



File: T&F22/1124
A2592236

24 October 2022

Hon Michelle Lensink MLC
SA Parliament
North Terrace
ADELAIDE SA 5000

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Adelaide SA 5000
GPO Box 1045
Adelaide SA 5001
DX56205
Tel 08 8226 9500
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<http://www.treasury.sa.gov.au>
ABN 19 040 349 865

Sent via email: michelle.lensink@parliament.sa.gov.au

Dear Hon M Lensink

Freedom of Information – Hurtle Vale Electorate Office casual staff

I refer to your application under the *Freedom of Information Act 1991* (FOI Act), received by the Department of Treasury and Finance (DTF) on 14 September 2022.

Your application specifically requested:

'A copy of all documents, including statements, invoices, correspondence and emails regarding staff employed under casual arrangements in the electorate office of the Member for Hurtle Vale at any time during 2022. Date range 01/01/2022 to 14/09/2022'

Under the Act, an agency has 30 days to respond to a freedom of information request. As DTF did not respond to your request within the time frame required, the department is deemed to have refused you access to all documents relevant to your application. However, I have determined to process the request as if the statutory time frame had been met.

The purpose of this letter is to advise you of my determination.

A total of 69 documents were identified as answering the terms of your application and I have determined as follows:

- I grant you access in full to 24 documents, copies of which are enclosed
- I grant you access in part to 15 documents, copies of which are enclosed, and
- I refuse you access to 30 documents.

Please refer to the attached schedule that describes each document and sets out my determination and reasons in summary form.

Documents released in full

Document 1, 7, 9, 18 – 20, 22, 26, 28, 30, 36, 40 – 41, 43, 47, 50 - 51, 55 – 57, 60, 62 and 65 - 66

Documents released in part

Documents 11, 21, 37 – 38, 42, 44 – 45, 48 – 49, 58 – 59, 63 – 64 and 67 – 68

These documents contain information relating to the personal affairs of third parties. Under clause 6(1) of Schedule 1 to the FOI Act, a document is exempt if its disclosure would involve the 'unreasonable disclosure of information concerning the personal affairs of any person'. This information falls within the definition of personal affairs under the FOI Act and is therefore exempt from release pursuant to clause 6(1).

Documents refused in full

Documents 2 – 6, 8, 10, 12 – 17, 23 – 25, 27, 29, 31 – 35, 39, 46, 52 - 54, 61 and 69

These documents consist of information relating to the personal affairs of third parties. Under clause 6(1) of Schedule 1 to the FOI Act, a document is exempt if its disclosure would involve the 'unreasonable disclosure of information concerning the personal affairs of any person'. This information falls within the definition of personal affairs under the FOI Act and is therefore exempt from release pursuant to clause 6(1).

Exemptions

Clause 6 – Documents affecting personal affairs

- (1) *A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

Please note, in compliance with Premier and Cabinet Circular PC045 - *Disclosure Logs for Non-Personal Information Released through Freedom of Information* (PC045), DTF is now required to publish a log of all non-personal information released under the *Freedom of Information Act 1991*.

In accordance with this Circular, any non-personal information determined for release as part of this application, may be published on the DTF website. A copy of PC045 can be found at the following address: <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars> Please visit the website for further information.

Appeal Rights

If you are aggrieved with this determination, you have a right to apply for internal review under subsection 29(1) of the FOI Act. Pursuant to subsection 29(2), your application must:

- be in writing
- be addressed to the principal officer, and
- be lodged at an office of DTF or emailed to freedomofinformation2@sa.gov.au within 30 days after the day on which you receive this letter or within such further time as the principal officer may allow.

If you require any further information, please phone Natalie Haigh on (08) 8429 0839.

Yours sincerely



Maria Ross
ACCREDITED FREEDOM OF INFORMATION OFFICER

OFFICIAL**Schedule of Documents**

T&F22/1124 - HON MICHELLE LENSINK MLC - "A copy of all documents, including statements, invoices, correspondence and emails regarding staff employed under casual arrangements in the electorate office of the Member for Hurtle Vale at any time during 2022. Date Range 01/01/2022 to 14/09/2022."

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
1	10/01/2022	Email	2	Released in full	
2	10/01/2022	Attachment to 1	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
3	10/01/2022	Attachment to 1	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
4	10/01/2022	Attachment to 1	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
5	10/01/2022	Attachment to 1	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
6	10/01/2022	Attachment to 1	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
7	21/01/2022	Email	1	Released in full	
8	21/01/2022	Attachment to 7	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
9	21/01/2022	Email	2	Released in full	
10	27/01/2022	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
11	28/01/2022	Email	8	Released in part	6(1) - Unreasonable disclosure of personal affairs
12	1/02/2022	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
13	1/02/2022	Attachment to 12	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
14	1/02/2022	Attachment to 12	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
15	1/02/2022	Attachment to 12	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
16	1/02/2022	Attachment to 12	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
17	1/02/2022	Attachment to 12	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
18	28/02/2022	Email	1	Released in full	
19	28/02/2022	Attachment to 18	6	Released in full	
20	28/02/2022	Attachment to 18	1	Released in full	
21	28/02/2022	Attachment to 18	7	Released in part	6(1) - Unreasonable disclosure of personal affairs
22	28/02/2022	Email	1	Released in full	
23	28/02/2022	Attachment to 22	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
24	28/02/2022	Attachment to 22	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
25	28/02/2022	Attachment to 22	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
26	2/03/2022	Email	1	Released in full	
27	2/03/2022	Attachment to 26	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
28	28/03/2022	Email	3	Released in full	
29	28/03/2022	Attachment to 28	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs

OFFICIAL

Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
30	29/03/2022	Email	1	Released in full	
31	29/03/2022	Attachment to 30	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
32	29/03/2022	Attachment to 30	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
33	29/03/2022	Attachment to 30	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
34	29/03/2022	Attachment to 30	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
35	8/04/2022	Timesheet	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
36	12/04/2022	Email	1	Released in full	
37	12/04/2022	Attachment to 36	4	Released in part	6(1) - Unreasonable disclosure of personal affairs
38	12/04/2022	Attachment to 36	19	Released in part	6(1) - Unreasonable disclosure of personal affairs
39	13/04/2022	Timesheets	4	Refused in full	6(1) - Unreasonable disclosure of personal affairs
40	29/04/2022	Email	3	Released in full	
41	4/05/2022	Email	2	Released in full	
42	4/05/2022	Attachment to 41	7	Released in part	6(1) - Unreasonable disclosure of personal affairs
43	5/05/2022	Email	1	Released in full	
44	5/05/2022	Attachment to 43	3	Released in part	6(1) - Unreasonable disclosure of personal affairs
45	5/05/2022	Attachment to 43	2	Released in part	6(1) - Unreasonable disclosure of personal affairs
46	6/05/2022	Timesheet	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
47	12/05/2022	Email	1	Released in full	
48	12/05/2022	Attachment to 47	3	Released in part	6(1) - Unreasonable disclosure of personal affairs
49	12/05/2022	Attachment to 47	7	Released in part	6(1) - Unreasonable disclosure of personal affairs
50	30/05/2022	Email	4	Released in full	
51	22/06/2022	Email	2	Released in full	
52	22/06/2022	Attachment to 51	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
53	22/06/2022	Timesheets	12	Refused in full	6(1) - Unreasonable disclosure of personal affairs
54	15/07/2022	Timesheet	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
55	19/07/2022	Email	3	Released in full	
56	19/07/2022	Attachment to 55	7	Released in full	
57	25/07/2022	Email	1	Released in full	
58	25/07/2022	Attachment to 57	3	Released in part	6(1) - Unreasonable disclosure of personal affairs
59	25/07/2022	Attachment to 57	6	Released in part	6(1) - Unreasonable disclosure of personal affairs
60	16/08/2022	Email	4	Released in full	

Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
61	22/08/2022	Timesheets	11	Refused in full	6(1) - Unreasonable disclosure of personal affairs
62	31/08/2022	Email	1	Released in full	
63	31/08/2022	Attachment to 62	3	Released in part	6(1) - Unreasonable disclosure of personal affairs
64	31/08/2022	Attachment to 62	7	Released in part	6(1) - Unreasonable disclosure of personal affairs
65	31/08/2022	Email	3	Released in full	
66	5/09/2022	Email	2	Released in full	
67	5/09/2022	Attachment to 66	4	Released in part	6(1) - Unreasonable disclosure of personal affairs
68	5/09/2022	Attachment to 66	19	Released in part	6(1) - Unreasonable disclosure of personal affairs
69	5/09/2022	Timesheet	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs

From: [Hurtle Vale EO](#)
To: [Kapetas, Paul \(DTF\)](#)
Subject: FW: Hurtle Vale Timesheets WE 171221 & WE 311221
Date: Monday, 10 January 2022 12:42:05 PM
Attachments: [AndrewsM Timesheet WE171221.pdf](#)
[BakdockK Timeheet WE 171221.pdf](#)
[MannixP Timesheet WE 171221.pdf](#)
[MarshT Timesheet WE 311221.pdf](#)
[AndrewsM Timesheet WE 311221.pdf](#)

Hi Paul,

I am just forwarding on what I have just sent to Robyn, as I have just become aware of the recent changes.

Please find attached.

Kind regards

Mikaela

Mikaela Andrews

Trainee in the Office of Nat Cook MP
Member for Hurtle Vale
Shadow Minister for Human Services

T 08 8325 0719 • **E** hurtlevale@parliament.sa.gov.au

Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
PO Box 158, Woodcroft SA 5162

From: Hurtle Vale EO
Sent: Monday, 10 January 2022 12:25 PM
To: Bassett, Robyn (DTF) <Robyn.Bassett@sa.gov.au>
Subject: Hurtle Vale Timesheets WE 171221 & WE 311221

Good afternoon Robyn

Please find attached timesheets for Katherine, Pauline Mannix, Tyler and myself.

Kind regards

Mikaela

Mikaela Andrews

Trainee in the Office of Nat Cook MP
Member for Hurtle Vale
Shadow Minister for Human Services

T 08 8325 0719 • **E** hurtlevale@parliament.sa.gov.au
Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
PO Box 158, Woodcroft SA 5162

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From: [Dimas, Tina \(DTF\)](#)
To: katherine.baldock@parliament.sa.gov.au
Cc: tyler.marsh@parliament.sa.gov.au; "Hurtle Vale"; [Kapetas, Paul \(DTF\)](#)
Subject: Casual Timesheet - Jenni Triffitt
Date: Friday, 21 January 2022 5:59:00 PM
Attachments: [Casual Timesheet - Jenni Triffitt.pdf](#)
[image001.png](#)

Hi Katherine

I've received the casual timesheet for Jenni Triffitt – can you please confirm if this was relief for yourself or Tyler. If not, can you please arrange for the global section to be completed and signed.

Kind regards

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

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From: [Hurtle Vale EO](#)
To: [Dimas, Tina \(DTF\)](#); [Baldock, Katherine](#)
Cc: [Marsh, Tyler](#); [Kapetas, Paul \(DTF\)](#)
Subject: Re: Casual Timesheet - Jenni Triffitt
Date: Friday, 21 January 2022 6:21:51 PM
Attachments: [image001.png](#)

Sorry, relief for Tyler. We don't have her paperwork yet as she isn't back yet.

Kind regards
Katherine

Katherine Baldock
 Office of Nat Cook MP
 Member for Hurtle Vale
 Shadow Minister for Human Services
 T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au
 Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
 PO Box 158, Woodcroft SA 5162

From: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Sent: Friday, January 21, 2022 5:59:37 PM
To: Baldock, Katherine <Katherine.Baldock@parliament.sa.gov.au>
Cc: Marsh, Tyler <Tyler.Marsh@parliament.sa.gov.au>; Hurtle Vale EO <HurtleVale@parliament.sa.gov.au>; Kapetas, Paul (DTF) <Paul.Kapetas@sa.gov.au>
Subject: Casual Timesheet - Jenni Triffitt

Hi Katherine

I've received the casual timesheet for Jenni Triffitt – can you please confirm if this was relief for yourself or Tyler. If not, can you please arrange for the global section to be completed and signed.

Kind regards

Tina Dimas
HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

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From: [Dimas, Tina \(DTF\)](#)
To: tyler.marsh@parliament.sa.gov.au
Subject: Casual paperwork
Date: Monday, 28 February 2022 11:04:00 AM
Attachments: [TFN_declaration_form_N3092.pdf](#)
[image001.png](#)
[Request to Appoint Form - Casual.pdf](#)
[casual employee irregular hours contract - Mikaela Andrews.pdf](#)

Hi Tyler

As discussed, please find attached the paperwork to set Mikaela up.

Can you have her complete and sign the casual contract (page 4 and 6) and the TFN declaration form.

The RTA will need to be completed and signed by the Member.

Cheers

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

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Tax file number declaration

Information you provide in this declaration will allow your payer to work out how much tax to withhold from payments made to you.

— This is not a TFN application form.
To apply for a TFN, go to ato.gov.au/tfn

! Terms we use

When we say:

- **payer**, we mean the business or individual making payments under the pay as you go (PAYG) withholding system
- **payee**, we mean the individual being paid.

Who should complete this form?

You should complete this form before you start to receive payments from a new payer – for example:

- payments for work and services as an employee, company director or office holder
- payments under return-to-work schemes, labour hire arrangements or other specified payments
- benefit and compensation payments
- superannuation benefits.

! You need to provide all information requested on this form. Providing the wrong information may lead to incorrect amounts of tax being withheld from payments made to you.

- ! You don't need to complete this form if you:
- are a beneficiary wanting to provide your tax file number (TFN) to the trustee of a closely held trust. For more information, visit ato.gov.au/trustsandtfnwithholding
 - are receiving superannuation benefits from a super fund and have been taken to have quoted your TFN to the trustee of the super fund
 - want to claim the seniors and pensioners tax offset by reducing the amount withheld from payments made to you. You should complete a withholding declaration form (NAT 3093)
 - want to claim a zone, overseas forces or invalid and invalid carer tax offset by reducing the amount withheld from payments made to you. You should complete a withholding declaration form (NAT 3093).

> For more information about your entitlement, visit ato.gov.au/taxoffsets




Section A: To be completed by the payee

Question 1

What is your tax file number (TFN)?

You should give your TFN to your employer only after you start work for them. Never give your TFN in a job application or over the internet.

-  We and your payer are authorised by the *Taxation Administration Act 1953* to request your TFN. It's not an offence not to quote your TFN. However, quoting your TFN reduces the risk of administrative errors and having extra tax withheld. Your payer is required to withhold the top rate of tax from all payments made to you if you do not provide your TFN or claim an exemption from quoting your TFN.

How do you find your TFN?

You can find your TFN on any of the following:

- your income tax notice of assessment
- correspondence we send you
- a payment summary your payer issues to you.

If you have a tax agent, they may also be able to tell you.

If you still can't find your TFN, you can:

- phone us on **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

If you phone or visit us, we need to know we are talking to the correct person before discussing your tax affairs. We will ask you for details only you, or your authorised representative, would know.

You don't have a TFN

If you don't have a TFN and want to provide a TFN to your payer, you will need to apply for one.

For more information about applying for a TFN, visit ato.gov.au/tfn

You may be able to claim an exemption from quoting your TFN.

Print X in the appropriate box if you:

- have lodged a TFN application form or made an enquiry to obtain your TFN. You now have 28 days to provide your TFN to your payer, who must withhold at the standard rate during this time. After 28 days, if you haven't given your TFN to your payer, they will withhold the top rate of tax from future payments
- are claiming an exemption from quoting a TFN because you are under 18 years of age and do not earn enough to pay tax, or you are an applicant or recipient of certain pensions, benefits or allowances from the:
 - Department of Human Services – however, you will need to quote your TFN if you receive a Newstart, Youth or sickness allowance, or an Austudy or parenting payment
 - Department of Veterans' Affairs – a service pension under the *Veterans' Entitlement Act 1986*
 - Military Rehabilitation and Compensation Commission.

Providing your TFN to your super fund

Your payer must give your TFN to the super fund they pay your contributions to. If your super fund doesn't have your TFN, you can provide it to them separately. This ensures:

- your super fund can accept all types of contributions to your accounts
- additional tax will not be imposed on contributions as a result of failing to provide your TFN
- you can trace different super accounts in your name.

-  For more information about providing your TFN to your super fund, visit ato.gov.au/superelegibility

Question 2–6

Complete with your personal information.

Question 7

On what basis are you paid?

Check with your payer if you're not sure.

Question 8


Are you an Australian resident for tax purposes or a working holiday maker?

Generally, we consider you to be an Australian resident for tax purposes if you:

- have always lived in Australia or you have come to Australia and now live here permanently
- are an overseas student doing a course that takes more than six months to complete
- migrate to Australia and intend to reside here permanently.

If you go overseas temporarily and don't set up a permanent home in another country, you may continue to be treated as an Australian resident for tax purposes.

If you are in Australia on a working holiday visa (subclass 417) or a work and holiday visa (subclass 462) you must place an X in the working holiday maker box. Special rates of tax apply for working holiday makers.


-  For more information about working holiday makers, visit ato.gov.au/whm

If you're not an Australian resident for tax purposes or a working holiday maker, place an X in the foreign resident box, unless you are in receipt of an Australian Government pension or allowance.

Temporary residents can claim super when leaving Australia, if all requirements are met. For more information, visit ato.gov.au/departaustralia

Foreign resident tax rates are different

A higher rate of tax applies to a foreign resident's taxable income and foreign residents are not entitled to a tax-free threshold nor can they claim tax offsets to reduce withholding, unless you are in receipt of an Australian Government pension or allowance.

