changes as relevant to Discovery Regime
Phillips Natalie	Manager	Investigations - Litigations/recoveries	24/10/2019	0.8	465	372.00 Spoke with Leah Campbell about reviewing the time and details of Electronic Discovery in the Johnson Winter & Slattery letter. Spoke with Martin Sisk about changes to the evidence description and timeframes.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	24/10/2019	0.1	465	46.50 Email to Antony Munro of KordaMentha following up request to access records
Campbell Leah	Senior Manager	Creditors - Creditor reports	28/10/2019	1.9	510	969.00 Discussion with Craig Crosbie re future fee approval required Updated Committee Of Inspections report for PricewaterhouseCoopers brand and new format
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	28/10/2019	0.4	510	204.00 Final review of regime and discussion with Lorraine Plail re same
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	28/10/2019	1.0	675	675.00 Review and amend draft discovery regime document
Phillips Natalie	Manager	Investigations - Litigations/recoveries	28/10/2019	0.8	465	372.00 Spoke with Leah about laptop description and reviewed the description with Martin Sisk
Plail Lorraine	Manager	Investigations - Litigations/recoveries	28/10/2019	0.5	465	232.50 Review and mark up amended discovery regime Discussions with Leah Campbell regarding suggested amendments
Sisk Martin	Director	Investigations - Conducting investigations	29/10/2019	1.1	585	643.50 Review and response to queries from Johnson Winter & Slattery regarding eDiscovery regime
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	29/10/2019	1.7	510	867.00 Review of amended Discovery Regime by Johnson Winter & Slattery, Review of email from Martin Sisk confirming correct description for para 2.1iii, discussion with Craig Crosbie re position on costs, draft response to Paul Buitendag of Johnson Winter & Slattery regarding, telephone discussion with Martha Byrne and Rena Solominidis of Johnson Winter & Slattery regarding our position on the amended Discovery Regime, telephone discussion with Martha Byrne of Johnson Winter & Slattery regarding reliance of s545 when insurance funds are exhausted
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	29/10/2019	1.0	675	675.00 Review and amend draft discovery regime document. Provide instructions to Paul Buitendag of Johnson Winter & Slattery.

Phillips Natalie	Manager	Investigations - Litigations/recoveries	29/10/2019	0.5	465	232.50 Further discussions about the forensic image description
Plail Lorraine	Manager	Investigations - Litigations/recoveries	29/10/2019	0.3	465	139.50 Review correspondences from Paul Buitendag and Rena Solomonidis of Johnson Winter & Slattery, Leah Campbell and Craig Crosbie of PricewaterhouseCoopers regarding discovery regime. Discussions with Leah Campbell regarding same
Campbell Leah	Senior Manager	Creditors - Creditor reports	31/10/2019	1.1	510	561.00 Telephone discussion with Craig Crosbie re status of Committee Of Inspections report, various discussions with David Haddock re report, prepared task timeline for meeting to be held by end of November, diarised all tasks for staff
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	31/10/2019	0.3	675	202.50 Review and respond to email from Paul Buitendag of Johnson Winter & Slattery re available insurance proceeds under AIG policy.
Plail Lorraine	Manager	Creditors - Creditor reports	01/11/2019	0.8	465	372.00 Review and amend committee of inspection report
Plail Lorraine	Manager	Administration - General correspondence	04/11/2019	0.2	465	93.00 Review Arnold Bloch Leibler invoice for correct time allocations Email to Kylie Perta of Arnold Bloch Leibler regarding amendments required
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	04/11/2019	1.1	510	561.00 Additional editing time for Creditor report
Plail Lorraine	Manager	Administration - ASIC/AFSA forms	06/11/2019	0.3	465	139.50 Review draft affidavit for Australian Securities & Investments Commission levy Make comments regarding same
Plail Lorraine	Manager	Administration - General correspondence	06/11/2019	0.1	465	46.50 Review amended invoices provided by Arnold Bloch Leibler
Campbell Leah	Senior Manager	Creditors - Creditor reports	07/11/2019	1.9	510	969.00 Continued edited Committee Of Inspections report, searched and located all supporting documentation required by SDC to complete the remuneration report, emailed to Anuj at SDC
Plail Lorraine	Manager	Administration - Insurance	08/11/2019	0.1	465	46.50 Review correspondence from Willis regarding current insurance coverage Emails with Leah Campbell regarding same
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	08/11/2019	0.3	675	202.50 Review email from Rena Solomonidis of Johnson Winter & Slattery regarding letter from Allens on the proposed discovery regime.
Plail Lorraine	Manager	Administration - Document maintenance/filing	11/11/2019	0.1	465	46.50 Filing of emails
Campbell Leah	Senior Manager	Creditors - Creditor reports	11/11/2019	3.1	510	1,581.00 Continued amendments to the Report to the Committee of Inspection, various discussions with Lorraine Plail
Sisk Martin	Director	Investigations - Conducting investigations	11/11/2019	1.2	585	702.00 Emails from lawyers re: discovery regime
Plail Lorraine	Manager	Investigations - Litigations/recoveries	11/11/2019	0.3	465	139.50 Review amended discovery regime, correspondence from Rena Solomonidis of Johnson Winter & Slattery, Allens and proposed response
Campbell Leah	Senior Manager	Creditors - Creditor reports	12/11/2019	4.9	510	2,499.00 Numerous amendments to the Report to the Committee of Inspection including remuneration approval report and special proxy Discussions with Lorraine Plail Finalised full Report and emailed to Craig Crosbie for his review
Plail Lorraine	Manager	Creditors - Creditor reports	12/11/2019	1.6	465	744.00 Review and amend remuneration report, particularly task descriptions
Haddock David	Director	Investigations - Conducting investigations	13/11/2019	0.5	585	292.50 Email from Ben Renfrey of Johnson Winter & Slattery, discuss Craig Crosbie. Respond after considering email chain
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	13/11/2019	0.8	675	540.00 Review emails from Ben Renfrey and Paul Buitendag of Johnson Winter & Slattery regarding an application for filing a submitting appearance in the grower claim proceeding. Discuss with David Haddock and provide instructions.