-  To check your Australian residency status for tax purposes or for more information, visit ato.gov.au/residency

Question 9

Do you want to claim the tax-free threshold from this payer?

The tax-free threshold is the amount of income you can earn each financial year that is not taxed. By claiming the threshold, you reduce the amount of tax that is withheld from your pay during the year.

Answer **yes** if you want to claim the tax-free threshold, you are an Australian resident for tax purposes, and one of the following applies:

- you are not currently claiming the tax-free threshold from another payer
- you are currently claiming the tax-free threshold from another payer and your total income from all sources will be less than the tax-free threshold.

Answer **yes** if you are a foreign resident in receipt of an Australian Government pension or allowance.

Answer **no** if none of the above applies or you are a working holiday maker.

- ! If you receive any taxable government payments or allowances, such as Newstart, Youth Allowance or Austudy payment, you are likely to be already claiming the tax-free threshold from that payment.
- > For more information about the current tax-free threshold, which payer you should claim it from, or how to vary your withholding rate, visit ato.gov.au/taxfreethreshold

Question 10

Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?

Answer **yes** if you have a HELP, VSL, FS, SSL or TSL debt.

Answer **no** if you do not have a HELP, VSL, FS, SSL or TSL debt, or you have repaid your debt in full.

- ! You have a HELP debt if either:
 - the Australian Government lent you money under HECS-HELP, FEE-HELP, OS-HELP, VET FEE-HELP, VET Student loans prior to 1 July 2019 or SA-HELP.
 - you have a debt from the previous Higher Education Contribution Scheme (HECS).
- You have a SSL debt if you have an ABSTUDY SSL debt.
- You have a separate VSL debt that is not part of your HELP debt if you incurred it from 1 July 2019.
- > For information about repaying your HELP, VSL, FS, SSL or TSL debt, visit ato.gov.au/getloaninfo

Have you repaid your HELP, VSL, FS, SSL or TSL debt?

When you have repaid your HELP, VSL, FS, SSL or TSL debt, you need to complete a *Withholding declaration* (NAT 3093) notifying your payer of the change in your circumstances.

! Sign and date the declaration

Make sure you have answered all the questions in section A, then sign and date the declaration. Give your completed declaration to your payer to complete section B.

Section B: To be completed by the payer

- ! Important information for payers – see the reverse side of the form.

> Lodge online

Payers can lodge TFN declaration reports online if you have software that complies with our specifications.

For more information about lodging the TFN declaration report online, visit ato.gov.au/lodgetfndeclaration

More information

Internet

- For general information about TFNs, tax and super in Australia, including how to deal with us online, visit our website at **ato.gov.au**
- For information about applying for a TFN on the web, visit our website at **ato.gov.au/tfn**
- For information about your super, visit our website at **ato.gov.au/checkyoursuper**

Useful products

In addition to this TFN declaration, you may also need to complete and give your payer the following forms which you can download from our website at **ato.gov.au**:

- *Medicare levy variation declaration* (NAT 0929), if you qualify for a reduced rate of Medicare levy or are liable for the Medicare levy surcharge. You can vary the amount your payer withholds from your payments.
- *Standard choice form* (NAT 13080) to choose a super fund for your employer to pay super contributions to. You can find information about your current super accounts and transfer any unnecessary super accounts through myGov after you have linked to the ATO. Temporary residents should visit **ato.gov.au/departaustralia** for more information about super.

Other forms and publications are also available from our website at **ato.gov.au/onlineordering** or by phoning **1300 720 092**.

Phone

- Payee – for more information, phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday. If you want to vary your rate of withholding, phone **1300 360 221** between 8.00am and 6.00pm, Monday to Friday.
- Payer – for more information, phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

If you phone, we need to know we're talking to the right person before we can discuss your tax affairs. We'll ask for details only you, or someone you've authorised, would know. An authorised contact is someone you've previously told us can act on your behalf.

If you do not speak English well and need help from the ATO, phone the Translating and Interpreting Service on **13 14 50**.

If you are deaf, or have a hearing or speech impairment, phone the ATO through the National Relay Service (NRS) on the numbers listed below:

- TTY users – phone **13 36 77** and ask for the ATO number you need (if you are calling from overseas, phone **+61 7 3815 7799**)
- Speak and Listen (speech-to-speech relay) users – phone **1300 555 727** and ask for the ATO number you need (if you are calling from overseas, phone **+61 7 3815 8000**)
- Internet relay users – connect to the NRS on **relayservice.gov.au** and ask for the ATO number you need.

If you would like further information about the National Relay Service, phone **1800 555 660** or email **helpdesk@relayservice.com.au**

Privacy of information

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy, go to **ato.gov.au/privacy**

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at **ato.gov.au** or contact us.

This publication was current at **June 2019**.

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Published by

Australian Taxation Office
Canberra
June 2019

DE-6078

Payer information

The following information will help you comply with your pay as you go (PAYG) withholding obligations.

— Is your employee entitled to work in Australia?

It is a criminal offence to knowingly or recklessly allow someone to work, or to refer someone for work, where that person is from overseas and is either in Australia illegally or is working in breach of their visa conditions.

People or companies convicted of these offences may face fines and/or imprisonment. To avoid penalties, ensure your prospective employee has a valid visa to work in Australia before you employ them. For more information and to check a visa holder's status online, visit the Department of Home Affairs website at homeaffairs.gov.au

Is your payee working under a working holiday visa (subclass 417) or a work and holiday visa (subclass 462)?

Employers of workers under these two types of visa need to register with the ATO, see ato.gov.au/whmreg

For the tax table "working holiday maker" visit our website at ato.gov.au/taxtables

Payer obligations

If you withhold amounts from payments, or are likely to withhold amounts, the payee may give you this form with section A completed. A TFN declaration applies to payments made after the declaration is provided to you. The information provided on this form is used to determine the amount of tax to be withheld from payments based on the PAYG withholding tax tables we publish. If the payee gives you another declaration, it overrides any previous declarations.

Has your payee advised you that they have applied for a TFN, or enquired about their existing TFN?

Where the payee indicates at question 1 on this form that they have applied for an individual TFN, or enquired about their existing TFN, they have 28 days to give you their TFN. **You must withhold tax for 28 days at the standard rate according to the PAYG withholding tax tables.** After 28 days, if the payee has not given you their TFN, you must then withhold the top rate of tax from future payments, unless we tell you not to.

If your payee has not given you a completed form you must:

- notify us within 14 days of the start of the withholding obligation by completing as much of the payee section of the form as you can. Print 'PAYER' in the payee declaration and lodge the form – see 'Lodging the form'.
- withhold the top rate of tax from any payment to that payee.

- For a full list of tax tables, visit our website at ato.gov.au/taxtables

Lodging the form

You need to lodge TFN declarations with us within 14 days after the form is either signed by the payee or completed by you (if not provided by the payee). **You need to retain a copy of the form for your records.** For information about storage and disposal, see below.

You may lodge the information:

- **online** – lodge your TFN declaration reports using software that complies with our specifications. There is no need to complete section B of each form as the payer information is supplied by your software.
- **by paper** – complete section B and send the original to us within 14 days.

- For more information about lodging your TFN declaration report online, visit our website at ato.gov.au/lodgetfndeclaration

Provision of payee's TFN to the payee's super fund

If you make a super contribution for your payee, you need to give your payee's TFN to their super fund on the day of contribution, or if the payee has not yet quoted their TFN, within 14 days of receiving this form from your payee.

Storing and disposing of TFN declarations

The TFN Rule issued under the *Privacy Act 1988* requires a TFN recipient to use secure methods when storing and disposing of TFN information. You may store a paper copy of the signed form or electronic files of scanned forms. Scanned forms must be clear and not altered in any way.

If a payee:

- submits a new *TFN declaration* (NAT 3092), you must retain a copy of the earlier form for the current and following financial year.
- has not received payments from you for 12 months, you must retain a copy of the last completed form for the current and following financial year.

— Penalties

You may incur a penalty if you do not:

- lodge TFN declarations with us
- keep a copy of completed TFN declarations for your records
- provide the payee's TFN to their super fund where the payee quoted their TFN to you.

MEMBERS OF THE SOUTH AUSTRALIAN PARLIAMENT REQUEST TO APPOINT AN ASSISTANT/OFFICE MANAGER

APPOINTMENT DETAILS

Position Title: Assistant / Office Manager (please circle)

House of Assembly Electorate Office/Legislative Council:

Start Date:

Position Status: Ongoing / Temporary / Casual Please circle term of appointment. If no end date is specified the appointment will be considered to be an ongoing arrangement)

End Date: **Mandatory for temporary or casual appointments**
(Employees engaged less than 15 hours p/w to be appointed on a casual basis)

Hours of duty: Full-time = 37.5 per week / 75 per fortnight

If part-time please circle days to be worked per week / per fortnight. If less than 7.5 hours per day please specify the hours to be worked. Please note the Office Manager position will not be approved for part days.

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					

EMPLOYEE DETAILS

Title: Mr / Mrs / Ms / Miss / Dr / Other

Gender: Male / Female

Surname:

Given Names:

Address:

..... S.A. Post Code:

Home Ph: Mobile: Email:

Emergency Contact Name and Number:

Tax Declaration Attached: Yes / No / N/A Banking Details Attached: Yes / No / N/A
(Tax and Bank details not required for continuing staff members)

RECOMMENDED MEMBER OF THE SOUTH AUSTRALIAN PARLIAMENT

MEMBER: LOCATION:

SIGNATURE: DATE: / /
(Member's Signature)

To facilitate the appointment of your Assistant/Office Manager please return this form as soon as possible to:

Electorate Services, Department of the Premier and Cabinet, GPO Box 2343, Adelaide SA 5001

From: [Hurtle Vale EO](#)
To: [Kapetas, Paul \(DTF\)](#)
Subject: Hurtle Vale Timesheets WE 250222
Date: Monday, 28 February 2022 1:57:50 PM
Attachments: [AndrewsM Timesheet WE 250222.pdf](#)
[MarshT Timesheet WE 250222.pdf](#)
[ClancyR Timesheet WE 250222.pdf](#)

Hi Paul

Please find attached timesheets for myself , Rosemary and Tyler.

Kind regards

Mikaela

Mikaela Andrews

Trainee in the Office of Nat Cook MP
Member for Hurtle Vale
Shadow Minister for Human Services

T 08 8325 0719 • **E** hurtlevale@parliament.sa.gov.au
Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
PO Box 158, Woodcroft SA 5162

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From: [Hurtle Vale EO](#)
To: [Kapetas, Paul \(DTF\)](#)
Subject: Hurtle Vale Timesheets
Date: Wednesday, 2 March 2022 5:16:56 PM
Attachments: [TriffitJ Timesheet WE 250222.pdf](#)

Hi Paul

Here is a timesheet for Jenni Triffit. Week ending 25th February.

Kind regards

Mikaela

Mikaela Andrews

Trainee in the Office of Nat Cook MP
Member for Hurtle Vale
Shadow Minister for Human Services

T 08 8325 0719 • **E** hurtlevale@parliament.sa.gov.au
Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
PO Box 158, Woodcroft SA 5162

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Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Monday, 28 March 2022 9:49 AM
To: 'Hurtle Vale'
Cc: katherine.baldock@parliament.sa.gov.au; Tyler.Marsh@parliament.sa.gov.au; Kapetas, Paul (DTF)
Subject: FW: Hurtle Vale Timesheets WE 25/03/2022
Attachments: AndrewsM WE250322.pdf

Tracking:	Recipient	Delivery	Read
	'Hurtle Vale'		
	katherine.baldock@parliament.sa.gov.au		
	Tyler.Marsh@parliament.sa.gov.au		
	Kapetas, Paul (DTF)	Delivered: 28/03/2022 9:49 AM	Read: 28/03/2022 10:01 AM

Hi Katherine / Tyler

I have received a timesheet for Mikaela Andrews for pay period ending 25 March 2022.

Are these hours to be paid from global? If so, can you please arrange for an amended timesheet (global allowance section signed and global rate signed) and submit by 10:00am tomorrow in order for payment next Thursday (7/04/2022).

Kind regards

Tina Dimas
HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Kapetas, Paul (DTF) <Paul.Kapetas@sa.gov.au>
Sent: Monday, 28 March 2022 9:30 AM
To: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Subject: FW: Hurtle Vale Timesheets WE 25/03/2022

FYI

From: Hurtle Vale EO <HurtleVale@parliament.sa.gov.au>
Sent: Monday, 28 March 2022 9:27 AM
To: Kapetas, Paul (DTF) <paul.kapetas@sa.gov.au>
Subject: Hurtle Vale Timesheets WE 25/03/2022

Hi Paul,

Please see attached timesheets for Katherine, Tyler, Mikaela, and myself for pay period 12 Mar-25 Mar.

Kind regards,

Emma Hogan

Trainee in the Office of Nat Cook MP
 Member for Hurtle Vale
 Minister for Human Services

T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au

Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
PO Box 158, Woodcroft SA 5162

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Withers, Russell (DTF)

From: Hurtle Vale EO <HurtleVale@parliament.sa.gov.au>
Sent: Tuesday, 29 March 2022 4:30 PM
To: Kapetas, Paul (DTF)
Subject: new staff forms
Attachments: IMG-2451.jpg; IMG-2448.jpg; IMG-2449.jpg; IMG-2450.jpg
Categories: Completed

Hi Paul,

These forms are a week bit late - Anna started with us when I was off sick with covid - it's just taken a while to get them sorted.

Can you see these okay?

KB

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Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Tuesday, 12 April 2022 2:04 PM
To: DPC:Payroll Election 2022
Cc: Bhatt, Dhaval (DTF); Curtis, Emma (DTF); Vasiliadis, Kate (DPC)
Subject: FW: Electorate Office - Create New Contract-Bartsch,Anna ConStartDte2022-02-28
Attachments: 202204121346-Electorate Office - NEW_CONTRACT-Bartsch,Anna-StrtDte2022-02-28.pdf; Casual Paperwork - Anna Bartsch.pdf

Tracking:	Recipient	Read
	DPC:Payroll Election 2022	
	Bhatt, Dhaval (DTF)	Read: 4/07/2022 1:37 PM
	Curtis, Emma (DTF)	Read: 12/04/2022 3:06 PM
	Vasiliadis, Kate (DPC)	

Tina Dimas
HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Samarzia, Lisa (DTF) <Lisa.Samarzia@sa.gov.au>
Sent: Tuesday, 12 April 2022 1:55 PM
To: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Subject: Electorate Office - Create New Contract-Bartsch,Anna ConStartDte2022-02-28



Hi,

Please find attached Create New Contract request for processing. As the delegate I have;

1. Verified that the detail is completed in full and is accurate;
2. Verified the costing and budget FTE with Finance; and
3. Completed the Delegate's Approval section.

Thanks

Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Friday, 29 April 2022 11:56 AM
To: Hurtle Vale EO
Subject: RE: Renewal - Casual Contracts

Thanks😊

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Hurtle Vale EO <HurtleVale@parliament.sa.gov.au>
Sent: Friday, 29 April 2022 11:53 AM
To: Dimas, Tina (DTF) <tina.dimas@sa.gov.au>
Subject: RE: Renewal - Casual Contracts

Hi Tina

Thank you for that!

We will require a few staff who have done casual work for us in the past to please be kept on for future work here in Hurtle Vale. These include:

Della Price
Jennifer Triffitt
Rosemary Clancy
Pauline Mannix

We at this stage do not have any new casuals to bring on. Please let me know if you require any further information



Kind regards

Tyler

Tyler Marsh

Office of Hon Nat Cook MP
Member for Hurtle Vale
Minister for Human Services

T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au
Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
PO Box 158, Woodcroft SA 5162

From: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Sent: Friday, 29 April 2022 11:12 AM

Cc: Samarzia, Lisa (DTF) <Lisa.Samarzia@sa.gov.au>

Subject: Renewal - Casual Contracts

Importance: High

Good morning all

I am writing to advise you that all current casuals on the Payroll system are due to expire on the 30 June 2022.

Can you please advise via email as soon as possible which casual employees the Office would like to extend for a further 12 months (30 June 2023), so that contract extensions can be sent to the employee and returned as soon as possible. This will allow enough time for payroll to update the system for each employee and avoid any delay in payment. Please note if notification is not sent through from the office / the employee does not return their contract this will result in the delay of payment or termination from the system – if you can please let me know who the office wishes to re-engage by Close of Business Friday, 6 May 2022.

I have also attached the employment pack which will need to be completed by the Office for any new casuals the office wishes to engage. In order to ensure the employee is placed on the payroll system as quickly as possible please submit all completed paperwork together.

- Request to Appoint – This form can only be signed by the Member
- Template Letter – this can be completed by the employee and they must sign pages 4 & 6 – once returned to Electorate Services a signed copy of the contract by the Delegate (Paul Tatarelli) will be forwarded to the employee for their records
- TFN – completed by the employee
- HR03 New Employee Details – completed by the employee
- Employment Declaration – completed by the employee

All documentation can be emailed directly to tina.dimas@sa.gov.au

If you have any further queries in regards to the process please don't hesitate to contact me on 8429 0765.

Kind regards

Tina Dimas

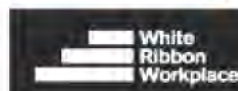
HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au



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Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Wednesday, 4 May 2022 6:47 PM
To: Tyler.Marsh@parliament.sa.gov.au
Subject: FW: Casual Contract of Employment
Attachments: Casual Contract - Della Price.pdf

Hi Tyler

I have tried to send the contract through to Della however the email has bounced back.