Haddock David	Director	Investigations - Litigations/recoveries	14/11/2019	0.3	585	175.50 Email from Rena Solomonidis of Johnson Winter & Slattery re costs coverage and respond. Further email from Rena Solomonidis
Plail Lorraine	Manager	Administration - Planning/review/supervision	15/11/2019	0.3	465	139.50 Review correspondence from Lander & Rodgers regarding payment of invoices and amounts withheld
Haddock David	Director	Investigations - Conducting investigations	15/11/2019	0.2	585	117.00 Email from Rena Solomonidis of Johnson Winter & Slattery re discovery regime and letter form Piper Alderman
Crosbie Craig	Appointee	Investigations - Conducting investigations	15/11/2019	1.0	675	675.00 Review plaintiffs' proposed orders regarding distribution of net proceeds from the sale of the scheme assets subject to unresolved competing claims. Review, amend and swear affidavit in support of proposed orders.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	15/11/2019	0.1	465	46.50 Review correspondence from Rena Solomonidis of Johnson Winter & Slattery regarding correspondence received from Piper Alderman
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	19/11/2019	0.3	510	153.00 Discussion and subsequent email to David Haddock re Johnson Winter & Slattery engagement of Grower Claim
Haddock David	Director	Investigations - Conducting investigations	20/11/2019	0.5	585	292.50 email from Rena Solomonidis at Johnson Winter & Slattery re application and affidavit
Plail Lorraine	Manager	Investigations - Litigations/recoveries	20/11/2019	0.4	465	186.00 Review correspondence from Rena Solomonidis of Johnson Winter & Slattery regarding draft documents for submitting appearance application and correspondence to AXA
Campbell Leah	Senior Manager	Administration - Bank account administration	21/11/2019	1.6	510	816.00 Updated cash master for August to October 2019
Haddock David	Director	Investigations - Conducting investigations	21/11/2019	1.4	585	819.00 Read affidavit and application, long call with Rena Solomonidis of Johnson Winter & Slattery
Haddock David	Director	Investigations - Conducting investigations	22/11/2019	0.8	585	468.00 Read, mark up and email long letter to AXA. Email Johnson Winter & Slattery
Sisk Martin	Director	Investigations - Conducting investigations	22/11/2019	0.3	585	175.50 Gunns emails from lawyers re: Discovery regime
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	25/11/2019	0.4	465	186.00 Review draft Business Activity Statement and supporting documents Locate additional documents and send to Leah Campbell for final review
Haddock David	Director	Investigations - Conducting investigations	25/11/2019	0.5	585	292.50 Instruct Leah Campbell re affidavit, begin review. Emails Johnson Winter & Slattery

Sisk Martin	Director	Investigations - Conducting investigations	25/11/2019	0.2	585	117.00	Review documents in email from Johnson Winter & Slattery
Plail Lorraine	Manager	Administration - Planning/review/supervision	26/11/2019	0.7	465	325.50	Discussions with Leah Campbell regarding discovery costs estimate originally provided to AIG Review records and send a copy of proposed engagement letter to Leah Campbell Review correspondences from Rena Solomonidis of Johnson Winter & Slattery and David Haddock of PricewaterhouseCoopers regarding draft affidavit and notice of motion
Haddock David	Director	Investigations - Conducting investigations	26/11/2019	2.8	585	1,638.00	Review affidavit drafts and emails from Johnson Winter & Slattery. Discuss with Leah Campbell. Review comments. Email Johnson Winter & Slattery. Call to Johnson Winter & Slattery. Settle final. Email Corrs re advice to Ashurst. Emails from Johnson Winter & Slattery re affidavit changes, correspondence with Piper Alderman. Review submissions and emails re same Johnson Winter & Slattery
Sisk Martin	Director	Investigations - Conducting investigations	26/11/2019	0.5	585	292.50	Gunns emails from lawyers re: Discovery regime
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	26/11/2019	4.6	510	2,346.00	Reviewed and edited Craig Crosbie's affidavit for the submitting appearance Various discussions with Craig Crosbie and David Haddock Telephone discussions with Rena Solomonidis of Johnson Winter & Slattery re affidavit amendments required Telephone discussion with Natalie Phillips re status of forensic work required
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	26/11/2019	3.3	675	2,227.50	Review affidavit in support of Gunns' Notice of Motion dated 26 November 2019 seeking the Court to revoke its earlier order so that Gunns Plantations Limited and Gunns Limited no longer participate in the Growers' claim. Attend to swearing affidavit. Review and amend letter to growers regarding distribution of funds where financier no longer asserts a right. Review schedule of distributions per financier.
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	27/11/2019	0.3	675	202.50	Review email from Rena Solomonidis of Johnson Winter & Slattery re email from counsel for the plaintiff's wanting to delay submitting appearance.
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	28/11/2019	0.9	510	459.00	Submitting appearance affidavit - located and emailed Rena Solominidis the form 5602s, various discussions with David Haddock re preparation for hearing
Plail Lorraine	Manager	Administration - Planning/review/supervision	28/11/2019	1.8	465	837.00	Review various correspondences regarding Notice of Motion and submitting appearance Review correspondence from Piper Alderman regarding Notice to Produce Discussions with Leah Campbell regarding available information Locate Form 5602 and email to Leah Campbell Review invoice provided by Arnold Bloch Leibler for correct allocation of time Review correspondence from Ben Renfrey of Johnson Winter & Slattery regarding motion to set aside notice to produce, correspondence to Ben Renfrey
Haddock David	Director	Investigations - Conducting investigations	28/11/2019	0.2	585	117.00	Email from Johnson Winter & Slattery re counsel discussions
Haddock David	Director	Investigations - Conducting investigations	28/11/2019	0.5	585	292.50	Emails from Johnson Winter & Slattery and Craig Crosbie re hearing. Review Ben Renfrey affidavit. Review AXA response
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	28/11/2019	0.8	675	540.00	Review advice from Nick Bender of counsel regarding submitting application and associated risks, including court ordering discovery although unfunded. Provide instructions. Review emails from Rena Solomonidis of Johnson Winter & Slattery regarding submitting application and Notice to Produce served by the
Haddock David	Director	Investigations - Litigations/recoveries	28/11/2019	0.5	585	292.50	Email from Rena Solomonidis re Notice to produce, consider same. Further email re response
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	29/11/2019	1.0	190	190.00	Processed receipt vouchers and reconciled cash book as at 28/11/2019
Plail Lorraine	Manager	Administration - Bank account administration	29/11/2019	1.1	465	511.50	Prepare receipt vouchers and supporting documents required for bank reconciliations Review bank statements and reconciliations up to 28 November 2019 Discussions with Sylvia Young and Josie Conti regarding same
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	29/11/2019	0.9	510	459.00	Various telephone discussions with Craig Crosbie, David Haddock, Sylvia Young and Lorraine Plail regarding outcome of hearing and information required regarding funds in the bank account, instructions to staff re bank reconciliations and GST reconciliations
Plail Lorraine	Manager	Administration - Planning/review/supervision	29/11/2019	4.9	465	2,278.50	Discussions with Elizabeth Meng regarding audit funds and transactions in general liquidation bank account for purposes of grower claim affidavit Review email from Craig Crosbie regarding information required for grower claim affidavit Emails with David Haddock regarding receipts and payments summary to exclude audit information and document for reconciliation Prepare receipts and payments report for relevant period, including manual amendments for audit funds Review draft affidavits of Ben Renfrey from Johnson Winter & Slattery Forward bank statements and notes on totals to Ben Renfrey Review cash position for Gunns Plantations, prepare summary of cash held for schemes, insurance proceeds and liquidation cash
Haddock David	Director	Investigations - Conducting investigations	29/11/2019	3.2	585	1,872.00	Call from Craig Crosbie re hearing, affidavit, cash position, grower cash. Email from Rena Solomonidis of Johnson Winter & Slattery re same. Internal call re next steps. Review affidavit. Instruct staff. Call and email Ben Renfrey of Johnson Winter & Slattery. Discuss with Craig Crosbie. Call Lorraine Plail. Further emails. Checking reconciliations. Reviewing drafts
Sisk Martin	Director	Investigations - Conducting investigations	29/11/2019	0.3	585	175.50	Gunns emails from lawyers re: Discovery regime
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	29/11/2019	1.6	675	1,080.00	Discussions with Paul Buitendag of Johnson Winter & Slattery regarding court appearance on 29 November 2019 and providing instructions. Discussion with David Haddock and Leah Campbell regarding preparing further affidavit requested by the court for the submitting application. Review email from Rena Solomonidis of Johnson Winter & Slattery regarding information required for submitting application. Telephone discussions with David Haddock and Leah Campbell regarding pulling additional affidavit in support of submitting application together.