Can you provide a copy of this contract to Della via email or perhaps next time she is in the Office?

Kind regards

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Dimas, Tina (DTF)
Sent: Wednesday, 4 May 2022 6:45 PM
To: della.price@parliament.sa.gov.au
Cc: 'Hurtle Vale' <Hurtlevale@parliament.sa.gov.au>
Subject: Casual Contract of Employment

Good afternoon Della

Please find attached a casual contract of employment extending your current arrangement to the 30 June 2023.

Can you please sign pages 4 & 6 and return **all** pages of your contract via email to me at: tina.dimas@sa.gov.au

Note, the cut-off to update the payroll system with your new end date is the 6 June 2022 so if you can please return your signed contract prior to this date to avoid any discrepancies with your pay.

Any queries please don't hesitate to contact me on 8429 0765.

Kind regards

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au



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Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Thursday, 5 May 2022 2:55 PM
To: SharedServicesSA:EOSA Payroll Documentation
Subject: Electorate Office - Extend Contract Existing Employee-Clancy,Rosemary
ConStartDte2022-07-01
Attachments: 202205051454-Electorate Office - EXT_CONTRACT-Clancy,Rosemary-
StrtDte2022-07-01.pdf; Offer of Employment - Rosemary Clancy.pdf

Tracking:	Recipient	Delivery
	SharedServicesSA:EOSA Payroll Documentation	Delivered: 5/05/2022 2:56 PM



Hi,

Please find attached Extend Contract Existing Employee request for processing. As the delegate I have;

1. Verified that the detail is completed in full and is accurate;
2. Verified the costing and budget FTE with Finance; and
3. Completed the Delegate's Approval section.

Thanks

Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Thursday, 12 May 2022 3:22 PM
To: SharedServicesSA:EOSA Payroll Documentation
Subject: Electorate Office - Extend Contract Existing Employee-TRIFFITT,JENNIFER
ConStartDte2022-07-01
Attachments: 202205121521-Electorate Office - EXT_CONTRACT-TRIFFITT,JENNIFER-
StrtDte2022-07-01.pdf; Signed Contract - Jennifer Triffitt.pdf

Tracking:	Recipient	Delivery
	SharedServicesSA:EOSA Payroll Documentation	Delivered: 12/05/2022 3:22 PM



Hi,

Please find attached Extend Contract Existing Employee request for processing. As the delegate I have;

1. Verified that the detail is completed in full and is accurate;
2. Verified the costing and budget FTE with Finance; and
3. Completed the Delegate's Approval section.

Thanks

Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Monday, 30 May 2022 4:07 PM
To: Marsh, Tyler
Subject: RE: Casual Contracts

Ok no problem, thanks😊

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Marsh, Tyler <Tyler.Marsh@parliament.sa.gov.au>
Sent: Monday, 30 May 2022 4:06 PM
To: Dimas, Tina (DTF) <tina.dimas@sa.gov.au>
Subject: RE: Casual Contracts

Hey Tina,

No we shouldn't need to keep Anna on – she works in Nat's MO now as Senior Adviser!

Thanks for checking 😊

Kind regards

Tyler

Tyler Marsh

Office of Hon Nat Cook MP
Member for Hurtle Vale
Minister for Human Services

T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au
Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
PO Box 158, Woodcroft SA 5162

From: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Sent: Monday, 30 May 2022 4:02 PM
To: Marsh, Tyler <Tyler.Marsh@parliament.sa.gov.au>
Subject: FW: Casual Contracts
Importance: High

Hi Tyler

Following on from my email sent last week, will you be keeping Anna Bartsch on the system for another 12 months?

Cheers

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Dimas, Tina (DTF)

Sent: Friday, 27 May 2022 9:18 AM

Subject: Casual Contracts

Importance: High

Good morning all

Please find attached a letter advising the process for all new casual and current employees within the House of Assembly Electorate Offices and Legislative Council Offices – Some Offices may have engaged casuals since the 2022 Election result so can you please provide confirmation via email as to which casuals you wish to re-engage for a further 12 months (30 June 2023), note some casuals may already have an end date of 30 June 2023 so contract extensions will not be forwarded to these employees.

Once I have received confirmation of which employees are to be re-engaged I will draw up their contract extensions and email directly to the employee.

So that contract extensions can be sent to the employee and returned as soon as possible can you please let me know who the office wishes to re-engage by **Close of Business Friday, 3 June 2022**. This will allow enough time for payroll to update the system for each employee and avoid any delay in payment. Please note if notification is not sent through from the office / the employee does not return their contract this will result in the delay of payment or termination from the system.

I have also attached the employment pack which will need to be completed by the Office for any new casuals the office wishes to engage. In order to ensure the employee is placed on the payroll system as quickly as possible please submit all completed paperwork together.

- Request to Appoint – This form can only be signed by the Member
- Template Letter – this can be completed by the employee and they must sign pages 4 & 6 – once returned to Electorate Services a signed copy of the contract by the Delegate (Paul Tatarelli) will be forwarded to the employee for their records
- TFN – completed by the employee
- HR03 New Employee Details – completed by the employee
- Employment Declaration – completed by the employee

All documentation can be emailed directly to tina.dimas@sa.gov.au

If you have any further queries in regards to the process please don't hesitate to contact me on 8429 0765.

Kind regards

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au



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Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Wednesday, 22 June 2022 12:15 PM
To: 'Hurtle Vale'
Subject: FW: Hurtle Vale timesheets
Attachments: PriceD timesheet WE170622.pdf

Hi Tyler

Thanks for that – are you able to get Lorraine to sign the global delegation section on Della's timesheet?

Thanks

Tina Dimas
HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Hurtle Vale EO <HurtleVale@parliament.sa.gov.au>
Sent: Monday, 20 June 2022 4:40 PM
To: Dimas, Tina (DTF) <tina.dimas@sa.gov.au>
Subject: Hurtle Vale timesheets

Hey Tina

Please find attached our timesheets for week ending 17/6. There are a few older ones to be processed for Alex Overlay, hope there are no issues with those!

Thank you 😊

Kind regards

Tyler

Tyler Marsh

Office of Hon Nat Cook MP
 Member for Hurtle Vale
 Minister for Human Services

T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au
 Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
 PO Box 158, Woodcroft SA 5162

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Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Tuesday, 19 July 2022 2:12 PM
To: tyler.marsh@parliament.sa.gov.au
Subject: FW: Renewal - Casual Contracts
Attachments: Template letter - casual employee irregular hours contract July 2022.docx

Hi Tyler

I have received timesheets for the Hurtle Vale Electorate Office, including one for Alexandra Overley.

Unfortunately I cannot process her hours worked as her contract ended on the 30 June 2022 and she was not included in the list below for a 12 month extension (or for any other office).

Can you have her complete the attached casual contract (all yellow highlighted sections) Please note Alexandra will need to sign pages 4 & 6 and return all pages of your contract via email to me at: tina.dimas@sa.gov.au

Kind regards

Tina Dimas
HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Hurtle Vale EO <HurtleVale@parliament.sa.gov.au>
Sent: Friday, 29 April 2022 11:53 AM
To: Dimas, Tina (DTF) <tina.dimas@sa.gov.au>
Subject: RE: Renewal - Casual Contracts

Hi Tina

Thank you for that!

We will require a few staff who have done casual work for us in the past to please be kept on for future work here in Hurtle Vale. These include:

Della Price
Jennifer Triffitt
Rosemary Clancy
Pauline Mannix

We at this stage do not have any new casuals to bring on. Please let me know if you require any further information



Kind regards

Tyler

Tyler Marsh

Office of Hon Nat Cook MP
Member for Hurtle Vale
Minister for Human Services

T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au
Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
PO Box 158, Woodcroft SA 5162

From: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Sent: Friday, 29 April 2022 11:12 AM
Cc: Samarzia, Lisa (DTF) <Lisa.Samarzia@sa.gov.au>
Subject: Renewal - Casual Contracts
Importance: High

Good morning all

I am writing to advise you that all current casuals on the Payroll system are due to expire on the 30 June 2022.

Can you please advise via email as soon as possible which casual employees the Office would like to extend for a further 12 months (30 June 2023), so that contract extensions can be sent to the employee and returned as soon as possible. This will allow enough time for payroll to update the system for each employee and avoid any delay in payment. Please note if notification is not sent through from the office / the employee does not return their contract this will result in the delay of payment or termination from the system – **if you can please let me know who the office wishes to re-engage by Close of Business Friday, 6 May 2022.**

I have also attached the employment pack which will need to be completed by the Office for any new casuals the office wishes to engage. In order to ensure the employee is placed on the payroll system as quickly as possible please submit all completed paperwork together.

- Request to Appoint – This form can only be signed by the Member
- Template Letter – this can be completed by the employee and they must sign pages 4 & 6 – once returned to Electorate Services a signed copy of the contract by the Delegate (Paul Tatarelli) will be forwarded to the employee for their records
- TFN – completed by the employee
- HR03 New Employee Details – completed by the employee
- Employment Declaration – completed by the employee

All documentation can be emailed directly to tina.dimas@sa.gov.au

If you have any further queries in regards to the process please don't hesitate to contact me on 8429 0765.

Kind regards

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au



Government of South Australia
Department of Treasury
and Finance



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OFFICIAL

[Title] [First Name] [Last Name]
[Address]
[SUBURB] [STATE] [POSTCODE]

Dear XXXX

OFFER OF EMPLOYMENT ON A CASUAL BASIS

I am pleased to offer you employment on a casual basis to perform the duties of Temporary Assistant to Members of the South Australian Parliament for the period to 30 June 2023.

If you accept this offer of employment, any periods of employment will be subject to section 72 of the *Public Sector Act 2009*.

The following conditions apply to your casual employment:

- There is no guarantee that periods of casual employment will be available or offered.
- You will not be rostered to undertake regular periods of employment.
- You will be informed when a period of casual employment becomes available.
- You are not entitled to any further employment in the South Australian Public Sector following any periods of casual employment.

You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021* or any subsequent Agreement and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.

Additional and specific terms and conditions relating to your employment are set out in the attached document headed 'Employment Conditions'. Please read them carefully before accepting this offer.

If you wish to accept this offer of employment, please signify your acceptance by signing the enclosed acceptance form and returning it before commencing your employment.

Should you have questions in relation to this offer of employment, please contact the Electorate Services, HR Account Managers on 8429 0764 or 8429 0765.

Yours sincerely

Paul Tatarelli
MANAGER, ELECTORATE SERVICES

2022

OFFICIAL

EMPLOYMENT CONDITIONS

Applicable legislation	<ol style="list-style-type: none">1. You are employed in the South Australian Public Sector but are excluded from the South Australian Public Service.2. The <i>Public Sector Act 2009</i> ("PS Act") applies to your employment with the exception of Parts 6 and 7 of the PS Act.3. You are bound by section 26 (duty to act honestly) and section 27 (duty with respect to conflict of interest) of the <i>Public Sector (Honesty and Accountability) Act 1995</i>.4. The letter of offer and this document should be read in conjunction with the PS Act and the PS Regulations.5. No provision of any legislation, industrial instrument or policy forms part of the terms of this Contract.
Code of Ethics for the South Australian Public Sector	<ol style="list-style-type: none">6. You are bound by the Code of Ethics for the South Australian Public Sector ("the Code of Ethics"). Contravention of the Professional Conduct Standards in the Code of Ethics is misconduct and will render you liable to disciplinary action including termination of employment. The PS Act defines misconduct as also including any other misconduct while in employment as a public sector employee, making a false statement in connection with an application for employment as a public sector employee and being convicted while in employment in the public sector.
Duties	<ol style="list-style-type: none">7. The Assistant Level 1 position criteria detailed in Appendix 2 of the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> provides an indication of the type of duties you will be expected to perform. You may be lawfully directed to perform any duties that a person with your skills, experience and abilities and at your classification would reasonably be expected to perform.
Salary provisions	<ol style="list-style-type: none">8. You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.9. You must submit a timesheet covering each day worked to Electorate Services.10. During the term of this contract, you must be a member of a complying superannuation scheme. If you earn more than \$450 (before tax) in a calendar month, you will be paid the statutory superannuation contribution (currently 10% of the Employee's salary) as a minimum amount to satisfy the requirements of the Superannuation Guarantee legislation of the Commonwealth of Australia.

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Term of casual contract of employment and conditions	<p>11. The term of this contract of employment will commence on for a period up to and including 30 June 2023. The following conditions apply to your casual employment:</p> <ul style="list-style-type: none">a. There is no guarantee that periods of casual employment will be available or offered.b. You will not be rostered to undertake regular periods of employment.c. You will be informed when a period of casual employment becomes available.d. The term of this contract does not constitute continuous service for increment progression or any other purpose, only actual hours worked will be used for any calculations.e. You are not entitled to any further employment in the South Australian Public Sector. <p>12. A record of your availability to undertake casual periods of employment will be kept for up to 12 months up to and including 30 June 2023. A further record of your availability may be kept if mutually agreed.</p>
Decision not to offer hours of casual employment	<p>13. The Minister or a delegate may decide, for any reason and without notice to you, not to offer you any further hours of casual employment pursuant to this contract of employment.</p>
Workplace policies and procedures	<p>14. Although you are bound to comply with policies and procedures of the Department of Treasury and Finance and other policies and procedures which apply to you, these policies and procedures do not form part of the terms of this Contract.</p> <p>15. You must abide by the legislative requirements of the <i>Work Health and Safety Act 2012</i>.</p>
Periodic criminal and relevant history and other background screening	<p>16. If you accept this offer, you agree during your employment to participate in, and cooperate with, periodic criminal and relevant history and other background screening in relation to you from time to time, upon request by the Member, Minister or delegate.</p>

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Offer of employment on a casual basis – Irregular hours

ACCEPTANCE OF OFFER OF EMPLOYMENT ON A CASUAL BASIS

Please complete and return this acceptance before commencing your employment to:

HR Account Manager, Electorate Services
Department of Treasury and Finance
GPO Box 1045
ADELAIDE SA 5001

or via email to electorateservices@sa.gov.au

I, [Name] of [Address] understand and accept the offer of employment on a casual basis in the terms outlined in the letter of offer dated [INSERT DATE] and Employment Conditions document.

I declare as follows:

1. I have disclosed details of any voluntary early retirement, voluntary separation, targeted separation package or worker's compensation payments/benefits received.
2. I have disclosed details of any current employment in the South Australian Public Sector.
3. I understand that any false statements made, which will include information withheld or incomplete, may amount to misconduct and render me liable to disciplinary action, including termination of employment.
4. I have no medical conditions which might prevent or impede me from being able to satisfactorily perform any duties or functions that might be reasonably required in this role.

Name _____

Signed: _____ **Date:** _____

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	[Name]
TITLE:	Casual Assistant
LOCATION:	Various Offices of Members of the South Australian Parliament as Required
COMMENCEMENT DATE & DETAILS:	Commencement Date
EMPLOYMENT STATUS:	Casual
AWARD/EB AGREEMENT	Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021 Personal Assistants to the Members of the Parliament of South Australia 1989 Award
HOURS OF DUTY:	As required

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OFFICIAL
AGREEMENT TO CONFIDENTIALITY,
AND DECLARATION OF INTERESTS
BY TEMPORARY ASSISTANTS

(to be completed prior to commencement of employment)

I, **FIRST NAME LAST NAME** of HOME ADDRESS, Temporary Casual Assistant to Members of the South Australian Parliament, hereby:

1. CONFIDENTIALITY AND PROFESSIONAL CONDUCT STANDARDS

- 1.1 Agree to comply with all lawful and reasonable directions given to me by the Member, Office Manager, Minister or their delegate, and to devote the whole of my time and attention during paid hours of business to undertake the duties and responsibilities of the role I have been engaged to perform and not perform any other functions during this time.
- 1.2 Acknowledge and agree that I shall not, during the term of my appointment and employment and at all times thereafter, disclose any confidential information acquired by me during the course of my appointment, to any person without the prior written consent of the Member, Minister or their delegate, or unless required by law to disclose.
- 1.3 In this section, “**confidential information**” means any information whether in oral, written or electronic form, which is marked “confidential” or may be considered by its’ nature as confidential to the Member or the Government.
- 1.4 Acknowledge and agree that any intellectual property developed or created by me as a result of my casual employment with a Member shall remain the property of the Crown unless otherwise agreed in writing between the Minister or their delegate, and myself.
- 1.5 Acknowledge that I have read and understand the *Code of Ethics for the South Australian Public Sector* and agree that I will perform my duties in accordance with the professional conduct standards described in the *Code*.
- 1.6 Upon the cessation of employment, I will immediately deliver to the Member or Office Manager, all devices, swipe cards, books, documents, papers, materials, keys, computer software and other property which belongs to the Crown.