Plail Lorraine	Manager	Administration - Document maintenance/filing	02/12/2019	0.2	465	93.00	Filing of various emails and documents relating to liquidator's affidavit
Haddock David	Director	Investigations - Conducting investigations	02/12/2019	4.5	585	2,632.50	Extensive emails (internal and Johnson Winter & Slattery) to deal with information for affidavit, discuss with Craig Crosbie, review and make amendments, discuss logic issues with Ben Renfrey of Johnson Winter & Slattery, conference call, page turn with Craig Crosbie
Sisk Martin	Director	Investigations - Conducting investigations	02/12/2019	0.6	585	351.00	Emails from Johnson Winter & Slattery on progress. Response to Johnson Winter & Slattery request for cost breakdown. Update with Natalie Phillips and with Leah Campbell
Phillips Natalie	Manager	Investigations - Litigations/recoveries	02/12/2019	2.5	465	1,162.50	Review of tasks for court for future work

Plail Lorraine	Manager	Investigations - Litigations/recoveries	02/12/2019	3.8	465	1,767.00	Discussions with David Haddock regarding draft liquidators affidavit and required amendments Prepare summary of accounts held and allocation of funds Review work in progress estimates, including workings for Form 5602 values and discuss same with Leah Campbell Provide detail of funds payable to growers Review records for details of affidavits and court orders evidencing allocation of funds Review amended liquidator's affidavit
Plail Lorraine	Manager	Administration - Document maintenance/filing	03/12/2019	0.2	465	93.00	Download and save documents relating to liquidators affidavit submitted in grower claim
Haddock David	Director	Investigations - Conducting investigations	03/12/2019	0.8	585	468.00	Email from Rena Solomonidis of Johnson Winter & Slattery with correspondence from Piper Alderman, review documents, review response and provide comments, email Johnson Winter & Slattery, email Craig. Email from Rena Solomonidis
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	03/12/2019	5.8	510	2,958.00	Prepared bank account summary in preparation for grower claim hearing Re-reviewed all fee approvals and payments for both Gunns Plantations and Gunns Limited in preparation for grower claim hearing Various discussions with Craig Crosbie, David Haddock and Lorraine Plail in relation to grower claim hearing tomorrow
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	03/12/2019	1.5	675	1,012.50	Review email from Rena Solomonidis of Johnson Winter & Slattery together with Notice to Produce served by the plaintiffs regarding the hearing of 4 December 2019, Notice of Motion to set aside the Notice to Produce and affidavit in support of the Notice of Motion. Discussion with Paul
Plail Lorraine	Manager	Investigations - Litigations/recoveries	03/12/2019	0.2	465	93.00	Review email from Rena Solomonidis of Johnson Winter & Slattery regarding notice to produce received from Piper Alderman, proposed response, notice of motion to set aside and affidavit
Haddock David	Director	Investigations - Conducting investigations	04/12/2019	0.4	585	234.00	Internal emails, emails Johnson Winter & Slattery re hearing outcome. Email update from Ben Renfrey of Johnson Winter & Slattery
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	04/12/2019	0.4	675	270.00	Telephone discussion with Paul Buitendag of Johnson Winter & Slattery regarding update on the hearing in the Supreme Court of NSW of 4 December 2019.
Campbell Leah	Senior Manager	Creditors - Creditor reports	05/12/2019	5.8	510	2,958.00	Updated Committee of Inspection report for changes to grower claim and competing claims, updated remuneration approval to 30 November, updated notice of meeting and proxy with updated remuneration, updated receipts and payments to 30 November
Haddock David	Director	Investigations - Conducting investigations	05/12/2019	0.2	585	117.00	Email Leah Campbell re costs query
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	05/12/2019	0.4	510	204.00	Reviewed and edited invoice for AIG, emailed to Craig Crosbie for approval and forwarded to Johnson Winter & Slattery
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	05/12/2019	0.3	675	202.50	Review detailed report on hearing of 4 December 2019 provided by Rena Solomonidis of Johnson Winter & Slattery, together with Court orders made.
Haddock David	Director	Investigations - Litigations/recoveries	05/12/2019	0.3	585	175.50	Email from Rena Solomonidis of Johnson Winter & Slattery re outcomes of hearing
Plail Lorraine	Manager	Investigations - Litigations/recoveries	05/12/2019	0.1	465	46.50	Review correspondence from Rena Solomonidis from Johnson Winter & Slattery regarding outcome of grower hearing and attaching copy of orders received
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	06/12/2019	0.6	675	405.00	Read judgement of Ball J in GIABAL PTY LTD v GUNNS PLANTATIONS LIMITED (IN LIQUIDATION)
Plail Lorraine	Manager	Administration - Document maintenance/filing	09/12/2019	0.7	465	325.50	Review hard copy file for unclaimed money lodgments Prepare documents for storage
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	09/12/2019	0.6	510	306.00	Reviewed transcript of Grower Claim hearing, discussion with Craig Crosbie, emailed transcript to Daniel Bryant
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	09/12/2019	1.0	675	675.00	Read transcript of Ball J's decision from 4 December 2019 hearing.
Conti Josie	Senior Bookkeeper	Administration - ATO and other statutory reporting	10/12/2019	0.3	190	57.00	Prepared and reviewed November Business Activity Statement, emailed to Lorraine Plail for review
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	10/12/2019	0.1	465	46.50	Approve monthly Business Activity Statement
Campbell Leah	Senior Manager	Administration - Bank account administration	10/12/2019	0.1	510	51.00	Review of Business Activity Statement
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	10/12/2019	1.0	190	190.00	Reconciled cash book as at 30/11/2019
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	10/12/2019	1.0	675	675.00	Review cost affidavit to be sworn by Leah Campbell and Court Orders sought.
Plail Lorraine	Manager	Investigations - Litigations/recoveries	10/12/2019	0.2	465	93.00	Review reasons for judgement in grower claim
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	11/12/2019	0.3	465	139.50	Review draft Business Activity Statement
Plail Lorraine	Manager	Investigations - Litigations/recoveries	11/12/2019	0.1	465	46.50	Review correspondences regarding costs, contained in email from Rena Solomonidis of Johnson Winter & Slattery
Campbell Leah	Senior Manager	Administration - ASIC/AFSA forms	12/12/2019	0.6	510	306.00	Reviewed and edited statutory declaration for Australian Securities & Investments Commisson Industry Funding Levy
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	12/12/2019	0.1	465	46.50	Instructions to accounts team to finalise Business Activity Statement
Campbell Leah	Senior Manager	Administration - Bank account administration	12/12/2019	0.2	510	102.00	Email exchange with Anna McLaurin re allocation of Gunns invoices
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	12/12/2019	0.6	190	114.00	Uploaded Growers details in accounts system, checked bank account details against Vendor Forms and excel spreadsheet
Plail Lorraine	Manager	Investigations - Litigations/recoveries	12/12/2019	0.1	465	46.50	Review email from Rena Solomonidis of Johnson Winter & Slattery regarding consent orders and queries from insurers
Plail Lorraine	Manager	Administration - Bank account administration	16/12/2019	0.3	465	139.50	Prepare receipt voucher for cheque received

Plail Lorraine	Manager	Administration - Document maintenance/filing	16/12/2019	0.1	465	46.50 Filing of various emails and PDF's into M-Files
Crosbie Craig	Appointee	Administration - Planning/review/supervision	17/12/2019	1.0	675	675.00 Meeting with Leah Campbell and Lorraine Plail regarding review of cash reconciliations and proposed dividends to be paid.
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	18/12/2019	0.1	465	46.50 Review finalised Business Activity Statement and payment details Emails with Sonal regarding same
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	19/12/2019	1.0	190	190.00 Processed EFT Payments of competing claims to Financier
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	19/12/2019	1.2	190	228.00 Reviewed payments, supporting documents, bank upload and emailed to appointee to approve / release from bank account. Reviewed distribution payments and emailed to appointee for approval
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	19/12/2019	0.5	675	337.50 Review and approve EFTs.
Plail Lorraine	Manager	Administration - ATO and other statutory reporting	20/12/2019	0.1	465	46.50 Forward Business Activity Statement to Craig Crosbie for review and approval Forward approval to AST
Plail Lorraine	Manager	Administration - Document maintenance/filing	20/12/2019	0.4	465	186.00 Filing of various emails
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	20/12/2019	1.5	675	1,012.50 Review and approve proposed correspondence and distributions to growers per Order of the Supreme Court on 18 December 2019.