2. DECLARATION AND DISCLOSURE OF INTERESTS

- 2.1 I declare that I have no interests which would constitute a conflict of interest or potential conflict of interest other than those described in Annexure A.
- 2.2 I confirm that the interests described in Annexure A are a complete and accurate description of all interests held by me and that I have made full disclosure of all material facts and circumstances concerning such interests.
- 2.3 I undertake to advise the Minister or their delegate in writing within 14 days of becoming aware of any interests which arise after the date of this Declaration.
- 2.4 In this section “**interests**” means:
- (a) any benefit, reward or income received by me;
 - (b) any benefit, reward or income received by my spouse or children, any trustee of my family trust, or my family company;
 - (c) any position, office or membership held or occupied by me; and
 - (d) any position, office or membership held or occupied by my spouse, a trustee of my family trust or my family company;

which is derived from or arises from:

- (e) employment and business, (including partnerships and joint ventures) where income exceeds \$1,000.00 pa;
- (f) directorships of Corporations, including non-profit corporations and unincorporated associations;
- (g) gifts or donations (from other than my spouse or children) which value exceeds \$750.00;
- (h) legal or beneficial interests in land;
- (i) legal or beneficial interests in securities investments which value exceeds \$10,000.00;
- (j) political, trade and professional associations;
- (k) trusts;
- (l) creditors where the amount owed by me or my spouse exceeds \$7,500.00;
- (m) debtors where the debt owed to me or my spouse exceeds \$10,000.00; and
- (n) any other substantial interest which may appear to raise a material conflict of interest between my private interests and my public duty.

.....
Employee Signature

/ /22

OFFICIAL

Annexure A

DECLARED INTERESTS

[provide an accurate and full listing and description of interests, or insert "nil interests"]

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Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Monday, 25 July 2022 9:16 AM
To: SharedServicesSA:Payroll Customer Service Shared Sector
Subject: Electorate Office - Extend Contract Existing Employee-MANNIX,PAULINE
ConStartDte2022-07-01
Attachments: 202207250907-Electorate Office - EXT_CONTRACT-MANNIX,PAULINE-
StrtDte2022-07-01.pdf; Pauline Mannix - Offer of Employment on a Casual Basis.pdf

Good morning team

Please find attached Smart Form paperwork for Ms Pauline Mannix, unfortunately there was an issue with outlook on the 9 May 2022 and the Smart Form was never sent through.

If possible can I please request the POS screen be updated with Pauline's new end date (30/06/2023)?

Kind regards



Hi,

Please find attached Extend Contract Existing Employee request for processing. As the delegate I have;

1. Verified that the detail is completed in full and is accurate;
2. Verified the costing and budget FTE with Finance; and
3. Completed the Delegate's Approval section.

Thanks

Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Tuesday, 16 August 2022 12:33 PM
To: Kristaly, Lorraine
Subject: RE: Timesheets WE120822

Great, thanks for letting me know. I can process her timesheet with that information.

Cheers

Tina Dimas
HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Kristaly, Lorraine <Lorraine.Kristaly@parliament.sa.gov.au>
Sent: Tuesday, 16 August 2022 12:32 PM
To: Dimas, Tina (DTF) <tina.dimas@sa.gov.au>
Subject: RE: Timesheets WE120822

Hi Tina,

Those days are relief for me as I work Tues-Fri. As soon as I see Nat, I'll get my timesheet signed and send through.

Kind regards

Lorraine

Lorraine Kristaly

Office of Hon Nat Cook MP
 Member for Hurtle Vale
 Minister for Human Services

T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au
 Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
 PO Box 158, Woodcroft SA 5162

From: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Sent: Tuesday, 16 August 2022 11:49 AM
To: Kristaly, Lorraine <Lorraine.Kristaly@parliament.sa.gov.au>
Cc: Hurtle Vale EO <HurtleVale@parliament.sa.gov.au>
Subject: FW: Timesheets WE120822

Hi Lorraine

I am just in the middle of processing casual timesheets for next weeks' pay.

The timesheet for Della has her doing relief for Tyler Marsh, however Tyler's timesheet indicates she was at work on those days.

Are the hours Della worked relief for you or is this to be taken out of global?

Kind regards

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Hurtle Vale EO <HurtleVale@parliament.sa.gov.au>

Sent: Monday, 15 August 2022 5:00 PM

To: Dimas, Tina (DTF) <tina.dimas@sa.gov.au>

Subject: Timesheets WE120822

Good Afternoon Tina

Please find attached Hurtle Vale timesheets for the week ending 12/08/2022.

Lorraine will email you hers when she gets it signed by Nat.

Kind Regards

Amelia

Amelia Evans

Trainee

Office of Hon Nat Cook MP

Member for Hurtle Vale

Minister for Human Services

T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au

Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale

PO Box 158, Woodcroft SA 5162

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Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Wednesday, 31 August 2022 2:51 PM
To: SharedServicesSA:EOSA Payroll Documentation
Subject: URGENT - CHRIS21 ENTRY - Electorate Office - Extend Contract Existing Employee-Overley,Alexandra ConStartDte2022-07-01
Attachments: 202208311447-Electorate Office - EXT_CONTRACT-Overley,Alexandra-StrtDte2022-07-01.pdf; Casual Paperwork - Alex Overley.pdf

Importance: High

Tracking:

Recipient	Delivery
SharedServicesSA:EOSA Payroll Documentation	Delivered: 31/08/2022 2:53 PM

Good afternoon team

If possible can I please request Alexandra Overley's details be updated as per the attached Smart Form.

Entries have been placed on the DataTool and won't be able to be processed if she is not extended to 30 June 2023.

Kind regards

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

Hi,

Please find attached Extend Contract Existing Employee request for processing. As the delegate I have;

1. Verified that the detail is completed in full and is accurate;
2. Verified the costing and budget FTE with Finance; and
3. Completed the Delegate's Approval section.

Thanks



Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Wednesday, 31 August 2022 12:20 PM
To: Kristaly, Lorraine
Subject: RE: Kelly Hansberry Casual Relief Pool

I will also need a copy of the signed RTA once the Member has a chance to sign it.

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Dimas, Tina (DTF)
Sent: Wednesday, 31 August 2022 12:17 PM
To: Kristaly, Lorraine <Lorraine.Kristaly@parliament.sa.gov.au>
Subject: RE: Kelly Hansberry Casual Relief Pool

Hi Lorraine

Thanks for that – for future casual contracts are you also able to fill in the personal details on the front page?

I'll amend the one for Kelly and arrange for Paul Tatarelli to sign off.

Cheers

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Kristaly, Lorraine <Lorraine.Kristaly@parliament.sa.gov.au>
Sent: Wednesday, 31 August 2022 11:50 AM
To: Dimas, Tina (DTF) <tina.dimas@sa.gov.au>
Subject: Kelly Hansberry Casual Relief Pool

Hi Tina

We met with Kelly Hansberry yesterday and would like her to join our casual relief pool.

I believe we have completed the contract properly, please advise if you require anything further.

Kind regards

Lorraine

Lorraine Kristaly

Office of Hon Nat Cook MP
 Member for Hurtle Vale

Minister for Human Services

T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au

Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale

PO Box 158, Woodcroft SA 5162

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Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Monday, 5 September 2022 2:22 PM
To: SharedServicesSA:EOSA Payroll Documentation
Subject: FW: Electorate Office - Create New Contract-Hansberry,Kelly
 ConStartDte2022-08-30
Attachments: 202209051413-Electorate Office - NEW_CONTRACT-HansberryKelly-
 StrtDte2022-08-30.pdf; Casual Contract - Kelly Hansberry.pdf

Tracking:	Recipient	Delivery
	SharedServicesSA:EOSA Payroll Documentation	Delivered: 5/09/2022 2:24 PM

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 8429 0765 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Samarzia, Lisa (DTF) <Lisa.Samarzia@sa.gov.au>
Sent: Monday, 5 September 2022 2:17 PM
To: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Subject: Electorate Office - Create New Contract-Hansberry,Kelly ConStartDte2022-08-30

Hi,

Please find attached Create New Contract request for processing. As the delegate I have;

1. Verified that the detail is completed in full and is accurate;
2. Verified the costing and budget FTE with Finance; and
3. Completed the Delegate's Approval section.

Thanks



Withers, Russell (DTF)

From: Dimas, Tina (DTF)
Sent: Friday, 28 January 2022 1:01 PM
To: Jenni Triffitt
Cc: Kapetas, Paul (DTF); katherine.baldock@parliament.sa.gov.au
Subject: RE: Nothing on payslip, Jennifer Triffitt - **Clause 6(1)** - Re: Fortnightly Payslip/WebFocus Bonafide Advice

Tracking:	Recipient	Delivery
	Jenni Triffitt	
	Kapetas, Paul (DTF)	Delivered: 28/01/2022 1:01 PM
	katherine.baldock@parliament.sa.gov.au	

Hi Jenni

Payroll have approved and sent your EFT request through – I am hoping it goes through overnight, however it depends on your financial institution and when they release the funds.

Kind regards

Tina Dimas
HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Baldock, Katherine <Katherine.Baldock@parliament.sa.gov.au>
Sent: Thursday, 27 January 2022 1:17 PM
To: Dimas, Tina (DTF) <tina.dimas@sa.gov.au>; Jenni Triffitt **Clause 6(1)**
Cc: Kapetas, Paul (DTF) <Paul.Kapetas@sa.gov.au>; Marsh, Tyler <Tyler.Marsh@parliament.sa.gov.au>
Subject: RE: Nothing on payslip, Jennifer Triffitt - **Clause 6(1)** - Re: Fortnightly Payslip/WebFocus Bonafide Advice

Will an email suffice?

I hereby authorise and EFT to cover Jenni Triffitt's pay to be processed.

Kind regards
 Katherine

Katherine Baldock
 Office of Nat Cook MP
 Member for Hurtle Vale
 Shadow Minister for Human Services
 T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au
 Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
 PO Box 158, Woodcroft SA 5162

From: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Sent: Thursday, 27 January 2022 9:21 AM
To: Baldock, Katherine <Katherine.Baldock@parliament.sa.gov.au>; Jenni Triffitt **Clause 6(1)**

Cc: Kapetas, Paul (DTF) <Paul.Kapetas@sa.gov.au>; Marsh, Tyler <Tyler.Marsh@parliament.sa.gov.au>
Subject: RE: Nothing on payslip, Jennifer Triffitt - **Clause 6(1)** - Re: Fortnightly Payslip/WebFocus Bonafide Advice

Thanks Katherine – Jenni had requested an EFT however this would need to come from the Office.

If not, I will organise for her hours to be processed in the next pay run (10/2/22).

Cheers

Tina Dimas
HR Account Manager, Electorate Services | Financial Management, Reporting and Policy
State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Baldock, Katherine <Katherine.Baldock@parliament.sa.gov.au>
Sent: Wednesday, 26 January 2022 9:04 AM
To: Jenni Triffitt **Clause 6(1)** Dimas, Tina (DTF) <tina.dimas@sa.gov.au>
Cc: Kapetas, Paul (DTF) <Paul.Kapetas@sa.gov.au>; Marsh, Tyler <Tyler.Marsh@parliament.sa.gov.au>
Subject: RE: Nothing on payslip, Jennifer Triffitt - **Clause 6(1)** - Re: Fortnightly Payslip/WebFocus Bonafide Advice

Here Tis!

Sorry was caught up in a pile on my desk 😊_

Kind regards
Katherine

Katherine Baldock
Office of Nat Cook MP
Member for Hurtle Vale
Shadow Minister for Human Services
T 08 8325 0719 • E hurtlevale@parliament.sa.gov.au
Shop 2, 185-191 Bains Road, Woodcroft Town Centre, Morphett Vale
PO Box 158, Woodcroft SA 5162

From: Jenni Triffitt **Clause 6(1)**
Sent: Tuesday, 25 January 2022 3:15 PM
To: Dimas, Tina (DTF) tina.dimas@sa.gov.au
Cc: Kapetas, Paul (DTF) Paul.Kapetas@sa.gov.au; Marsh, Tyler Tyler.Marsh@parliament.sa.gov.au; Baldock, Katherine Katherine.Baldock@parliament.sa.gov.au
Subject: Re: Nothing on payslip, Jennifer Triffitt - **Clause 6(1)** - Re: Fortnightly Payslip/WebFocus Bonafide Advice

Hi Tina

Thanks for replying.

I have copied in Tyler and Katherine so they can organise from this end, and hoping send through an EFT.

Many thanks

Jenni

From: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>

Sent: Tuesday, 25 January 2022 3:11 PM

To: Jenni Triffitt **Clause 6(1)**

Cc: Kapetas, Paul (DTF) <Paul.Kapetas@sa.gov.au>

Subject: RE: Nothing on payslip, Jennifer Triffitt - **Clause 6(1)** - Re: Fortnightly Payslip/WebFocus Bonafide Advice

Hi Jenni

I have checked the date your timesheet was submitted to Electorate Services and unfortunately it was received Friday, 21 January 2022 which was after the cut-off. We had already submitted our Payroll data so this is why payment has not been made this week. We are also awaiting a leave form for Tyler before we can process your hours worked. Once this has been received we can then process your timesheet either in the next pay cycle (10/02/2022) or an via EFT.

An EFT request will need to come from the Hurtle Vale Electorate Office explaining the situation which will then be sent onto the HR Delegate in Electorate Services.

Kind regards

Tina Dimas

HR Account Manager, Electorate Services | Financial Management, Reporting and Policy

State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000

t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Jenni Triffitt **Clause 6(1)**

Sent: Tuesday, 25 January 2022 12:47 PM

To: Bassett, Robyn (DTF) <Robyn.Bassett@sa.gov.au>; Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>

Subject: Nothing on payslip, Jennifer Triffitt - **Clause 6(1)** - Re: Fortnightly Payslip/WebFocus Bonafide Advice

Hi ladies

I've just seen the 15 hours for week ending 14/01/22 have not gone through - this was relief for Tyler Marsh in Hurtle Vale EO.

We were late sending through the timesheets last week - is this why the pay hasn't gone through? Any way we can get it through for this week's pay please?

Many thanks

Jenni :)

Clause 6(1)

From: chris21-donotreply@sa.gov.au <chris21-donotreply@sa.gov.au>

Sent: Tuesday, 25 January 2022 12:39 PM

To: Clause 6(1)

Subject: Fortnightly Payslip/WebFocus Bonafide Advice

Your payslip is now available to view via HR21 Self Service:

<https://selfservice.hrms.sa.gov.au/PROD1>

Click on the View Payslip link on the upper right of the Home Page to access your payslips.

Frequently Asked Questions in HR21:

<https://shareservices.sa.gov.au/sites/default/files/documents/learning/HR21-FAQ.pdf>

WebFocus Bonafide and Leave Return Reports Available

If you are responsible for running or approving a fortnightly WebFocus Bonafide or monthly Leave Return report, these will be available in HR21 (via the Reports -> Webfocus) on pay day. Please review, approve and follow your current agency procedure to process these reports.

<https://sharedservices.sa.gov.au/sites/default/files/documents/learning/QRG-HR21-Online-Bonafide-Leave-Return.pdf>

Payroll Services
Shared Services SA
Department of Treasury and Finance
Phone 846 21333 Press 1
www.sharedservices.sa.gov.au

"Information contained in this email message may be confidential and may also be the subject of legal professional privilege or public interest immunity. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised."

The information in this e-mail may be confidential and/or legally privileged. If you are not the intended recipient, access to it is unauthorised and any disclosure, copying, distribution or action taken or omitted to be taken in reliance on it is prohibited and may be unlawful.

The information in this e-mail may be confidential and/or legally privileged. If you are not the intended recipient, access to it is unauthorised and any disclosure, copying, distribution or action taken or omitted to be taken in reliance on it is prohibited and may be unlawful.



OFFICIAL

Ms Mikaela ^{Clause 6(1)} Andrews
Clause 6(1)

Dear Mikaela

OFFER OF EMPLOYMENT ON A CASUAL BASIS

I am pleased to offer you employment on a casual basis to perform the duties of Temporary Assistant to Members of the South Australian Parliament for the period 1 March 2022 to 30 June 2022.

If you accept this offer of employment, any periods of employment will be subject to section 72 of the *Public Sector Act 2009*.

The following conditions apply to your casual employment:

- There is no guarantee that periods of casual employment will be available or offered.
- You will not be rostered to undertake regular periods of employment.
- You will be informed when a period of casual employment becomes available.
- You are not entitled to any further employment in the South Australian Public Sector following any periods of casual employment.

You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021* or any subsequent Agreement and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.

Additional and specific terms and conditions relating to your employment are set out in the attached document headed 'Employment Conditions'. Please read them carefully before accepting this offer.

If you wish to accept this offer of employment, please signify your acceptance by signing the enclosed acceptance form and returning it before commencing your employment.

Should you have questions in relation to this offer of employment, please contact the Electorate Services, HR Account Managers on 8226 2679 or 8226 3529.

Yours sincerely

Paul Tatarelli
MANAGER, ELECTORATE SERVICES

28 February 2022

OFFICIAL
EMPLOYMENT CONDITIONS

Applicable legislation	<ol style="list-style-type: none">1. You are employed in the South Australian Public Sector but are excluded from the South Australian Public Service.2. The <i>Public Sector Act 2009</i> ("PS Act") applies to your employment with the exception of Parts 6 and 7 of the PS Act.3. You are bound by section 26 (duty to act honestly) and section 27 (duty with respect to conflict of interest) of the <i>Public Sector (Honesty and Accountability) Act 1995</i>.4. The letter of offer and this document should be read in conjunction with the PS Act and the PS Regulations.5. No provision of any legislation, industrial instrument or policy forms part of the terms of this Contract.
Code of Ethics for the South Australian Public Sector	<ol style="list-style-type: none">6. You are bound by the Code of Ethics for the South Australian Public Sector ("the Code of Ethics"). Contravention of the Professional Conduct Standards in the Code of Ethics is misconduct and will render you liable to disciplinary action including termination of employment. The PS Act defines misconduct as also including any other misconduct while in employment as a public sector employee, making a false statement in connection with an application for employment as a public sector employee and being convicted while in employment in the public sector.
Duties	<ol style="list-style-type: none">7. The Assistant Level 1 position criteria detailed in Appendix 2 of the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2019</i> provides an indication of the type of duties you will be expected to perform. You may be lawfully directed to perform any duties that a person with your skills, experience and abilities and at your classification would reasonably be expected to perform.
Salary provisions	<ol style="list-style-type: none">8. You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2019</i> and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.9. You must submit a timesheet covering each day worked to Electorate Services.10. During the term of this contract, you must be a member of a complying superannuation scheme. If you earn more than \$450 (before tax) in a calendar month, you will be paid the statutory superannuation contribution (currently 10% of the Employee's salary) as a minimum amount to satisfy the requirements of the Superannuation Guarantee legislation of the Commonwealth of Australia.