Campbell Leah	Senior Manager	Administration - ATO and other statutory reporting	09/01/2020	0.6	510	306.00 Reviewed and approved December 2019 Business Activity Statement
Campbell Leah	Senior Manager	Administration - Bank account administration	09/01/2020	0.7	510	357.00 Prepared receipt voucher for McConnon including searching for background records, liaising with AST and preparing the PDF
Campbell Leah	Senior Manager	Administration - ASIC/AFSA forms	16/01/2020	0.5	510	255.00 Telephone discussion with Vy Dang from Australian Securities & Investments Commisson regarding Industry Funding Levy Email to Craig Crosbie to advise of process
Plail Lorraine	Manager	Administration - Planning/review/supervision	23/01/2020	0.5	465	232.50 Meeting with Leah Campbell discuss distribution tasks completed and outstanding tasks
McLaurin Anna	Senior Manager	Creditors - Creditor's enquiries	24/01/2020	0.2	510	102.00 Listen to creditor voicemails and forward to Leah Campbell
Plail Lorraine	Manager	Administration - Bank account administration	28/01/2020	0.7	465	325.50 Draft Arnold Bloch Leibler payment voucher and supporting documents Review email from Elly Bishop of Arnold Bloch Leibler regarding revised invoice Update relevant invoice schedules and proposed payment information
Plail Lorraine	Manager	Administration - Planning/review/supervision	28/01/2020	1.9	465	883.50 Discussions with Leah Campbell regarding reconciliation of cost account Review various reports and spreadsheets to identify cash at bank compared to costs and proposed distributions Calculate interest and other receipts received into cost account not including in cost application or distribution model
Plail Lorraine	Manager	Administration - Bank account administration	29/01/2020	0.8	465	372.00 Amend and finalise Arnold Bloch Leibler payment voucher Prepare internal transfer vouchers Email vouchers to AST
Plail Lorraine	Manager	Administration - Planning/review/supervision	29/01/2020	1.0	465	465.00 Attempt to access Jumpbox for Gunns Server Email to Peter Tyler regarding same Discussion with Richard Ngyuen regarding same Lodge ticket with Digitech regarding issue
Plail Lorraine	Manager	Administration - Bank account administration	03/02/2020	0.8	465	372.00 Review fee overpayment journals and funds flow proposal Discussions with Leah Campbell regarding proposed actions, journals
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	03/02/2020	1.1	510	561.00 Draft email to Craig Crosbie outlining position and process to correct fees (0.5) Planning meeting with Lorraine Plail to discuss tasks required (0.6)
Plail Lorraine	Manager	Administration - Planning/review/supervision	03/02/2020	0.6	465	279.00 Meeting with Leah Campbell to discuss outstanding tasks and priorities
Campbell Leah	Senior Manager	Creditors - Creditor reports	06/02/2020	7.1	510	3,621.00 Finalised draft of the Committee of Inspection report updated to 31 December 2019, edit remuneration report for accurate descriptions and edited charged out rates
Plail Lorraine	Manager	Creditors - Creditor reports	06/02/2020	0.9	465	418.50 Update receipts and payment table for Committee of Inspection report Prepare schedule of grower fund still on hand Reconcile to cash at bank for schemes per accounts program
Plail Lorraine	Manager	Creditors - Creditor reports	07/02/2020	0.9	465	418.50 Review and mark up date committee of inspection report Emails with Leah Campbell regarding same
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	10/02/2020	0.2	510	102.00 Email to team re roles for refund
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	11/02/2020	0.9	510	459.00 Updated to do list for tasks performed, prepared timetable for work required to be completed, discussion with Lorraine Plail
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	14/02/2020	0.3	190	57.00 Prepared and reviewed January 2020 Business Activity Statement, emailed to Lorraine Plail for review
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	14/02/2020	0.2	190	38.00 Processed receipt voucher and finalised bank rec as at 31/01/2020 - Acct 212
Lilburne Jaie	Senior Bookkeeper	Administration - Bank account administration	14/02/2020	1.1	190	209.00 bank reconciliations
Plail Lorraine	Manager	Administration - Bank account administration	14/02/2020	0.5	465	232.50 Prepare receipt voucher for AIG funds Locate required invoices and compare against funds received and tracking worksheet Email to accounts team regarding same
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	14/02/2020	0.3	510	153.00 Job strategy discussion with Lorraine Plail

Plail Lorraine	Manager	Administration - Planning/review/supervision	17/02/2020	0.3	465	139.50 Planning meeting with Leah Campbell regarding journals, payments and internal transfers to be processed
Campbell Leah	Senior Manager	Assets - Sale of business	17/02/2020	1.9	510	969.00 Multiple email exchanges with Jacinta French of Shields Heritage re forestry right release, searched S Drive for relevant details, email to Annabel Martin of KordaMentha re forestry right release
Campbell Leah	Senior Manager	Administration - Australian Securities and Investments Commission/AFSA forms	18/02/2020	4.1	510	2,091.00 Finalised letter to Australian Securities & Investments Commission re waiver for Industry Funding levy, finalised statutory declaration to accompany Australian Securities and Investments Commission letter, telephone discussion and subsequent email to Elly Bishop of Arnold Bloch
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	18/02/2020	0.8	465	372.00 Review draft Business Activity Statement and locate relevant transaction documents
Plail Lorraine	Manager	Administration - Bank account administration	18/02/2020	1.4	465	651.00 Investigate landgate payment options Amend calculations for journals and voucher required based on Goods and services tax information
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	18/02/2020	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed to Appointee for online approval
Plail Lorraine	Manager	Administration - Document maintenance/filing	18/02/2020	0.3	465	139.50 Filing of various emails
Campbell Leah	Senior Manager	Administration - Australian Securities and Investments Commission/AFSA forms	20/02/2020	0.4	510	204.00 Telephone discussion with Elly Bishop of Arnold Bloch Leibler re statutory declaration and updates required
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	20/02/2020	0.5	465	232.50 Review December Business Activity Statement Email accounts team regarding finalisation Complete review of January Business Activity Statement Email accounts team regarding finalisation
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	20/02/2020	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed to appointee for online approval
Plail Lorraine	Manager	Assets - Leasing	21/02/2020	0.3	465	139.50 Discussions regarding current status of lease disclaimer project Locate information detailing required actions and email same to Leah Campbell
Plail Lorraine	Manager	Administration - Document maintenance/filing	24/02/2020	0.1	465	46.50 Save Business Activity Statement documents to M-Files
Plail Lorraine	Manager	Assets - Leasing	24/02/2020	0.1	465	46.50 Amend and finalise Ashton forestry right release
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	27/02/2020	0.5	190	95.00 Follow up email sent to Craig Crosbie for lodgement of the December Quarter 2019 Business Activity Statement Lodged December Quarter2019 Business Activity Statement via the portal - Australian Taxation Office receipt ID 8346571145 Lodged January 2020 Business Activity Statement via the portal - Australian Taxation Office receipt ID 2827030253 Updated IPS diary
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	27/02/2020	0.5	190	95.00 Reviewed payments, supporting documents, bank upload to ensure all details are matched, sent to Appointee for online approval. Entered receipts to cashbook.
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	28/02/2020	0.5	190	95.00 Processed funds transfers X3, emailed to Miranda Priddle for review
Priddle Miranda	Senior Manager	Administration - Bank account administration	28/02/2020	0.5	510	255.00 Review and approve 3 x payment vouchers, supporting documents and National Australia Bank payment form and email to Craig Crosbie for approval
Plail Lorraine	Manager	Administration - Planning/review/supervision	28/02/2020	0.1	465	46.50 Review Arnold Bloch Leibler invoice sent by Kylie Perta
Haddock David	Director	Investigations - Litigations/recoveries	28/02/2020	0.1	585	58.50 Email Leah Campbell re Piper Alderman
Plail Lorraine	Manager	Dividend - Dividend procedures	02/03/2020	3.9	465	1,813.50 finalise formatting data for unclaimed money lodgment for pruning and Gunns unclaimed money.
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	03/03/2020	0.6	465	279.00 Discussions with AST and Leah Campbell regarding correct reporting of fee reversal for Business Activity Statement. Review proposed treatment and provide feedback
Crosbie Craig	Appointee	Administration - Bank account administration	03/03/2020	0.4	675	270.00 Review and approve bank transfers
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	03/03/2020	0.1	510	51.00 Coded Accounts Payable
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	04/03/2020	0.2	465	93.00 Review draft Business Activity Statement Email to Leah Campbell regarding missing vouchers
Plail Lorraine	Manager	Administration - Bank account administration	04/03/2020	0.1	465	46.50 Review bank account to ensure all required transfers made
Crosbie Craig	Appointee	Investigations - Litigations/recoveries	04/03/2020	0.5	675	337.50 Review email from Paul Buitendag of Johnson Winter & Slattery and proposed redacted information to be sent to the plaintiff growers for the purpose of considering the costs to be paid.
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	05/03/2020	0.4	465	186.00 Review draft Business Activity Statement and vouchers Email to accounts team regarding required amendments
Campbell Leah	Senior Manager	Administration - Bank account administration	05/03/2020	0.2	510	102.00 Emailed Lorraine Plail vouchers for Business Activity Statement review
Priddle Miranda	Senior Manager	Trade on - Trade on management	05/03/2020	0.2	510	102.00 Review and code IT hosting services invoice relating to Gunns server hosting
Campbell Leah	Senior Manager	Administration - Australian Securities and Investments Commission/AFSA forms	06/03/2020	1.7	510	867.00 Final edit of statutory declaration for Australian Securities and Investments Commission Industry Levy, Emailed Craig Crosbie final draft of statutory declaration and cover letter

Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	06/03/2020	0.2	465	93.00 Review further amended Business Activity Statement Query to accounts team regarding correct coding of documents
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	10/03/2020	0.3	465	139.50 Further discussions with accounts team regarding Business Activity Statement reporting Calculate preferred reporting and email proposed lodgment to accounts team for confirmation
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	11/03/2020	0.7	190	133.00 Attended to repost requests regarding receipts and payments
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	12/03/2020	0.6	190	114.00 Finalised Feb 2020 Business Activity Statement on portal, processed Journal entries, prepare payment voucher and BPAY payment, emailed to Craig Crosbie for approval.
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	12/03/2020	0.1	465	46.50 Review finalised Business Activity Statement for partner approval
Campbell Leah	Senior Manager	Administration - Australian Securities and Investments Commission/AFSA forms	13/03/2020	0.1	510	51.00 Reminder email to Craig Crosbie re Australian Securities and Investments Commission Industry Levy waiver
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	13/03/2020	0.9	510	459.00 Planning session to determine roles responsibilities and work that can be outsourced
Crosbie Craig	Appointee	Administration - Australian Taxation Office and other statutory reporting	18/03/2020	0.3	675	202.50 Approve Business Activity Statement for lodgement. Attend to payment of Australian Taxation Office via EFT.
Kumar Sonal	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	18/03/2020	0.2	190	38.00 Lodged on Australian Taxation Office portal Sent to case manager and updated case diary
Plail Lorraine	Manager	Administration - Document maintenance/filing	18/03/2020	0.1	465	46.50 Filing Business Activity Statement documents
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	23/03/2020	0.2	190	38.00 Processed receipt voucher - Highland Forest Products
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	30/03/2020	0.1	510	51.00 Telephone discussion with Martha Byrne of Johnson Winter & Slattery re invoices to Piper Alderman re grower claim
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	01/04/2020	1.0	190	190.00 Processed funds transfer x4 Processed EFT payments Processed vendor creation forms
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	02/04/2020	0.4	190	76.00 Reviewed payments, supporting documents, bank upload and emailed to appointee for online approval
Plail Lorraine	Manager	Administration - Planning/review/supervision	02/04/2020	0.1	465	46.50 Discussions with Leah Campbell regarding outstanding journals and actions to be undertaken
Crosbie Craig	Appointee	Administration - ASIC/AFSA forms	07/04/2020	0.5	675	337.50 Amend and sign letter to Australian Securities and Investments Commission requesting fee waiver from industry levy. Review and execute statutory declaration in support of fee waiver letter.
Plail Lorraine	Manager	Administration - Planning/review/supervision	09/04/2020	0.3	465	139.50 Review outstanding task list, including planning for unclaimed money lodgment
Lilburne Jaie	Senior Bookkeeper	Administration - Australian Securities and Investments Commission/AFSA forms	17/04/2020	0.6	190	114.00 Draft form 5602
Lilburne Jaie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	17/04/2020	0.3	190	57.00 Draft Business Activity Statement
Lilburne Jaie	Senior Bookkeeper	Administration - Bank account administration	17/04/2020	1.9	190	361.00 download bank statements, process interest received across all accounts, process Australian Taxation Office refund, bank reconciliations
Plail Lorraine	Manager	Administration - Planning/review/supervision	17/04/2020	3.6	465	1,674.00 Review draft 5602 and amended receipt and payment summaries follow amendments to Insol to IPS migration review Instructions for further amendments required, primarily due to remaining Goods and services tax issues and receipts and payments not balancing
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	21/04/2020	0.3	190	57.00 Reviewed payments, supporting documents, bank upload and emailed to appointee for online approval
Campbell Leah	Senior Manager	Administration - Australian Taxation Office and other statutory reporting	27/04/2020	0.4	510	204.00 Reviewed Business Activity Statement and discussion with Lorraine Plail re advance coding
Plail Lorraine	Manager	Administration - Planning/review/supervision	27/04/2020	0.2	465	93.00 Discussions with Leah Campbell regarding Business Activity Statement
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	28/04/2020	0.5	190	95.00 Finalised Business Activity Statement, processed Journal entries, prepared payment voucher and emailed to Craig Crosbie to approve payment and lodgement on the portal
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	28/04/2020	0.5	190	95.00 Reviewed payments, supporting documents, bank upload and emailed to appointee to action online approval
Plail Lorraine	Manager	Administration - Planning/review/supervision	29/04/2020	0.1	465	46.50 Review correspondence regarding insurance payments Emails with Leah Campbell regarding same
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	30/04/2020	0.2	190	38.00 Lodged Business Activity Statement via the portal - Australian Taxation Office receipt ID 863916452
Campbell Leah	Senior Manager	Administration - Insurance	30/04/2020	1.4	510	714.00 Review of letter from Hall & Willcox re insurance claim lodged with Allianz through Agricola, commenced investigation into background of insurance claim and searching for relevant information
Plail Lorraine	Manager	Administration - Planning/review/supervision	01/05/2020	0.1	465	46.50 Review correspondence received by post Forward correspondence to Leah Campbell
Campbell Leah	Senior Manager	Administration - Insurance	07/05/2020	3.3	510	1,683.00 Continued investigation into insurance for Tasmanian fire in January 2013 and what additional claim may be possible for court action for Hall & Willcox
Campbell Leah	Senior Manager	Administration - Insurance	08/05/2020	1.9	510	969.00 Discussion with Craig Crosbie re Forcett fire insurance claim and strategy to proceed, discussion with Lorraine Plail re employment of Robert Wood, finalised review of insurance claim and relevant information

Plail Lorraine	Manager	Administration - Planning/review/supervision	08/05/2020	3.4	465	1,581.00	Discussions with Jaie Lilburn regarding amendments required to form 5602 Review detailed transaction list for Goods and services tax errors per transaction Prepare summary of issues uncovered and unresolved matters to require further investigation
Campbell Leah	Senior Manager	Administration - Insurance	11/05/2020	3.6	510	1,836.00	Review of information for insurance claim to send to Robert Wood, prepared email to Robert Wood requesting assistance, compilation of all information found in relation to the insurance claim in order to send to Allianz
Stewart Jane	Senior Bookkeeper	Administration - Australian Securities and Investments Commission/AFSA forms	21/05/2020	0.4	190	76.00	Produce Second Draft form 5602
Lilburne Jaie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	22/05/2020	0.2	190	38.00	Draft Business Activity Statement