OFFICIAL

Term of casual contract of employment and conditions	<p>11. The term of this contract of employment will commence on 1 March 2022 for a period up to and including 30 June 2022. The following conditions apply to your casual employment:</p> <ul style="list-style-type: none">a. There is no guarantee that periods of casual employment will be available or offered.b. You will not be rostered to undertake regular periods of employment.c. You will be informed when a period of casual employment becomes available.d. The term of this contract does not constitute continuous service for increment progression or any other purpose, only actual hours worked will be used for any calculations.e. You are not entitled to any further employment in the South Australian Public Sector. <p>12. A record of your availability to undertake casual periods of employment will be kept for up to 12 months up to and including 30 June 2022. A further record of your availability may be kept if mutually agreed.</p>
Decision not to offer hours of casual employment	<p>13. The Minister or a delegate may decide, for any reason and without notice to you, not to offer you any further hours of casual employment pursuant to this contract of employment.</p>
Workplace policies and procedures	<p>14. Although you are bound to comply with policies and procedures of the Department of Treasury and Finance and other policies and procedures which apply to you, these policies and procedures do not form part of the terms of this Contract.</p> <p>15. You must abide by the legislative requirements of the <i>Work Health and Safety Act 2012</i>.</p>
Periodic criminal and relevant history and other background screening	<p>16. If you accept this offer, you agree during your employment to participate in, and cooperate with, periodic criminal and relevant history and other background screening in relation to you from time to time, upon request by the Member, Minister or delegate.</p>

OFFICIAL

Personal & Confidential

OFFICIAL

Offer of employment on a casual basis – Irregular hours

ACCEPTANCE OF OFFER OF EMPLOYMENT ON A CASUAL BASIS

Please complete and return this acceptance before commencing your employment to:

HR Account Manager, Electorate Services
Department of Treasury and Finance
GPO Box 1045
ADELAIDE SA 5001

or via email to electorateservices@sa.gov.au

I, MIKAELA ^{Clause 6(1)} ANDREWS of ^{Clause 6(1)} understand and accept the offer of employment on a casual basis in the terms outlined in the letter of offer dated 28 February 2022 and Employment Conditions document.

I declare as follows:

1. I have disclosed details of any voluntary early retirement, voluntary separation, targeted separation package or worker's compensation payments/benefits received.
2. I have disclosed details of any current employment in the South Australian Public Sector.
3. I understand that any false statements made, which will include information withheld or incomplete, may amount to misconduct and render me liable to disciplinary action, including termination of employment.
4. I have no medical conditions which might prevent or impede me from being able to satisfactorily perform any duties or functions that might be reasonably required in this role.

MIKAELA ^{Clause 6(1)} ANDREWS

Name _____

Signed: _____ **Date:** _____

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	Mikaela ^{Clause 6(1)} Andrews
TITLE:	Casual Assistant
LOCATION:	Various Offices of Members of the South Australian Parliament as Required
COMMENCEMENT DATE & DETAILS:	1 March 2022
EMPLOYMENT STATUS:	Casual
AWARD/EB AGREEMENT	Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021 Personal Assistants to the Members of the Parliament of South Australia 1989 Award
HOURS OF DUTY:	As required

OFFICIAL

Personal & Confidential

OFFICIAL
**AGREEMENT TO CONFIDENTIALITY,
AND DECLARATION OF INTERESTS
BY TEMPORARY ASSISTANTS**

(to be completed prior to commencement of employment)

I, **MIKAELA** Clause 6(1) **ANDREWS** of Clause 6(1) **Clause 6(1)**, Temporary Casual
Assistant to
Members of the South Australian Parliament, hereby:

1. CONFIDENTIALITY AND PROFESSIONAL CONDUCT STANDARDS

- 1.1 Agree to comply with all lawful and reasonable directions given to me by the Member, Office Manager, Minister or their delegate, and to devote the whole of my time and attention during paid hours of business to undertake the duties and responsibilities of the role I have been engaged to perform and not perform any other functions during this time.
- 1.2 Acknowledge and agree that I shall not, during the term of my appointment and employment and at all times thereafter, disclose any confidential information acquired by me during the course of my appointment, to any person without the prior written consent of the Member, Minister or their delegate, or unless required by law to disclose.
- 1.3 In this section, “**confidential information**” means any information whether in oral, written or electronic form, which is marked “confidential” or may be considered by its’ nature as confidential to the Member or the Government.
- 1.4 Acknowledge and agree that any intellectual property developed or created by me as a result of my casual employment with a Member shall remain the property of the Crown unless otherwise agreed in writing between the Minister or their delegate, and myself.
- 1.5 Acknowledge that I have read and understand the *Code of Ethics for the South Australian Public Sector* and agree that I will perform my duties in accordance with the professional conduct standards described in the *Code*.
- 1.6 Upon the cessation of employment, I will immediately deliver to the Member or Office Manager, all devices, swipe cards, books, documents, papers, materials, keys, computer software and other property which belongs to the Crown.

2. DECLARATION AND DISCLOSURE OF INTERESTS

- 2.1 I declare that I have no interests which would constitute a conflict of interest or potential conflict of interest other than those described in Annexure A.
- 2.2 I confirm that the interests described in Annexure A are a complete and accurate description of all interests held by me and that I have made full disclosure of all material facts and circumstances concerning such interests.
- 2.3 I undertake to advise the Minister or their delegate in writing within 14 days of becoming aware of any interests which arise after the date of this Declaration.
- 2.4 In this section “**interests**” means:

- (a) any benefit, reward or income received by me;
- (b) any benefit, reward or income received by my spouse or children, any trustee of my family trust, or my family company;
- (c) any position, office or membership held or occupied by me; and
- (d) any position, office or membership held or occupied by my spouse, a trustee of my family trust or my family company;

which is derived from or arises from:

- (e) employment and business, (including partnerships and joint ventures) where income exceeds \$1,000.00 pa;
- (f) directorships of Corporations, including non-profit corporations and unincorporated associations;
- (g) gifts or donations (from other than my spouse or children) which value exceeds \$750.00;
- (h) legal or beneficial interests in land;
- (i) legal or beneficial interests in securities investments which value exceeds \$10,000.00;
- (j) political, trade and professional associations;
- (k) trusts;
- (l) creditors where the amount owed by me or my spouse exceeds \$7,500.00;
- (m) debtors where the debt owed to me or my spouse exceeds \$10,000.00; and
- (n) any other substantial interest which may appear to raise a material conflict of interest between my private interests and my public duty.

.....
MIKAELA Clause 6(1) **ANDREWS**

OFFICIAL

Annexure A

DECLARED INTERESTS

[provide an accurate and full listing and description of interests, or insert "nil interests"]

OFFICIAL

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* Please ensure Macros are Enabled and complete ALL Fields to ensure timely action of request

PROD1 V1.7.3C

Agency	Electorate Office
Request Type	Create New Contract

Save Copy of Form

This request type is to be used for New Employees: including generating a new contract for
Existing SA Government Employees or Conversions to Ongoing

Employee Details

Employee Number	
Date of Birth*	Clause 6(1)
Title*	Ms
Surname*	Bartsch
Given Name*	Anna

SA Government Employment Status

Is this contract for an existing SA Government Employee?*	NO
---	----

Postal Address Details

Will the contract be posted to the employee?	NO
--	----

Recruitment/Position Details

Flex Work Arrangmnts*	C	No FWA in place	0	Prior Situation*	C	Other	9
Recruitment Type*	C	Other	0	Reason			
Vacancy Number				Previous Agency/Employer			
Position Number*	C	P00004		Position Title		ASSISTANT	
Position Expiry Date*							
Probation Review Date							

Work Address Details (Only Mandatory if required to be entered)

Address L1	Hurtle Vale Electorate Office	Address L2	185-191 Bains Road
Suburb	Morphett Vale	State	South Australia
Postcode	5162	Country	Australia
Phone		Mobile	
Email			

New Employment/Contract Details

Start Date*	C	28/02/2022	End Date	C	30/06/2022
Original Start Date*	C	28/02/2022	Original Start Date will be the same as Start Date, unless arrangement is being extended		
Employment Status*	C	Casual	CA	Occupancy Status*	C
Appoint. Type*	C	Casual	17	Nominal Position No.*	C
Reason*	C	Casual	14	ASSISTANT	
Av. Hours/Week*	C	37.50	Av. Days/Week*	C	5.00
7 Day Roster*	C	NO		Employment Type	
Holiday Zone*		South Australia	14	Reference	
Leave Group*	C	Casual	CAS	Job Type*	
Agency Bank Group*	C	DTF - Payroll Disbursemt	25	OT/Pen Payable*	
				Discipline	

Salary Details

Classification*	C	PAP100	Increment Level*	C	01	Fixed Salary	
-----------------	---	--------	------------------	---	----	--------------	--

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Create New Contract"/>

[Save Copy of Form](#)

This request type is to be used for New Employees: including generating a new contract for Existing SA Government Employees or Conversions to Ongoing

Next Increment Date

Comments
Organisation Details (To update complete Position Maintenance Form)

(Verified by Agency)

	Code	Description		Code	Description
Org Level 1 (ABN)	<input type="text" value="E7"/>	<input type="text" value="Electorate Office"/>	Org Level 2	<input type="text" value="E7001"/>	<input type="text" value="Electorate Office"/>
Org Level 3	<input type="text" value="E7001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 4	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 5	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 6	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 7 (Cost Centre)	<input type="text" value="E73939"/>	<input type="text" value="Electorate Offices"/>			

Cost Splits

Costs Split Required?
Pay Type and Electronic Roster or Leave Paid System Details

The HR21 Self-Service allows Employees to view details pertaining to their Payroll and Personal Details. For employees paid in the Autopay Pay Type employees can also apply for leave electronically.

Pay Type*

*1 = Shared Sector and *2 = SA Health / DHS / DCP / EECRSRB / Renewal SA

If this employee is to be paid via a roster system, including for leave and or Salary/Penalties (ProAct, Kronos, Microster, BizFlow, TimeWise, FlowConnect) make selection below.

Electronic Roster/Leave System
HR21 Self-Service Management Reporting Access

The HR21 Self-Service allows Managers/Leaders access to a management suite of reports. For more detail on how to access to these reports please click on the link below.

[Accessing the Webfocus Management Reports Quick Reference Guide](#)
Allowance Details

Allowance(s) Required?
Right to Further Employment Details

RTFE Available?
Roster Details

Roster Required?

NOTE: If a Roster is not provided it is assumed the employee will work Monday to Friday fulltime hours per day.

Attach File

Attach Files?

File 1:	<input type="text" value="Casual Paperwork - Anna Bartsch.pdf"/>
File 2:	<input type="text"/>
File 3:	<input type="text"/>
File 4:	<input type="text"/>

X

Supporting documentation can be attached here. Whatever is attached will be available to all parties involved in the request.

[Attach File](#)
Form Completed By

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

Surname*

Given Name*

Position Title*

Email*

Date*

Contact Phone No.*

NetworkID Stamp - Fotina Dimas

[Click here to attach the completed form to an email to send to the next Signatory](#)

Additional Sign-Offs Required?

Agency

Electorate Office

Request Type

Create New Contract

Save Copy of Form

This request type is to be used for New Employees: including generating a new contract for Existing SA Government Employees or Conversions to Ongoing

Does this request require Employee Approval or additional signatories from either Finance and/or HR. These sign-offs are not mandatory and should be completed based on your Agency's delegation requirements and structure. Select from the drop downs the extra signatories that are required below:

Employee?*

NO

Finance?*

NO

HR?*

NO

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Create New Contract"/>

[Save Copy of Form](#)

*This request type is to be used for New Employees: including generating a new contract for
Existing SA Government Employees or Conversions to Ongoing*

Delegate's Approval**(Section Completed by Delegate)**

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

Surname* Given Name* Position Title* Email* Date*

NetworkID Stamp - Lisa Samarzia

[Click here to attach the completed form to an email to send Payroll for processing](#)**Office Use Only**Form has been checked and is approved by appropriate Delegate Actioned By Date Actioned



OFFICIAL

Ms Anna Bartsch

Clause 6(1)

Dear Anna

OFFER OF EMPLOYMENT ON A CASUAL BASIS

I am pleased to offer you employment on a casual basis to perform the duties of Temporary Assistant to Members of the South Australian Parliament for the period 28 February to 30 June 2022.

If you accept this offer of employment, any periods of employment will be subject to section 72 of the *Public Sector Act 2009*.

The following conditions apply to your casual employment:

- There is no guarantee that periods of casual employment will be available or offered.
- You will not be rostered to undertake regular periods of employment.
- You will be informed when a period of casual employment becomes available.
- You are not entitled to any further employment in the South Australian Public Sector following any periods of casual employment.

You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021* or any subsequent Agreement and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.

Additional and specific terms and conditions relating to your employment are set out in the attached document headed 'Employment Conditions'. Please read them carefully before accepting this offer.

If you wish to accept this offer of employment, please signify your acceptance by signing the enclosed acceptance form and returning it before commencing your employment.

Should you have questions in relation to this offer of employment, please contact the Electorate Services, HR Account Managers on 8226 2679 or 8226 3529.

Yours sincerely

Paul Tatarelli
MANAGER, ELECTORATE SERVICES

~~20/21~~2022
12/4/

OFFICIAL
Personal & Confidential

OFFICIAL

EMPLOYMENT CONDITIONS

Applicable legislation	<ol style="list-style-type: none"> 1. You are employed in the South Australian Public Sector but are excluded from the South Australian Public Service. 2. The <i>Public Sector Act 2009</i> ("PS Act") applies to your employment with the exception of Parts 6 and 7 of the PS Act. 3. You are bound by section 26 (duty to act honestly) and section 27 (duty with respect to conflict of interest) of the <i>Public Sector (Honesty and Accountability) Act 1995</i>. 4. The letter of offer and this document should be read in conjunction with the PS Act and the PS Regulations. 5. No provision of any legislation, industrial instrument or policy forms part of the terms of this Contract.
Code of Ethics for the South Australian Public Sector	<ol style="list-style-type: none"> 6. You are bound by the Code of Ethics for the South Australian Public Sector ("the Code of Ethics"). Contravention of the Professional Conduct Standards in the Code of Ethics is misconduct and will render you liable to disciplinary action including termination of employment. The PS Act defines misconduct as also including any other misconduct while in employment as a public sector employee, making a false statement in connection with an application for employment as a public sector employee and being convicted while in employment in the public sector.
Duties	<ol style="list-style-type: none"> 7. The Assistant Level 1 position criteria detailed in Appendix 2 of the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> provides an indication of the type of duties you will be expected to perform. You may be lawfully directed to perform any duties that a person with your skills, experience and abilities and at your classification would reasonably be expected to perform.
Salary provisions	<ol style="list-style-type: none"> 8. You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked. 9. You must submit a timesheet covering each day worked to Electorate Services. 10. During the term of this contract, you must be a member of a complying superannuation scheme. If you earn more than \$450 (before tax) in a calendar month, you will be paid the statutory superannuation contribution (currently 10% of the Employee's salary) as a minimum amount to satisfy the requirements of the Superannuation Guarantee legislation of the Commonwealth of Australia.

OFFICIAL

Personal & Confidential

OFFICIAL

Term of casual contract of employment and conditions	<p>11. The term of this contract of employment will commence on 28 February for a period up to and including 30 June 2022. The following conditions apply to your casual employment:</p> <ul style="list-style-type: none"> a. There is no guarantee that periods of casual employment will be available or offered. b. You will not be rostered to undertake regular periods of employment. c. You will be informed when a period of casual employment becomes available. d. The term of this contract does not constitute continuous service for increment progression or any other purpose, only actual hours worked will be used for any calculations. e. You are not entitled to any further employment in the South Australian Public Sector. <p>12. A record of your availability to undertake casual periods of employment will be kept for up to 12 months up to and including 30 June 2022. A further record of your availability may be kept if mutually agreed.</p>
Decision not to offer hours of casual employment	<p>13. The Minister or a delegate may decide, for any reason and without notice to you, not to offer you any further hours of casual employment pursuant to this contract of employment.</p>
Workplace policies and procedures	<p>14. Although you are bound to comply with policies and procedures of the Department of Treasury and Finance and other policies and procedures which apply to you, these policies and procedures do not form part of the terms of this Contract.</p> <p>15. You must abide by the legislative requirements of the <i>Work Health and Safety Act 2012</i>.</p>
Periodic criminal and relevant history and other background screening	<p>16. If you accept this offer, you agree during your employment to participate in, and cooperate with, periodic criminal and relevant history and other background screening in relation to you from time to time, upon request by the Member, Minister or delegate.</p>

OFFICIAL

Personal & Confidential

OFFICIAL
Offer of employment on a casual basis – Irregular hours

ACCEPTANCE OF OFFER OF EMPLOYMENT ON A CASUAL BASIS

Please complete and return this acceptance before commencing your employment to:

HR Account Manager, Electorate Services
Department of Treasury and Finance
GPO Box 1045
ADELAIDE SA 5001

or via email to electorateservices@sa.gov.au

I, [Anna Bartsch] of **Clause 6(1)** understand and accept the offer of employment on a casual basis in the terms outlined in the letter of offer dated [28/2/22] and Employment Conditions document.

I declare as follows:

1. I have disclosed details of any voluntary early retirement, voluntary separation, targeted separation package or worker's compensation payments/benefits received.
2. I have disclosed details of any current employment in the South Australian Public Sector.
3. I understand that any false statements made, which will include information withheld or incomplete, may amount to misconduct and render me liable to disciplinary action, including termination of employment.
4. I have no medical conditions which might prevent or impede me from being able to satisfactorily perform any duties or functions that might be reasonably required in this role.

Name Anna Bartsch
Signed: [Signature] Date: 28/2/22

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	Anna Bartsch
TITLE:	Casual Assistant
LOCATION:	Various Offices of Members of the South Australian Parliament as Required
COMMENCEMENT DATE & DETAILS:	28 February 2022
EMPLOYMENT STATUS:	Casual
AWARD/EB AGREEMENT	Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021 Personal Assistants to the Members of the Parliament of South Australia 1989 Award
HOURS OF DUTY:	As required

Department of Treasury and Finance, Electorate Services

Employment Declaration

DECLARATION IN CONNECTION WITH EMPLOYMENT IN THE SOUTH AUSTRALIAN PUBLIC SECTOR

Instruction to applicants:

To be eligible to receive an offer of employment within the South Australian public sector, you must complete an employment declaration. You may also be required to agree to other pre-employment and history screening processes.

The information derived in this declaration and other pre-employment processes is necessary to assess the suitability of applicants to be offered employment in the South Australian public sector, having regard to an applicant's ability to perform the technical aspects of a role and in consideration of the onerous ethical obligations on public sector employees. Some information is necessary to seek to ensure the Crown and the Persons Conducting a Business or Undertaking (PCBU) comply with their obligations under the Work Health and Safety Act 2012.

The information is collected and will be managed in accordance with the State Records Act 1997 and destruction schedules issued under that Act and the Cabinet Administrative Instruction 1/89 known as the Information Privacy Principles Instruction and Premier and Cabinet Circular No. 12.

You should be aware that the definition of misconduct in the Public Sector Act 2009 includes providing a false statement in connection with your employment as a public sector employee.

You will be required to submit an updated declaration every 12 months, and you also have an obligation to immediately provide an updated declaration should any of your information change during the year.

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)

OFFICIAL
AGREEMENT TO CONFIDENTIALITY,
AND DECLARATION OF INTERESTS
BY TEMPORARY ASSISTANTS

(to be completed prior to commencement of employment)

I, ANNA BARTSCH of **Clause 6(1)** Temporary Casual Assistant to
Members of the South Australian Parliament, hereby:

1. CONFIDENTIALITY AND PROFESSIONAL CONDUCT STANDARDS

- 1.1 Agree to comply with all lawful and reasonable directions given to me by the Member, Office Manager, Minister or their delegate, and to devote the whole of my time and attention during paid hours of business to undertake the duties and responsibilities of the role I have been engaged to perform and not perform any other functions during this time.
- 1.2 Acknowledge and agree that I shall not, during the term of my appointment and employment and at all times thereafter, disclose any confidential information acquired by me during the course of my appointment, to any person without the prior written consent of the Member, Minister or their delegate, or unless required by law to disclose.
- 1.3 In this section, “**confidential information**” means any information whether in oral, written or electronic form, which is marked “confidential” or may be considered by its’ nature as confidential to the Member or the Government.
- 1.4 Acknowledge and agree that any intellectual property developed or created by me as a result of my casual employment with a Member shall remain the property of the Crown unless otherwise agreed in writing between the Minister or their delegate, and myself.
- 1.5 Acknowledge that I have read and understand the *Code of Ethics for the South Australian Public Sector* and agree that I will perform my duties in accordance with the professional conduct standards described in the *Code*.
- 1.6 Upon the cessation of employment, I will immediately deliver to the Member or Office Manager, all devices, swipe cards, books, documents, papers, materials, keys, computer software and other property which belongs to the Crown.

OFFICIAL

2. DECLARATION AND DISCLOSURE OF INTERESTS

- 2.1 I declare that I have no interests which would constitute a conflict of interest or potential conflict of interest other than those described in Annexure A.
- 2.2 I confirm that the interests described in Annexure A are a complete and accurate description of all interests held by me and that I have made full disclosure of all material facts and circumstances concerning such interests.
- 2.3 I undertake to advise the Minister or their delegate in writing within 14 days of becoming aware of any interests which arise after the date of this Declaration.
- 2.4 In this section “**interests**” means:
- (a) any benefit, reward or income received by me;
 - (b) any benefit, reward or income received by my spouse or children, any trustee of my family trust, or my family company;
 - (c) any position, office or membership held or occupied by me; and
 - (d) any position, office or membership held or occupied by my spouse, a trustee of my family trust or my family company;

which is derived from or arises from:

- (e) employment and business, (including partnerships and joint ventures) where income exceeds \$1,000.00 pa;
- (f) directorships of Corporations, including non-profit corporations and unincorporated associations;
- (g) gifts or donations (from other than my spouse or children) which value exceeds \$750.00;
- (h) legal or beneficial interests in land;
- (i) legal or beneficial interests in securities investments which value exceeds \$10,000.00;
- (j) political, trade and professional associations;
- (k) trusts;
- (l) creditors where the amount owed by me or my spouse exceeds \$7,500.00;
- (m) debtors where the debt owed to me or my spouse exceeds \$10,000.00; and
- (n) any other substantial interest which may appear to raise a material conflict of interest between my private interests and my public duty.

Clause 6(1)

.....

Employee Signature

/ /22

OFFICIAL
Personal & Confidential

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)



OFFICIAL

Ms Della Price

Clause 6(1)

Dear Della

OFFER OF EMPLOYMENT ON A CASUAL BASIS

I am pleased to offer you employment on a casual basis to perform the duties of Temporary Assistant to Members of the South Australian Parliament for the period 1 July 2022 to 30 June 2023.

If you accept this offer of employment, any periods of employment will be subject to section 72 of the *Public Sector Act 2009*.

The following conditions apply to your casual employment:

- There is no guarantee that periods of casual employment will be available or offered.
- You will not be rostered to undertake regular periods of employment.
- You will be informed when a period of casual employment becomes available.
- You are not entitled to any further employment in the South Australian Public Sector following any periods of casual employment.

You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021* or any subsequent Agreement and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.

Additional and specific terms and conditions relating to your employment are set out in the attached document headed 'Employment Conditions'. Please read them carefully before accepting this offer.

If you wish to accept this offer of employment, please signify your acceptance by signing the enclosed acceptance form and returning it before commencing your employment.

Should you have questions in relation to this offer of employment, please contact the Electorate Services, HR Account Managers on 8429 0764 or 8429 0765.

Yours sincerely

Paul Tatarelli
MANAGER, ELECTORATE SERVICES

3 May 2022

OFFICIAL

Personal & Confidential

OFFICIAL

EMPLOYMENT CONDITIONS

Applicable legislation	<ol style="list-style-type: none">1. You are employed in the South Australian Public Sector but are excluded from the South Australian Public Service.2. The <i>Public Sector Act 2009</i> ("PS Act") applies to your employment with the exception of Parts 6 and 7 of the PS Act.3. You are bound by section 26 (duty to act honestly) and section 27 (duty with respect to conflict of interest) of the <i>Public Sector (Honesty and Accountability) Act 1995</i>.4. The letter of offer and this document should be read in conjunction with the PS Act and the PS Regulations.5. No provision of any legislation, industrial instrument or policy forms part of the terms of this Contract.
Code of Ethics for the South Australian Public Sector	<ol style="list-style-type: none">6. You are bound by the Code of Ethics for the South Australian Public Sector ("the Code of Ethics"). Contravention of the Professional Conduct Standards in the Code of Ethics is misconduct and will render you liable to disciplinary action including termination of employment. The PS Act defines misconduct as also including any other misconduct while in employment as a public sector employee, making a false statement in connection with an application for employment as a public sector employee and being convicted while in employment in the public sector.
Duties	<ol style="list-style-type: none">7. The Assistant Level 1 position criteria detailed in Appendix 2 of the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> provides an indication of the type of duties you will be expected to perform. You may be lawfully directed to perform any duties that a person with your skills, experience and abilities and at your classification would reasonably be expected to perform.
Salary provisions	<ol style="list-style-type: none">8. You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.9. You must submit a timesheet covering each day worked to Electorate Services.10. During the term of this contract, you must be a member of a complying superannuation scheme. If you earn more than \$450 (before tax) in a calendar month, you will be paid the statutory superannuation contribution (currently 10% of the Employee's salary) as a minimum amount to satisfy the requirements of the Superannuation Guarantee legislation of the Commonwealth of Australia.

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OFFICIAL

Term of casual contract of employment and conditions	<p>11. The term of this contract of employment will commence on 1 July 2022 for a period up to and including 30 June 2023. The following conditions apply to your casual employment:</p> <ul style="list-style-type: none">a. There is no guarantee that periods of casual employment will be available or offered.b. You will not be rostered to undertake regular periods of employment.c. You will be informed when a period of casual employment becomes available.d. The term of this contract does not constitute continuous service for increment progression or any other purpose, only actual hours worked will be used for any calculations.e. You are not entitled to any further employment in the South Australian Public Sector. <p>12. A record of your availability to undertake casual periods of employment will be kept for up to 12 months up to and including 30 June 2023. A further record of your availability may be kept if mutually agreed.</p>
Decision not to offer hours of casual employment	<p>13. The Minister or a delegate may decide, for any reason and without notice to you, not to offer you any further hours of casual employment pursuant to this contract of employment.</p>
Workplace policies and procedures	<p>14. Although you are bound to comply with policies and procedures of the Department of Treasury and Finance and other policies and procedures which apply to you, these policies and procedures do not form part of the terms of this Contract.</p> <p>15. You must abide by the legislative requirements of the <i>Work Health and Safety Act 2012</i>.</p>
Periodic criminal and relevant history and other background screening	<p>16. If you accept this offer, you agree during your employment to participate in, and cooperate with, periodic criminal and relevant history and other background screening in relation to you from time to time, upon request by the Member, Minister or delegate.</p>

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OFFICIAL

Offer of employment on a casual basis – Irregular hours

ACCEPTANCE OF OFFER OF EMPLOYMENT ON A CASUAL BASIS

Please complete and return this acceptance before commencing your employment to:

HR Account Manager, Electorate Services
Department of Treasury and Finance
GPO Box 1045
ADELAIDE SA 5001

or via email to electorateservices@sa.gov.au

I, DELLA PRICE of **Clause 6(1)** understand
and accept the offer of employment on a casual basis in the terms outlined in the letter of offer
dated 3 May 2022 and Employment Conditions document.

I declare as follows:

1. I have disclosed details of any voluntary early retirement, voluntary separation, targeted separation package or worker's compensation payments/benefits received.
2. I have disclosed details of any current employment in the South Australian Public Sector.
3. I understand that any false statements made, which will include information withheld or incomplete, may amount to misconduct and render me liable to disciplinary action, including termination of employment.
4. I have no medical conditions which might prevent or impede me from being able to satisfactorily perform any duties or functions that might be reasonably required in this role.

DELLA PRICE

Name _____

Signed: _____ **Date:** _____

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	DELLA PRICE
TITLE:	Casual Assistant
LOCATION:	Various Offices of Members of the South Australian Parliament as Required
COMMENCEMENT DATE & DETAILS:	1 JULY 2022
EMPLOYMENT STATUS:	Casual
AWARD/EB AGREEMENT	Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021 Personal Assistants to the Members of the Parliament of South Australia 1989 Award
HOURS OF DUTY:	As required

OFFICIAL

Personal & Confidential

OFFICIAL
AGREEMENT TO CONFIDENTIALITY,
AND DECLARATION OF INTERESTS
BY TEMPORARY ASSISTANTS

(to be completed prior to commencement of employment)

I, **DELLA PRICE** of **Clause 6(1)**, , Temporary
Casual Assistant
Members of the South Australian Parliament, hereby: to

1. CONFIDENTIALITY AND PROFESSIONAL CONDUCT STANDARDS

- 1.1 Agree to comply with all lawful and reasonable directions given to me by the Member, Office Manager, Minister or their delegate, and to devote the whole of my time and attention during paid hours of business to undertake the duties and responsibilities of the role I have been engaged to perform and not perform any other functions during this time.
- 1.2 Acknowledge and agree that I shall not, during the term of my appointment and employment and at all times thereafter, disclose any confidential information acquired by me during the course of my appointment, to any person without the prior written consent of the Member, Minister or their delegate, or unless required by law to disclose.
- 1.3 In this section, “**confidential information**” means any information whether in oral, written or electronic form, which is marked “confidential” or may be considered by its’ nature as confidential to the Member or the Government.
- 1.4 Acknowledge and agree that any intellectual property developed or created by me as a result of my casual employment with a Member shall remain the property of the Crown unless otherwise agreed in writing between the Minister or their delegate, and myself.
- 1.5 Acknowledge that I have read and understand the *Code of Ethics for the South Australian Public Sector* and agree that I will perform my duties in accordance with the professional conduct standards described in the *Code*.
- 1.6 Upon the cessation of employment, I will immediately deliver to the Member or Office Manager, all devices, swipe cards, books, documents, papers, materials, keys, computer software and other property which belongs to the Crown.

2. DECLARATION AND DISCLOSURE OF INTERESTS

- 2.1 I declare that I have no interests which would constitute a conflict of interest or potential conflict of interest other than those described in Annexure A.
- 2.2 I confirm that the interests described in Annexure A are a complete and accurate description of all interests held by me and that I have made full disclosure of all material facts and circumstances concerning such interests.
- 2.3 I undertake to advise the Minister or their delegate in writing within 14 days of becoming aware of any interests which arise after the date of this Declaration.
- 2.4 In this section “**interests**” means:

- (a) any benefit, reward or income received by me;
- (b) any benefit, reward or income received by my spouse or children, any trustee of my family trust, or my family company;
- (c) any position, office or membership held or occupied by me; and
- (d) any position, office or membership held or occupied by my spouse, a trustee of my family trust or my family company;

which is derived from or arises from:

- (e) employment and business, (including partnerships and joint ventures) where income exceeds \$1,000.00 pa;
- (f) directorships of Corporations, including non-profit corporations and unincorporated associations;
- (g) gifts or donations (from other than my spouse or children) which value exceeds \$750.00;
- (h) legal or beneficial interests in land;
- (i) legal or beneficial interests in securities investments which value exceeds \$10,000.00;
- (j) political, trade and professional associations;
- (k) trusts;
- (l) creditors where the amount owed by me or my spouse exceeds \$7,500.00;
- (m) debtors where the debt owed to me or my spouse exceeds \$10,000.00; and
- (n) any other substantial interest which may appear to raise a material conflict of interest between my private interests and my public duty.

.....
Employee Signature

/ /22

OFFICIAL

Annexure A

DECLARED INTERESTS

[provide an accurate and full listing and description of interests, or insert "nil interests"]

OFFICIAL

Personal & Confidential

* Please ensure Macros are Enabled and complete ALL Fields to ensure timely action of request

PROD1 V1.7.3C

Agency

Request Type

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

Employee Details

Employee Number*
Surname* Given Name*
Originating Agency

Position Details

Position Number* Position Title
Position Expiry Date*
Vacancy Number

New Employment/Contract Details

Start Date* End Date*
Original Start Date*
Employment Status* CA Occupancy Status* N
Appoint. Type* 17 Nominal Position No.* ASSISTANT
Reason* 14

Salary Details

Classification* Increment Level* Fixed Salary
Next Increment Date Comments

Organisation Details (To update complete Position Maintenance Form)

(Verified by Agency)

	Code	Description		Code	Description
Org Level 1 (ABN)	<input type="text" value="E7"/>	<input type="text" value="Electorate Office"/>	Org Level 2	<input type="text" value="E7001"/>	<input type="text" value="Electorate Office"/>
Org Level 3	<input type="text" value="E7001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 4	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 5	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 6	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 7 (Cost Centre)	<input type="text" value="E73939"/>	<input type="text" value="Electorate Offices"/>			

Cost Splits

Costs Split Required?*

Allowance Details

Allowance(s) Required?*

Right to Further Employment Details

RTFE Available?*

Roster Details

Roster Required?*

NOTE: If a Roster is not provided it is assumed the employee will work Monday to Friday fulltime hours per day.

Attach File

Attach Files?*

File 1:

File 2:

Supporting documentation can be attached here. Whatever is attached will be available to all parties involved in the request.