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	22/05/2020	0.4	465	186.00	Review bank reconciliations and nil Business Activity Statement Extract receipt and payment reports from system Send query to accounts team regarding non-matching report in Business Activity Statement
Lilburne Jaie	Senior Bookkeeper	Administration - Bank account administration	22/05/2020	1.0	190	190.00	download bank statements, process interest, bank reconciliations
Plail Lorraine	Manager	Administration - Australian Securities and Investments Commission/AFSA forms	25/05/2020	0.2	465	93.00	Telephone attendance upon Jane Stewart regarding amendments required to Form 5602
Stewart Jane	Senior Bookkeeper	Administration - Australian Securities and Investments Commission/AFSA forms	25/05/2020	1.5	190	285.00	Review Remuneration Form 5602 amounts, re-draft Form and finalise
Campbell Leah	Senior Manager	Administration - Australian Securities and Investments Commission/AFSA forms	26/05/2020	0.8	510	408.00	Initial review of Form 5602 and various support documents, discussion with Lorraine Plail re fee reconciliation required for Form 5602
Plail Lorraine	Manager	Administration - Australian Securities and Investments Commission/AFSA forms	26/05/2020	1.4	465	651.00	Review amended Business Activity Statement Update supporting documents Prepare spreadsheet with details of fee calculations, amendments required and re-payments
Lilburne Jaie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	26/05/2020	0.6	190	114.00	Locate error in Business Activity Statement, rerun Business Activity Statement to confirm reporting, send to case staff to approve, Prepare Business Activity Statement on portal, lodge Business Activity Statement, send lodgment to case staff
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	26/05/2020	0.1	465	46.50	Review amended Business Activity Statement reports
Plail Lorraine	Manager	Administration - Australian Securities and Investments Commission/AFSA forms	27/05/2020	0.3	465	139.50	Telephone attendance upon Jane Stewart regarding 5602 asset recoveries Review finalised 5602 & email to Leah Campbell regarding same
Campbell Leah	Senior Manager	Administration - Australian Securities and Investments Commission/AFSA forms	28/05/2020	1.4	510	714.00	Checked finalised Form 5602 and all supporting documentation, email exchange with Lorraine Plail, downloaded checklist, sent all docs to Craig Crosbie for signing
Plail Lorraine	Manager	Administration - Australian Securities and Investments Commission/AFSA forms	01/06/2020	0.4	465	186.00	Prepare Form 492 & RL31 for 2019 Form 5602 changes required
Plail Lorraine	Manager	Assets - Real property	02/06/2020	0.3	465	139.50	Review records for lease details to confirm in scheme or company lease
Campbell Leah	Senior Manager	Administration - Australian Securities and Investments Commission/AFSA forms	04/06/2020	1.3	510	663.00	Preparation for and discussion with Craig Crosbie running through the various supporting schedules to substantiate the figures in the form 5602, exchanges with accounts team to confirm lodgment, emailed to Lorraine Plail to confirm Craig Crosbie advice re not amending 2019 Form 5602
Lilburne Jaie	Senior Bookkeeper	Administration - Australian Securities and Investments Commission/AFSA forms	04/06/2020	0.3	190	57.00	lodge 5602, update Receipts and Payments date, sign off diary, file to M-files
Lilburne Jaie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	05/06/2020	0.2	190	38.00	Draft Business Activity Statement
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	05/06/2020	0.3	465	139.50	Review draft Business Activity Statement and bank account reconciliations investigate discrepancies
Lilburne Jaie	Senior Bookkeeper	Administration - Bank account administration	05/06/2020	1.0	190	190.00	Process interest into system, bank reconciliations, filing to M-files
Lilburne Jaie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	09/06/2020	0.2	190	38.00	Lodge Business Activity Statement, file to M-files
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	09/06/2020	0.2	465	93.00	Emails with accounts team regarding bank reconciliation variance Email to accounts team approving nil Business Activity Statement
Plail Lorraine	Manager	Administration - Bank account administration	11/06/2020	0.2	465	93.00	Review detail of outstanding Arnold Bloch Leibler invoices Email to Leah Campbell regarding same
Plail Lorraine	Manager	Assets - Other assets	16/06/2020	0.1	465	46.50	Emails with Peter Tyler regarding expiry of Domain name. Discussion with Leah Campbell regarding same
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	22/06/2020	0.1	190	19.00	Sent email to case staff to provide instructions for the matured term deposit account as per email from National Australia Bank
Plail Lorraine	Manager	Employees - Workcover	23/06/2020	0.3	465	139.50	Review workcover renewal documents Email to Leah Campbell regarding same Review records and complete actual wage information to 13 July 2020 (assuming no further payments)
Plail Lorraine	Manager	Administration - Bank account administration	24/06/2020	0.7	465	325.50	Prepare internal transfer and payment voucher for pay Arnold Bloch Leibler outstanding legal fees (both scheme and company)
Lilburne Jaie	Senior Bookkeeper	Administration - Bank account administration	25/06/2020	0.4	190	76.00	Prepare/process payments
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	25/06/2020	0.3	190	57.00	Reviewed payments, supporting documents, bank upload and emailed to appointee for approval
Plail Lorraine	Manager	Administration - Bank account administration	30/06/2020	0.3	465	139.50	Prepare two receipt vouchers for forestry right removal funds
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	01/07/2020	0.6	190	114.00	Checked bank account ending 2464 for the receipt of a cheque banked on 24/06/2020, \$1,660. Sent email to National Australia Bank to follow up on the status of the cheque - not appearing on bank statement. Processed receipt vouchers - Forestry rights

Plail Lorraine	Manager	Employees - Workcover	01/07/2020	0.8	465	372.00 Prepare workcover forms Review records for employment agreement
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	02/07/2020	0.4	190	76.00 Discussions with David Densa at National Australia Bank regarding the cheque deposit - cheque account does not accept cheques as it a cash maximiser account and is only for online purposes. Discussed to have the cheque deposited to the main account - National Australia Bank to
Lilburne Jaie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	03/07/2020	0.2	190	38.00 Draft Business Activity Statement
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	03/07/2020	0.2	190	38.00 Responded to National Australia Banks email regarding cheque banked on 24/06/2020, \$1,660.
Lilburne Jaie	Senior Bookkeeper	Administration - Bank account administration	03/07/2020	1.2	190	228.00 Process interest and bank reconciliations x11
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	06/07/2020	0.1	190	19.00 Reviewed emailed coming through the BRS Stakeholders inbox and emailed to case staff to action.
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	07/07/2020	0.2	465	93.00 Review draft Business Activity Statement and initial reconciliations
Plail Lorraine	Manager	Administration - Australian Taxation Office and other statutory reporting	09/07/2020	0.1	465	46.50 Review final bank reconciliations and approve Business Activity Statement
Plail Lorraine	Manager	Dividend - Dividend procedures	09/07/2020	1.1	465	511.50 Update interest allocation and post distribution payments for unclaimed money and pruning distributions
Campbell Leah	Senior Manager	Employees - Workcover	10/07/2020	0.4	510	204.00 Review of final wages declaration for QBE, discussion with Lorraine Plail, Email to Craig Crosbie to sign form
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	14/07/2020	0.4	190	76.00 Finalised June Business Activity Statement, processed journal entries, updated diary and emailed to Craig Crosbie for review and approval to lodge on the portal.