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Extend Contract Existing Employee"/>

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

File 3:

File 4:

[Attach File](#)**Form Completed By**

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

Surname* Given Name* Position Title* Email* Date* Contact Phone No.*

NetworkID Stamp - Paul Kapetas

[Click here to attach the completed form to an email to send to the next Signatory](#)**Additional Sign-Offs Required?**

Does this request require Employee Approval or additional signatories from either Finance and/or HR. These sign-offs are not mandatory and should be completed based on your Agency's delegation requirements and structure. Select from the drop downs the extra signatories that are required below:

Employee?* Finance?* HR?*

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Extend Contract Existing Employee"/>

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

Delegate's Approval**(Section Completed by Delegate)**

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

As the delegate I acknowledge that if this extension is for an existing temporary transfer arrangement that the employees Home/Originating Agency has been communicated with and they have agreed with the extension. *

Surname* Given Name* Position Title* Email* Date*

NetworkID Stamp - Fotina Dimas

[Click here to attach the completed form to an email to send Payroll for processing](#)**Office Use Only**Form has been checked and is approved by appropriate Delegate If this is an extension of an existing temporary transfer arrangement the POS (ASSI) record has been extended in the Home/Originating Agency. Actioned By Date Actioned

OFFICIAL
Offer of employment on a casual basis – Irregular hours

ACCEPTANCE OF OFFER OF EMPLOYMENT ON A CASUAL BASIS

Please complete and return this acceptance before commencing your employment to:

HR Account Manager, Electorate Services
Department of Treasury and Finance
GPO Box 1045
ADELAIDE SA 5001

or via email to electorateservices@sa.gov.au

I, ROSEMARY CLANCY of **Clause 6(1)** understand and accept the offer of employment on a casual basis in the terms outlined in the letter of offer dated 3 May 2022 and Employment Conditions document.

I declare as follows:

1. I have disclosed details of any voluntary early retirement, voluntary separation, targeted separation package or worker's compensation payments/benefits received.
2. I have disclosed details of any current employment in the South Australian Public Sector.
3. I understand that any false statements made, which will include information withheld or incomplete, may amount to misconduct and render me liable to disciplinary action, including termination of employment.
4. I have no medical conditions which might prevent or impede me from being able to satisfactorily perform any duties or functions that might be reasonably required in this role.

ROSEMARY CLANCY

Name

Signed:

Clause 6(1)

Date:

5/5/2022

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	ROSEMARY CLANCY
TITLE:	Casual Assistant
LOCATION:	Various Offices of Members of the South Australian Parliament as Required
COMMENCEMENT DATE & DETAILS:	1 JULY 2022
EMPLOYMENT STATUS:	Casual
AWARD/EB AGREEMENT	Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021 Personal Assistants to the Members of the Parliament of South Australia 1989 Award
HOURS OF DUTY:	As required

Clause 6(1)

* Please ensure Macros are Enabled and complete ALL Fields to ensure timely action of request

PROD1 V1.7.3C

Agency

Request Type

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

Employee Details

Employee Number*
Surname* Given Name*
Originating Agency

Position Details

Position Number* Position Title
Position Expiry Date*
Vacancy Number

New Employment/Contract Details

Start Date* End Date*
Original Start Date*
Employment Status* CA Occupancy Status* N
Appoint. Type* 17 Nominal Position No.* ASSISTANT
Reason* 14

Salary Details

Classification* Increment Level* Fixed Salary
Next Increment Date Comments

Organisation Details (To update complete Position Maintenance Form)

(Verified by Agency)

	Code	Description		Code	Description
Org Level 1 (ABN)	<input type="text" value="E7"/>	<input type="text" value="Electorate Office"/>	Org Level 2	<input type="text" value="E7001"/>	<input type="text" value="Electorate Office"/>
Org Level 3	<input type="text" value="E7001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 4	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 5	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 6	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 7 (Cost Centre)	<input type="text" value="E73939"/>	<input type="text" value="Electorate Offices"/>			

Cost Splits

Costs Split Required?*

Allowance Details

Allowance(s) Required?*

Right to Further Employment Details

RTFE Available?*

Roster Details

Roster Required?*

NOTE: If a Roster is not provided it is assumed the employee will work Monday to Friday fulltime hours per day.

Attach File

Attach Files?*

File 1:

File 2:

Supporting documentation can be attached here. Whatever is attached will be available to all parties involved in the request.

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Extend Contract Existing Employee"/>

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

File 3:

File 4:

[Attach File](#)**Form Completed By**

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

Surname* Given Name* Position Title* Email* Date* Contact Phone No.*

NetworkID Stamp - Paul Kapetas

[Click here to attach the completed form to an email to send to the next Signatory](#)**Additional Sign-Offs Required?**

Does this request require Employee Approval or additional signatories from either Finance and/or HR. These sign-offs are not mandatory and should be completed based on your Agency's delegation requirements and structure. Select from the drop downs the extra signatories that are required below:

Employee?* Finance?* HR?*

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Extend Contract Existing Employee"/>

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

Delegate's Approval**(Section Completed by Delegate)**

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

As the delegate I acknowledge that if this extension is for an existing temporary transfer arrangement that the employees Home/Originating Agency has been communicated with and they have agreed with the extension. *

Surname* Given Name* Position Title* Email* Date*

NetworkID Stamp - Fotina Dimas

[Click here to attach the completed form to an email to send Payroll for processing](#)**Office Use Only**Form has been checked and is approved by appropriate Delegate If this is an extension of an existing temporary transfer arrangement the POS (ASSI) record has been extended in the Home/Originating Agency. Actioned By Date Actioned



OFFICIAL

Ms Jennifer Triffitt

Clause 6(1)

Dear Jennifer

OFFER OF EMPLOYMENT ON A CASUAL BASIS

I am pleased to offer you employment on a casual basis to perform the duties of Temporary Assistant to Members of the South Australian Parliament for the period 1 July 2022 to 30 June 2023.

If you accept this offer of employment, any periods of employment will be subject to section 72 of the *Public Sector Act 2009*.

The following conditions apply to your casual employment:

- There is no guarantee that periods of casual employment will be available or offered.
- You will not be rostered to undertake regular periods of employment.
- You will be informed when a period of casual employment becomes available.
- You are not entitled to any further employment in the South Australian Public Sector following any periods of casual employment.

You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021* or any subsequent Agreement and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.

Additional and specific terms and conditions relating to your employment are set out in the attached document headed 'Employment Conditions'. Please read them carefully before accepting this offer.

If you wish to accept this offer of employment, please signify your acceptance by signing the enclosed acceptance form and returning it before commencing your employment.

Should you have questions in relation to this offer of employment, please contact the Electorate Services, HR Account Managers on 8429 0764 or 8429 0765.

Yours sincerely

Paul Tatarelli
MANAGER, ELECTORATE SERVICES

3 May 2022

OFFICIAL
Personal & Confidential

OFFICIAL

EMPLOYMENT CONDITIONS

Applicable legislation	<ol style="list-style-type: none"> 1. You are employed in the South Australian Public Sector but are excluded from the South Australian Public Service. 2. The <i>Public Sector Act 2009</i> ("PS Act") applies to your employment with the exception of Parts 6 and 7 of the PS Act. 3. You are bound by section 26 (duty to act honestly) and section 27 (duty with respect to conflict of interest) of the <i>Public Sector (Honesty and Accountability) Act 1995</i>. 4. The letter of offer and this document should be read in conjunction with the PS Act and the PS Regulations. 5. No provision of any legislation, industrial instrument or policy forms part of the terms of this Contract.
Code of Ethics for the South Australian Public Sector	<ol style="list-style-type: none"> 6. You are bound by the Code of Ethics for the South Australian Public Sector ("the Code of Ethics"). Contravention of the Professional Conduct Standards in the Code of Ethics is misconduct and will render you liable to disciplinary action including termination of employment. The PS Act defines misconduct as also including any other misconduct while in employment as a public sector employee, making a false statement in connection with an application for employment as a public sector employee and being convicted while in employment in the public sector.
Duties	<ol style="list-style-type: none"> 7. The Assistant Level 1 position criteria detailed in Appendix 2 of the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> provides an indication of the type of duties you will be expected to perform. You may be lawfully directed to perform any duties that a person with your skills, experience and abilities and at your classification would reasonably be expected to perform.
Salary provisions	<ol style="list-style-type: none"> 8. You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked. 9. You must submit a timesheet covering each day worked to Electorate Services. 10. During the term of this contract, you must be a member of a complying superannuation scheme. If you earn more than \$450 (before tax) in a calendar month, you will be paid the statutory superannuation contribution (currently 10% of the Employee's salary) as a minimum amount to satisfy the requirements of the Superannuation Guarantee legislation of the Commonwealth of Australia.

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OFFICIAL

Personal & Confidential

OFFICIAL

Term of casual contract of employment and conditions	<p>11. The term of this contract of employment will commence on 1 July 2022 for a period up to and including 30 June 2023. The following conditions apply to your casual employment:</p> <ul style="list-style-type: none"> a. There is no guarantee that periods of casual employment will be available or offered. b. You will not be rostered to undertake regular periods of employment. c. You will be informed when a period of casual employment becomes available. d. The term of this contract does not constitute continuous service for increment progression or any other purpose, only actual hours worked will be used for any calculations. e. You are not entitled to any further employment in the South Australian Public Sector. <p>12. A record of your availability to undertake casual periods of employment will be kept for up to 12 months up to and including 30 June 2023. A further record of your availability may be kept if mutually agreed.</p>
Decision not to offer hours of casual employment	<p>13. The Minister or a delegate may decide, for any reason and without notice to you, not to offer you any further hours of casual employment pursuant to this contract of employment.</p>
Workplace policies and procedures	<p>14. Although you are bound to comply with policies and procedures of the Department of Treasury and Finance and other policies and procedures which apply to you, these policies and procedures do not form part of the terms of this Contract.</p> <p>15. You must abide by the legislative requirements of the <i>Work Health and Safety Act 2012</i>.</p>
Periodic criminal and relevant history and other background screening	<p>16. If you accept this offer, you agree during your employment to participate in, and cooperate with, periodic criminal and relevant history and other background screening in relation to you from time to time, upon request by the Member, Minister or delegate.</p>

OFFICIAL
Offer of employment on a casual basis – Irregular hours

ACCEPTANCE OF OFFER OF EMPLOYMENT ON A CASUAL BASIS

Please complete and return this acceptance before commencing your employment to:

HR Account Manager, Electorate Services
Department of Treasury and Finance
GPO Box 1045
ADELAIDE SA 5001

or via email to electorateservices@sa.gov.au

I, JENNIFER TRIFFITT of **Clause 6(1)** understand and accept the offer of employment on a casual basis in the terms outlined in the letter of offer dated 3 May 2022 and Employment Conditions document.

I declare as follows:

1. I have disclosed details of any voluntary early retirement, voluntary separation, targeted separation package or worker's compensation payments/benefits received.
2. I have disclosed details of any current employment in the South Australian Public Sector.
3. I understand that any false statements made, which will include information withheld or incomplete, may amount to misconduct and render me liable to disciplinary action, including termination of employment.
4. I have no medical conditions which might prevent or impede me from being able to satisfactorily perform any duties or functions that might be reasonably required in this role.

JENNIFER TRIFFITT

Name

Signed:

Clause 6(1)

Date:

12/5/22

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	JENNIFER TRIFFITT
TITLE:	Casual Assistant
LOCATION:	Various Offices of Members of the South Australian Parliament as Required
COMMENCEMENT DATE & DETAILS:	1 JULY 2022
EMPLOYMENT STATUS:	Casual
AWARD/EB AGREEMENT	Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021 Personal Assistants to the Members of the Parliament of South Australia 1989 Award
HOURS OF DUTY:	As required

OFFICIAL
AGREEMENT TO CONFIDENTIALITY,
AND DECLARATION OF INTERESTS
BY TEMPORARY ASSISTANTS

(to be completed prior to commencement of employment)

I, **JENNIFER TRIFFITT** of **Clause 6(1)**

Assistant

Temporary Casual
to

Members of the South Australian Parliament, hereby:

1. CONFIDENTIALITY AND PROFESSIONAL CONDUCT STANDARDS

- 1.1 Agree to comply with all lawful and reasonable directions given to me by the Member, Office Manager, Minister or their delegate, and to devote the whole of my time and attention during paid hours of business to undertake the duties and responsibilities of the role I have been engaged to perform and not perform any other functions during this time.
- 1.2 Acknowledge and agree that I shall not, during the term of my appointment and employment and at all times thereafter, disclose any confidential information acquired by me during the course of my appointment, to any person without the prior written consent of the Member, Minister or their delegate, or unless required by law to disclose.
- 1.3 In this section, “**confidential information**” means any information whether in oral, written or electronic form, which is marked “confidential” or may be considered by its’ nature as confidential to the Member or the Government.
- 1.4 Acknowledge and agree that any intellectual property developed or created by me as a result of my casual employment with a Member shall remain the property of the Crown unless otherwise agreed in writing between the Minister or their delegate, and myself.
- 1.5 Acknowledge that I have read and understand the *Code of Ethics for the South Australian Public Sector* and agree that I will perform my duties in accordance with the professional conduct standards described in the *Code*.
- 1.6 Upon the cessation of employment, I will immediately deliver to the Member or Office Manager, all devices, swipe cards, books, documents, papers, materials, keys, computer software and other property which belongs to the Crown.

OFFICIAL

2. DECLARATION AND DISCLOSURE OF INTERESTS

- 2.1 I declare that I have no interests which would constitute a conflict of interest or potential conflict of interest other than those described in Annexure A.
- 2.2 I confirm that the interests described in Annexure A are a complete and accurate description of all interests held by me and that I have made full disclosure of all material facts and circumstances concerning such interests.
- 2.3 I undertake to advise the Minister or their delegate in writing within 14 days of becoming aware of any interests which arise after the date of this Declaration.
- 2.4 In this section “**interests**” means:

- (a) any benefit, reward or income received by me;
- (b) any benefit, reward or income received by my spouse or children, any trustee of my family trust, or my family company;
- (c) any position, office or membership held or occupied by me; and
- (d) any position, office or membership held or occupied by my spouse, a trustee of my family trust or my family company;

which is derived from or arises from:

- (e) employment and business, (including partnerships and joint ventures) where income exceeds \$1,000.00 pa;
- (f) directorships of Corporations, including non-profit corporations and unincorporated associations;
- (g) gifts or donations (from other than my spouse or children) which value exceeds \$750.00;
- (h) legal or beneficial interests in land;
- (i) legal or beneficial interests in securities investments which value exceeds \$10,000.00;
- (j) political, trade and professional associations;
- (k) trusts;
- (l) creditors where the amount owed by me or my spouse exceeds \$7,500.00;
- (m) debtors where the debt owed to me or my spouse exceeds \$10,000.00; and
- (n) any other substantial interest which may appear to raise a material conflict of interest between my private interests and my public duty.

Clause 6(1)

.....

Employee Signature

/ /22

OFFICIAL
Personal & Confidential

Clause 6(1)

* Please ensure Macros are Enabled and complete ALL Fields to ensure timely action of request

PROD1 V1.7.3C

Agency

Request Type

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

Employee Details

Employee Number*

Surname*

Given Name*

Originating Agency

Position Details

Position Number*

Position Title

Position Expiry Date*

Vacancy Number

New Employment/Contract Details

Start Date*

End Date

Original Start Date*

Employment Status* CA

Occupancy Status* N

Appoint. Type* 17

Nominal Position No.* ASSISTANT

Reason* 14

Salary Details

Classification*

Increment Level*

Fixed Salary

Next Increment Date

Comments

Organisation Details (To update complete Position Maintenance Form)

(Verified by Agency)

	Code	Description		Code	Description
Org Level 1 (ABN)	<input type="text" value="E7"/>	<input type="text" value="Electorate Office"/>	Org Level 2	<input type="text" value="E7001"/>	<input type="text" value="Electorate Office"/>
Org Level 3	<input type="text" value="E7001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 4	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 5	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 6	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 7 (Cost Centre)	<input type="text" value="E73939"/>	<input type="text" value="Electorate Offices"/>			

Cost Splits

Costs Split Required?*

Allowance Details

Allowance(s) Required?*

Right to Further Employment Details

RTFE Available?*

Roster Details

Roster Required?*

NOTE: If a Roster is not provided it is assumed the employee will work Monday to Friday fulltime hours per day.

Attach File

Attach Files?*

File 1:

File 2:

Supporting documentation can be attached here. Whatever is attached will be available to all parties involved in the request.

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Extend Contract Existing Employee"/>

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

File 3:

File 4:

[Attach File](#)**Form Completed By**

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

Surname* Given Name* Position Title* Email* Date* Contact Phone No.*

NetworkID Stamp - Paul Kapetas

[Click here to attach the completed form to an email to send to the next Signatory](#)**Additional Sign-Offs Required?**

Does this request require Employee Approval or additional signatories from either Finance and/or HR. These sign-offs are not mandatory and should be completed based on your Agency's delegation requirements and structure. Select from the drop downs the extra signatories that are required below:

Employee?* Finance?* HR?*

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Extend Contract Existing Employee"/>

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

Delegate's Approval**(Section Completed by Delegate)**

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

As the delegate I acknowledge that if this extension is for an existing temporary transfer arrangement that the employees Home/Originating Agency has been communicated with and they have agreed with the extension. *

Surname* Given Name* Position Title* Email* Date*

NetworkID Stamp - Fotina Dimas

[Click here to attach the completed form to an email to send Payroll for processing](#)**Office Use Only**Form has been checked and is approved by appropriate Delegate If this is an extension of an existing temporary transfer arrangement the POS (ASSI) record has been extended in the Home/Originating Agency. Actioned By Date Actioned

OFFICIAL

Offer of employment on a casual basis – Irregular hours

ACCEPTANCE OF OFFER OF EMPLOYMENT ON A CASUAL BASIS

Please complete and return this acceptance before commencing your employment to:

HR Account Manager, Electorate Services
Department of Treasury and Finance
GPO Box 1045
ADELAIDE SA 5001

or via email to electorateservices@sa.gov.au

I, PAULINE MANNIX of **Clause 6(1)** understand and accept the offer of employment on a casual basis in the terms outlined in the letter of offer dated 3 May 2022 and Employment Conditions document.