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	15/07/2020	0.3	190	57.00 Lodged June 2020 Business Activity Statement via the Australian Taxation Office portal - Australian Taxation Office receipt ID 7397219011
Plail Lorraine	Manager	Administration - Bank account administration	17/07/2020	1.0	465	465.00 Draft documents for internal transfers and payments to correct advance for fee re-imbursement correction
Plail Lorraine	Manager	Employees - Workcover	22/07/2020	0.1	465	46.50 Email signed workcover form to Sherine Perera of AJ Gallagher
Plail Lorraine	Manager	Administration - Bank account administration	28/07/2020	0.4	465	186.00 Finalise payment vouchers and supporting documents x 2 to correct fee reimbursement
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	28/07/2020	0.3	190	57.00 Reviewed payments, supporting documents, bank upload and emailed to appointee for approval
Plail Lorraine	Manager	Employees - Workcover	30/07/2020	0.1	465	46.50 Review correspondence regarding cancellation of workcover, email to Leah Campbell regarding same
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	03/08/2020	0.1	510	51.00 Review of email from Rena Solomonidis of Johnson Winter & Slattery re grower claim costs update
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	04/08/2020	0.1	510	51.00 Review of email from Rena Solomonidis of Johnson Winter & Slattery re Piper Alderman acceptance of costs offer
Stewart Jane	Senior Bookkeeper	Administration - Bank account administration	05/08/2020	0.7	190	133.00 July Bank reconciliations x 12
Campbell Leah	Senior Manager	Administration - Australian Taxation Office and other statutory reporting	06/08/2020	0.3	510	153.00 Reviewed July Business Activity Statement and approved for lodgement
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	06/08/2020	0.3	190	57.00 Prepared and reviewed July 2020 Business Activity Statement, Emailed to Leah Campbell for review
Campbell Leah	Senior Manager	Administration - Bank account administration	06/08/2020	1.1	510	561.00 Preparing receipt vouchers for receipt of fees associated with release of Forestry Rights
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	06/08/2020	0.4	190	76.00 Processed receipt vouchers and reconciled cash book - A/c 208 as at 31/07/2020
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	07/08/2020	0.8	190	152.00 Finalised July Business Activity Statement, processed Journals and payment for Australian Taxation Office liability, emailed to Craig Crosbie for review
Young Sylvia	Senior Bookkeeper	Administration - Bank account administration	12/08/2020	0.2	190	38.00 Reviewed payments, supporting documents, bank upload and emailed to appointee for approval
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	24/08/2020	0.3	510	153.00 Discussion with Peter Tylor, Paul Wright and Lorraine Plail re Gunns servers transition
Campbell Leah	Senior Manager	Administration - Australian Taxation Office and other statutory reporting	07/09/2020	0.2	510	102.00 Reviewed and approved August Business Activity Statement
Stewart Jane	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	07/09/2020	0.3	190	57.00 Draft August Business Activity Statement
Stewart Jane	Senior Bookkeeper	Administration - Bank account administration	07/09/2020	1.0	190	190.00 Bank reconciliations x 11 accounts
Conti Josie	Senior Bookkeeper	Administration - Australian Taxation Office and other statutory reporting	08/09/2020	0.3	190	57.00 Lodged August 2020 Business Activity Statement - Australian Taxation Office receipt ID 1921743341 Updated IPS diary and saved to MFiles
Plail Lorraine	Manager	Administration - Bank account administration	10/09/2020	0.1	465	46.50 Emails with Elizabeth Meng regarding funds in Gunns Plantations bank accounts
Plail Lorraine	Manager	Administration - Books and records/storage	10/09/2020	0.4	465	186.00 Review records copied to P Drive, from Info organizer background and compare to search engine records

Plail Lorraine	Manager	Administration - Bank account administration	11/09/2020	0.4	465	186.00	Various emails with David Haddock regarding cash at bank and allocations for same Review receipts since last cash update Review cash master worksheets to determine last date Goods and services tax allocated to schemes
Plail Lorraine	Manager	Administration - Books and records/storage	11/09/2020	1.4	465	651.00	Review server to attempt to locate copies of lease agreements and source of info organizer documents Emails with Peter Tyler regarding same Reviewing documents that have been copied to P Drive Further discussions with Peter Tyler regarding missing documents
Plail Lorraine	Manager	Administration - Planning/review/supervision	18/09/2020	1.7	465	790.50	Planning for and attending meeting with Leah Campbell and Krasni Shrivastava regarding allocation of tasks and forthcoming distribution Meeting with Patrick Ge regarding migrated Members Database and access issues
Campbell Leah	Senior Manager	Investigations - Litigations/recoveries	21/09/2020	0.5	510	255.00	Review of email from Paul Buitendag from Johnson Winter & Slattery, discussion with Lorraine Plail re trust account, telephone discussion with Craig Crosbie, draft reply email to Paul Buitendag re instructions
Campbell Leah	Senior Manager	Creditors - Creditor reports	25/09/2020	0.1	510	51.00	searched for and emailed latest draft of Committee of Inspection report to David Haddock
Campbell Leah	Senior Manager	Creditors - Creditor's enquiries	28/09/2020	0.1	510	51.00	Email to David Haddock re Committee of Inspection members
Plail Lorraine	Manager	Administration - Planning/review/supervision	05/10/2020	0.6	465	279.00	Discussions with Leah Campbell regarding distribution planning Reviewing steps for access to Members Database and attempting access
Stewart Jane	Senior Bookkeeper	Administration - ATO and other statutory reporting	06/10/2020	0.3	190	57.00	Draft Sept Business Activity Statement
Plail Lorraine	Manager	Administration - Bank account administration	06/10/2020	0.1	465	46.50	Review and approve nil Business Activity Statement
Stewart Jane	Senior Bookkeeper	Administration - Bank account administration	06/10/2020	0.7	190	133.00	Bank reconciliations x 12
Plail Lorraine	Manager	Administration - Planning/review/supervision	06/10/2020	1.8	465	837.00	Attempting to download Entrust to access Members Database Resolving download with digitech Attempting to access Members Database once assess to CyberArk is resolved Feedback to Peter Tyler and Patrick Ge regarding same Meeting with Patrick Ge to attempt to resolve access Various communications regarding testing and ongoing error message
Lilburne Jaie	Senior Bookkeeper	Administration - ATO and other statutory reporting	08/10/2020	0.3	190	57.00	Lodge Business Activity Statement, update IPS diary, filing
Plail Lorraine	Manager	Administration - Planning/review/supervision	08/10/2020	1.6	465	744.00	Telephone attendance upon Leah Campbell regarding Committee of Inspection make up Review records for status of members and prior correspondences regarding same Conduct company search on member to confirm deregistration Discussion with Leah Campbell and Miranda Priddle regarding attendances at 2016 meeting
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	08/10/2020	0.4	510	204.00	Discussion with Lorraine Plail and later Miranda Priddle re Committee Of Inspections committee, prepared email to Jane Sheridan of Arnold Bloch Leibler requesting advice for validity of Committee Of Inspections member
Plail Lorraine	Manager	Administration - ASIC/AFSA forms	09/10/2020	0.8	465	372.00	Review correspondence with Australian Securities & Investments Commisison regarding funding levy metrics Review prior year reporting and calculate current funds held by Responsible Entity for schemes Discussions with Leah Campbell regarding same
Campbell Leah	Senior Manager	Administration - ASIC/AFSA forms	09/10/2020	0.4	510	204.00	Review of email from Craig Crosbie re Australian Securities & Investments Commisison reporting, discussion with Lorraine Plail, completed year end Responsible Entity notification
Plail Lorraine	Manager	Administration - Planning/review/supervision	12/10/2020	0.3	465	139.50	Review correspondence regarding Committee of Inspection composition Discussions with Leah Campbell regarding same
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	12/10/2020	0.3	510	153.00	Discussions with David Haddock and Lorraine Plail re Committee of Inspection report and members
Plail Lorraine	Manager	Administration - Planning/review/supervision	13/10/2020	0.2	465	93.00	Update from Leah Campbell regarding committee of inspection proposal and actions to be undertaken
Plail Lorraine	Manager	Creditors - Meetings of creditors	19/10/2020	0.3	465	139.50	Discussion with Leah Campbell regarding creditor meeting, review records for creditor listings
Plail Lorraine	Manager	Dividend - Dividend procedures	22/10/2020	0.1	465	46.50	Review email from Antony Munro of KordaMentha regarding funds to be paid from sale of land
Plail Lorraine	Manager	Creditors - Meetings of creditors	26/10/2020	0.2	465	93.00	Discussion with Leah Campbell regarding report to creditors required
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	29/10/2020	0.2	510	102.00	Discussion with Lorraine Plail re Committee Of Inspections report, reviewed timing requirements for meetings
Plail Lorraine	Manager	Administration - Bank account administration	02/11/2020	0.1	465	46.50	Review Arnold Bloch Leibler invoice split for allocation between scheme and company time
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	02/11/2020	0.3	510	153.00	Call with Lorraine Plail re creditors meeting and position re growers
Plail Lorraine	Manager	Creditors - Meetings of creditors	02/11/2020	0.8	465	372.00	Prepare notice of meeting Amend remuneration approval report
Plail Lorraine	Manager	Creditors - Meetings of creditors	04/11/2020	0.1	465	46.50	Voicemail for Jane Sheridan of Arnold Bloch Leibler regarding forthcoming creditor meeting
Plail Lorraine	Manager	Creditors - Meetings of creditors	05/11/2020	0.4	465	186.00	Telephone attendance upon Jane Sheridan from Arnold Bloch Leibler regarding forthcoming meeting of creditors Discussion with Miranda Priddle regarding creditor claim
Plail Lorraine	Manager	Administration - Bank account administration	06/11/2020	0.1	465	46.50	Email to Craig Crosbie regarding request to open new bank account
Plail Lorraine	Manager	Administration - ASIC/AFSA forms	09/11/2020	0.1	465	46.50	Review Australian Securities & Investments Commisison invoice Save to M-Files

Lilburne Jaie	Senior Bookkeeper	Administration - ATO and other statutory reporting	10/11/2020	0.2	190	38.00 Draft Business Activity Statement
Lilburne Jaie	Senior Bookkeeper	Administration - Bank account administration	10/11/2020	0.9	190	171.00 Download missing bank statement, Process interest on bank accounts, bank reconciliations
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	10/11/2020	0.4	510	204.00 Discussion with Kamran Beiglari from Link Market Services re quote for creditors meeting, discussion with Craig Crosbie for potential to go to court for fee approval in lieu of creditors meeting, discussion with Lorraine Plail re discussions with Jane Sheridan of Arnold Bloch Leibler
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	11/11/2020	0.5	190	95.00 Follow up with Craig Crosbie - Annexure C for new bank account to be set up - GPL Distribution. Emailed to National Australia Bank for processing Received account confirmation from National Australia Bank - Updated new bank account details
Plail Lorraine	Manager	Administration - Bank account administration	11/11/2020	0.2	465	93.00 Discussions with Josie Conti regarding bank account open form Review records to locate appointment document for same
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	11/11/2020	0.7	510	357.00 Call with Kamran Beiglari of Link Market Services re options for a virtual creditors meeting, discussion with Lorraine Plail to discuss outcome of call with Link Market Services
Lilburne Jaie	Senior Bookkeeper	Administration - ATO and other statutory reporting	12/11/2020	0.3	190	57.00 Lodge Business Activity Statement, filing, update diary, email to case staff
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	12/11/2020	0.1	190	19.00 Emailed National Australia Bank transaction listing for account ending 0412 to Leah Campbell
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	12/11/2020	0.2	510	102.00 Telephone discussion with Jane Sheridan of Arnold Bloch Leibler to discuss options for creditors meeting
Plail Lorraine	Manager	Creditors - Meetings of creditors	12/11/2020	0.2	465	93.00 Discussions with Leah Campbell regarding meeting of creditor proposal, including status of growers and potential actions
Priddle Miranda	Senior Manager	Trade on - Budgeting and financial reporting	12/11/2020	0.4	510	204.00 Discussion with Lorraine Plail and Leah Campbell regarding reconciliation of scheme costs, GST reconciliations and account transfers for landowner proceeds
Lilburne Jaie	Senior Bookkeeper	Administration - Bank account administration	13/11/2020	0.2	190	38.00 Add subaccount codes, process receipt
Plail Lorraine	Manager	Administration - Bank account administration	13/11/2020	1.1	465	511.50 Prepare receipt voucher and supporting documents Request new sub account from AST Prepare internal transfer voucher and supporting documents Review various agreements to confirm GST treatment and category of receipt
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	16/11/2020	0.2	510	102.00 Email to Craig Crosbie re status of enquiries re Committee Of Inspections/Creditors Meeting/Court Application decision for fee approval
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	17/11/2020	0.3	190	57.00 Processed internal transfer from cheque account to the distribution account
Young Sylvia	Manager	Administration - Bank account administration	17/11/2020	0.2	465	93.00 Reviewed payments, supporting documents, bank upload and emailed to appointee for approval
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	19/11/2020	1.3	510	663.00 Meeting with Lorraine Plail to discuss options for Gunns Plantations fee approval and specifically creditors meeting, telephone discussion with Justin Vaatstra of Arnold Bloch Leibler re options for fee approval, discussion with Craig Crosbie to confirm agreed process
Plail Lorraine	Manager	Creditors - Meetings of creditors	19/11/2020	1.5	465	697.50 Discuss meeting of creditors proposal and review costs for same Meeting with Justin Vaatstra of Arnold Bloch Leibler and Leah Campbell regarding court approval for fees vs creditor meeting Discussions with Leah Campbell regarding cash position of Gunns Plantations (company)
Campbell Leah	Senior Manager	Creditors - Meetings of creditors	20/11/2020	0.1	510	51.00 Review of email from Justin Vaatstra of Arnold Bloch Leibler re court application
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	23/11/2020	0.4	510	204.00 Discussion with Lorraine Plail re status of matters, email to Annabel Martin of KordaMentha requesting a meeting
Campbell Leah	Senior Manager	Administration - Bank account administration	24/11/2020	0.1	510	51.00 Review of vouchers for legal fees
Plail Lorraine	Manager	Administration - Bank account administration	24/11/2020	0.4	465	186.00 Prepare internal transfer voucher and payment voucher for legal fees
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	24/11/2020	0.6	510	306.00 Discussion with Annabel Martin of KordaMentha re rescheduling of meeting and adjusted agenda, discussion with Lorraine Plail to advise of change
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	26/11/2020	0.5	190	95.00 Processed internal transfer for payment of legal fees Processed Legal fees - Arnold Bloch Leibler
Young Sylvia	Manager	Administration - Bank account administration	26/11/2020	0.3	465	139.50 Reviewed payments, supporting documents, bank upload and emailed to appointee for approval.
Campbell Leah	Senior Manager	Administration - Planning/review/supervision	27/11/2020	0.2	510	102.00 Telephone call with Antony Munro and Annabel Martin of KordaMentha and Lorraine Plail re expectation on finalisation
Campbell Leah	Senior Manager	Administration - Books and records/storage	30/11/2020	0.2	510	102.00 Email to Justin Vaatstra of Arnold Bloch Leibler re court application and reviewed reply re information required for court application
Campbell Leah	Senior Manager	Administration - ATO and other statutory reporting	03/12/2020	0.3	510	153.00 Reviewed November 2020 Business Activity Statement
Plail Lorraine	Manager	Administration - Document maintenance/filing	07/12/2020	0.1	465	46.50 Filing of emails
Campbell Leah	Senior Manager	Creditors - Creditor reports	07/12/2020	1.3	510	663.00 Started update for creditors report in order to send to Justin Vaatstra of Arnold Bloch Leibler re court application
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	08/12/2020	0.4	190	76.00 Processed funds transfer to facilitate payment of Arnold Bloch Leibler Processed Arnold Bloch Leibler payment
Young Sylvia	Manager	Administration - Bank account administration	08/12/2020	0.4	465	186.00 Reviewed payments, supporting documents, bank upload and emailed to appointee for approval
Crosbie Craig	Appointee	Administration - General correspondence	10/12/2020	0.5	675	337.50 Review and sign Forestry Right Release in favour of Peter Wilson. Attend to witnessing and mailing to Peter Wilson.

Campbell Leah	Senior Manager	Administration - Planning/review/supervision	10/12/2020	0.2	510	102.00 Discussion with Craig Crosbie re latest information from Receivers and Managers re their retirement, along with status of court application for fees
Campbell Leah	Senior Manager	Administration - ATO and other statutory reporting	14/12/2020	0.1	510	51.00 Email to accounts team re confirmation of lodgement of Business Activity Statement
Campbell Leah	Senior Manager	Administration - Insurance	14/12/2020	2.3	510	1,173.00 Telephone discussion with Sam Tempone of Hall & Willcox re further supporting documentation require re landowners, review of files for relevant documents, discussion with Lorraine Plail re confidentiality, draft email to Sam Tempone re position and request for authorisation by landowner to
Campbell Leah	Senior Manager	Creditors - Creditor reports	17/12/2020	0.1	510	51.00 Email to Justin Vaatstra of Arnold Bloch Leibler re timing of affidavit
Conti Josie	Senior Bookkeeper	Administration - Bank account administration	21/12/2020	0.8	190	152.00 Finalised Business Activity Statement, processed Business Activity Statement journal, prepared payment voucher and processed Business Activity Statement payment - emailed to Craig Crosbie for review and approval to lodge on the portal
Young Sylvia	Manager	Administration - Bank account administration	21/12/2020	0.4	465	186.00 Lodged October 2020 Business Activity Statement via Australian Taxation Office Portal, saved lodged copy to IPS Client folder, emailed same to case manager for file. Updated IPS tasks. Reviewed payments, supporting documents, bank upload and emailed to appointee for approval.