I declare as follows:

1. I have disclosed details of any voluntary early retirement, voluntary separation, targeted separation package or worker's compensation payments/benefits received.
2. I have disclosed details of any current employment in the South Australian Public Sector.
3. I understand that any false statements made, which will include information withheld or incomplete, may amount to misconduct and render me liable to disciplinary action, including termination of employment.
4. I have no medical conditions which might prevent or impede me from being able to satisfactorily perform any duties or functions that might be reasonably required in this role.

PAULINE MANNIX

Name

Signed:

Clause 6(1)

Date:

09/05/2022

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	PAULINE MANNIX
TITLE:	Casual Assistant
LOCATION:	Various Offices of Members of the South Australian Parliament as Required
COMMENCEMENT DATE & DETAILS:	1 JULY 2022
EMPLOYMENT STATUS:	Casual
AWARD/EB AGREEMENT	Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021 Personal Assistants to the Members of the Parliament of South Australia 1989 Award
HOURS OF DUTY:	As required

OFFICIAL

Personal & Confidential

OFFICIAL
**AGREEMENT TO CONFIDENTIALITY,
AND DECLARATION OF INTERESTS
BY TEMPORARY ASSISTANTS**

(to be completed prior to commencement of employment)

I, **PAULINE MANNIX** of **Clause 6(1)**, Temporary Casual Assistant
to
Members of the South Australian Parliament, hereby:

1. CONFIDENTIALITY AND PROFESSIONAL CONDUCT STANDARDS

- 1.1 Agree to comply with all lawful and reasonable directions given to me by the Member, Office Manager, Minister or their delegate, and to devote the whole of my time and attention during paid hours of business to undertake the duties and responsibilities of the role I have been engaged to perform and not perform any other functions during this time.
- 1.2 Acknowledge and agree that I shall not, during the term of my appointment and employment and at all times thereafter, disclose any confidential information acquired by me during the course of my appointment, to any person without the prior written consent of the Member, Minister or their delegate, or unless required by law to disclose.
- 1.3 In this section, “**confidential information**” means any information whether in oral, written or electronic form, which is marked “confidential” or may be considered by its’ nature as confidential to the Member or the Government.
- 1.4 Acknowledge and agree that any intellectual property developed or created by me as a result of my casual employment with a Member shall remain the property of the Crown unless otherwise agreed in writing between the Minister or their delegate, and myself.
- 1.5 Acknowledge that I have read and understand the *Code of Ethics for the South Australian Public Sector* and agree that I will perform my duties in accordance with the professional conduct standards described in the *Code*.
- 1.6 Upon the cessation of employment, I will immediately deliver to the Member or Office Manager, all devices, swipe cards, books, documents, papers, materials, keys, computer software and other property which belongs to the Crown.

Clause 6(1)

OFFICIAL

2. DECLARATION AND DISCLOSURE OF INTERESTS

- 2.1 I declare that I have no interests which would constitute a conflict of interest or potential conflict of interest other than those described in Annexure A.
- 2.2 I confirm that the interests described in Annexure A are a complete and accurate description of all interests held by me and that I have made full disclosure of all material facts and circumstances concerning such interests.
- 2.3 I undertake to advise the Minister or their delegate in writing within 14 days of becoming aware of any interests which arise after the date of this Declaration.

2.4 In this section "interests" means:

- (a) any benefit, reward or income received by me;
- (b) any benefit, reward or income received by my spouse or children, any trustee of my family trust, or my family company;
- (c) any position, office or membership held or occupied by me; and
- (d) any position, office or membership held or occupied by my spouse, a trustee of my family trust or my family company;

which is derived from or arises from:

- (e) employment and business, (including partnerships and joint ventures) where income exceeds \$1,000.00 pa;
- (f) directorships of Corporations, including non-profit corporations and unincorporated associations;
- (g) gifts or donations (from other than my spouse or children) which value exceeds \$750.00;
- (h) legal or beneficial interests in land;
- (i) legal or beneficial interests in securities investments which value exceeds \$10,000.00;
- (j) political, trade and professional associations;
- (k) trusts;
- (l) creditors where the amount owed by me or my spouse exceeds \$7,500.00;
- (m) debtors where the debt owed to me or my spouse exceeds \$10,000.00; and
- (n) any other substantial interest which may appear to raise a material conflict of interest or duty.

Clause 6(1)

Clause 6(1)

28 105 122

OFFICIAL

Personal & Confidential

Clause 6(1)

OFFICIAL

EMPLOYMENT CONDITIONS

Applicable legislation	<ol style="list-style-type: none"> 1. You are employed in the South Australian Public Sector but are excluded from the South Australian Public Service. 2. The <i>Public Sector Act 2009</i> ("PS Act") applies to your employment with the exception of Parts 6 and 7 of the PS Act. 3. You are bound by section 26 (duty to act honestly) and section 27 (duty with respect to conflict of interest) of the <i>Public Sector (Honesty and Accountability) Act 1995</i>. 4. The letter of offer and this document should be read in conjunction with the PS Act and the PS Regulations. 5. No provision of any legislation, industrial instrument or policy forms part of the terms of this Contract.
Code of Ethics for the South Australian Public Sector	<ol style="list-style-type: none"> 6. You are bound by the Code of Ethics for the South Australian Public Sector ("the Code of Ethics"). Contravention of the Professional Conduct Standards in the Code of Ethics is misconduct and will render you liable to disciplinary action including termination of employment. The PS Act defines misconduct as also including any other misconduct while in employment as a public sector employee, making a false statement in connection with an application for employment as a public sector employee and being convicted while in employment in the public sector.
Duties	<ol style="list-style-type: none"> 7. The Assistant Level 1 position criteria detailed in Appendix 2 of the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> provides an indication of the type of duties you will be expected to perform. You may be lawfully directed to perform any duties that a person with your skills, experience and abilities and at your classification would reasonably be expected to perform.
Salary provisions	<ol style="list-style-type: none"> 8. You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked. 9. You must submit a timesheet covering each day worked to Electorate Services. 10. During the term of this contract, you must be a member of a complying superannuation scheme. If you earn more than \$450 (before tax) in a calendar month, you will be paid the statutory superannuation contribution (currently 10% of the Employee's salary) as a minimum amount to satisfy the requirements of the Superannuation Guarantee legislation of the Commonwealth of Australia.

OFFICIAL

Term of casual contract of employment and conditions	<p>11. The term of this contract of employment will commence on 1 July 2022 for a period up to and including 30 June 2023. The following conditions apply to your casual employment:</p> <ul style="list-style-type: none">a. There is no guarantee that periods of casual employment will be available or offered.b. You will not be rostered to undertake regular periods of employment.c. You will be informed when a period of casual employment becomes available.d. The term of this contract does not constitute continuous service for increment progression or any other purpose, only actual hours worked will be used for any calculations.e. You are not entitled to any further employment in the South Australian Public Sector. <p>12. A record of your availability to undertake casual periods of employment will be kept for up to 12 months up to and including 30 June 2023. A further record of your availability may be kept if mutually agreed.</p>
Decision not to offer hours of casual employment	<p>13. The Minister or a delegate may decide, for any reason and without notice to you, not to offer you any further hours of casual employment pursuant to this contract of employment.</p>
Workplace policies and procedures	<p>14. Although you are bound to comply with policies and procedures of the Department of Treasury and Finance and other policies and procedures which apply to you, these policies and procedures do not form part of the terms of this Contract.</p> <p>15. You must abide by the legislative requirements of the <i>Work Health and Safety Act 2012</i>.</p>
Periodic criminal and relevant history and other background screening	<p>16. If you accept this offer, you agree during your employment to participate in, and cooperate with, periodic criminal and relevant history and other background screening in relation to you from time to time, upon request by the Member, Minister or delegate.</p>

OFFICIAL

Personal & Confidential

* Please ensure Macros are Enabled and complete ALL Fields to ensure timely action of request

PROD1 V1.7.5A

Agency

Request Type

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

Employee Details

Employee Number*
Surname* Given Name*
Originating Agency

Position Details

Position Number* Position Title
Position Expiry Date*
Vacancy Number

New Employment/Contract Details

Start Date* End Date*
Original Start Date*
Employment Status* CA Occupancy Status* N
Appoint. Type* 17 Nominal Position No.* ASSISTANT
Reason* 48

Salary Details

Classification* Increment Level* Fixed Salary
Next Increment Date Comments

Organisation Details (To update complete Position Maintenance Form)

(Verified by Agency)

	Code	Description		Code	Description
Org Level 1 (ABN)	<input type="text" value="E7"/>	<input type="text" value="Electorate Office"/>	Org Level 2	<input type="text" value="E7001"/>	<input type="text" value="Electorate Office"/>
Org Level 3	<input type="text" value="E7001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 4	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 5	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 6	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 7 (Cost Centre)	<input type="text" value="E73939"/>	<input type="text" value="Electorate Offices"/>			

Cost Splits

Costs Split Required?*

Allowance Details

Allowance(s) Required?*

Right to Further Employment Details

RTFE Available?*

Roster Details

Roster Required?*

Attach File

Attach Files?*

File 1: X
File 2:

Supporting documentation can be attached here. Whatever is attached will be available to all parties involved in the request.

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Extend Contract Existing Employee"/>

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

File 3:

File 4:

[Attach File](#)**Form Completed By**

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

Surname* Given Name* Position Title* Email* Date* Contact Phone No.*

NetworkID Stamp - Paul Kapetas

[Click here to attach the completed form to an email to send to the next Signatory](#)**Additional Sign-Offs Required?**

Does this request require Employee Approval or additional signatories from either Finance and/or HR. These sign-offs are not mandatory and should be completed based on your Agency's delegation requirements and structure. Select from the drop downs the extra signatories that are required below:

Employee?* Finance?* HR?*

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Extend Contract Existing Employee"/>

[Save Copy of Form](#)

This request type is to be used to vary the end date of the contract for an Existing Employee.

Delegate's Approval**(Section Completed by Delegate)**

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

As the delegate I acknowledge that if this extension is for an existing temporary transfer arrangement that the employees Home/Originating Agency has been communicated with and they have agreed with the extension. *

Surname* Given Name* Position Title* Email* Date*

NetworkID Stamp - Fotina Dimas

[Click here to attach the completed form to an email to send Payroll for processing](#)**Office Use Only**Form has been checked and is approved by appropriate Delegate If this is an extension of an existing temporary transfer arrangement the POS (ASSI) record has been extended in the Home/Originating Agency. Actioned By Date Actioned



OFFICIAL

Ms Alexandra Overley

Clause 6(1)

Dear Alex

OFFER OF EMPLOYMENT ON A CASUAL BASIS

I am pleased to offer you employment on a casual basis to perform the duties of Temporary Assistant to Members of the South Australian Parliament for the period 1 July 2022 to 30 June 2023.

If you accept this offer of employment, any periods of employment will be subject to section 72 of the *Public Sector Act 2009*.

The following conditions apply to your casual employment:

- There is no guarantee that periods of casual employment will be available or offered.
- You will not be rostered to undertake regular periods of employment.
- You will be informed when a period of casual employment becomes available.
- You are not entitled to any further employment in the South Australian Public Sector following any periods of casual employment.

You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021* or any subsequent Agreement and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.

Additional and specific terms and conditions relating to your employment are set out in the attached document headed 'Employment Conditions'. Please read them carefully before accepting this offer.

If you wish to accept this offer of employment, please signify your acceptance by signing the enclosed acceptance form and returning it before commencing your employment.

Should you have questions in relation to this offer of employment, please contact the Electorate Services, HR Account Managers on 8429 0764 or 8429 0765.

Yours sincerely

Paul Tatarelli
MANAGER, ELECTORATE SERVICES

29/8/ 2022

OFFICIAL

Personal & Confidential

OFFICIAL

EMPLOYMENT CONDITIONS

Applicable legislation	<ol style="list-style-type: none">1. You are employed in the South Australian Public Sector but are excluded from the South Australian Public Service.2. The <i>Public Sector Act 2009</i> ("PS Act") applies to your employment with the exception of Parts 6 and 7 of the PS Act.3. You are bound by section 26 (duty to act honestly) and section 27 (duty with respect to conflict of interest) of the <i>Public Sector (Honesty and Accountability) Act 1995</i>.4. The letter of offer and this document should be read in conjunction with the PS Act and the PS Regulations.5. No provision of any legislation, industrial instrument or policy forms part of the terms of this Contract.
Code of Ethics for the South Australian Public Sector	<ol style="list-style-type: none">6. You are bound by the Code of Ethics for the South Australian Public Sector ("the Code of Ethics"). Contravention of the Professional Conduct Standards in the Code of Ethics is misconduct and will render you liable to disciplinary action including termination of employment. The PS Act defines misconduct as also including any other misconduct while in employment as a public sector employee, making a false statement in connection with an application for employment as a public sector employee and being convicted while in employment in the public sector.
Duties	<ol style="list-style-type: none">7. The Assistant Level 1 position criteria detailed in Appendix 2 of the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> provides an indication of the type of duties you will be expected to perform. You may be lawfully directed to perform any duties that a person with your skills, experience and abilities and at your classification would reasonably be expected to perform.
Salary provisions	<ol style="list-style-type: none">8. You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.9. You must submit a timesheet covering each day worked to Electorate Services.10. During the term of this contract, you must be a member of a complying superannuation scheme. If you earn more than \$450 (before tax) in a calendar month, you will be paid the statutory superannuation contribution (currently 10% of the Employee's salary) as a minimum amount to satisfy the requirements of the Superannuation Guarantee legislation of the Commonwealth of Australia.

OFFICIAL

Personal & Confidential

OFFICIAL

Term of casual contract of employment and conditions	<p>11. The term of this contract of employment will commence on 1 July 2022 for a period up to and including 30 June 2023. The following conditions apply to your casual employment:</p> <ul style="list-style-type: none">a. There is no guarantee that periods of casual employment will be available or offered.b. You will not be rostered to undertake regular periods of employment.c. You will be informed when a period of casual employment becomes available.d. The term of this contract does not constitute continuous service for increment progression or any other purpose, only actual hours worked will be used for any calculations.e. You are not entitled to any further employment in the South Australian Public Sector. <p>12. A record of your availability to undertake casual periods of employment will be kept for up to 12 months up to and including 30 June 2023. A further record of your availability may be kept if mutually agreed.</p>
Decision not to offer hours of casual employment	<p>13. The Minister or a delegate may decide, for any reason and without notice to you, not to offer you any further hours of casual employment pursuant to this contract of employment.</p>
Workplace policies and procedures	<p>14. Although you are bound to comply with policies and procedures of the Department of Treasury and Finance and other policies and procedures which apply to you, these policies and procedures do not form part of the terms of this Contract.</p> <p>15. You must abide by the legislative requirements of the <i>Work Health and Safety Act 2012</i>.</p>
Periodic criminal and relevant history and other background screening	<p>16. If you accept this offer, you agree during your employment to participate in, and cooperate with, periodic criminal and relevant history and other background screening in relation to you from time to time, upon request by the Member, Minister or delegate.</p>

OFFICIAL

Personal & Confidential

OFFICIAL

Offer of employment on a casual basis – Irregular hours

ACCEPTANCE OF OFFER OF EMPLOYMENT ON A CASUAL BASIS

Please complete and return this acceptance before commencing your employment to:

HR Account Manager, Electorate Services
Department of Treasury and Finance
GPO Box 1045
ADELAIDE SA 5001

or via email to electorateservices@sa.gov.au

I, [Alexandra Overlay] of **Clause 6(1)** understand and accept the offer of employment on a casual basis in the terms outlined in the letter of offer dated 19 July 2022] and Employment Conditions document.

I declare as follows:

1. I have disclosed details of any voluntary early retirement, voluntary separation, targeted separation package or worker's compensation payments/benefits received.
2. I have disclosed details of any current employment in the South Australian Public Sector.
3. I understand that any false statements made, which will include information withheld or incomplete, may amount to misconduct and render me liable to disciplinary action, including termination of employment.
4. I have no medical conditions which might prevent or impede me from being able to satisfactorily perform any duties or functions that might be reasonably required in this role.

Name

Alexandra Overlay

Signed:

Clause 6(1)

Date:

26/08/2022

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	Alexandra Overlay
TITLE:	Casual Assistant
LOCATION:	Various Offices of Members of the South Australian Parliament as Required
COMMENCEMENT DATE & DETAILS:	1 July 2022
EMPLOYMENT STATUS:	Casual
AWARD/EB AGREEMENT	Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021 Personal Assistants to the Members of the Parliament of South Australia 1989 Award
HOURS OF DUTY:	As required

OFFICIAL

Personal & Confidential

OFFICIAL
**AGREEMENT TO CONFIDENTIALITY,
AND DECLARATION OF INTERESTS
BY TEMPORARY ASSISTANTS**

(to be completed prior to commencement of employment)

I, **ALEXANDRA OVERLEY** of **Clause 6(1)**
Members of the South Australian Parliament, hereby:

Temporary Casual Assistant to

1. CONFIDENTIALITY AND PROFESSIONAL CONDUCT STANDARDS

- 1.1 Agree to comply with all lawful and reasonable directions given to me by the Member, Office Manager, Minister or their delegate, and to devote the whole of my time and attention during paid hours of business to undertake the duties and responsibilities of the role I have been engaged to perform and not perform any other functions during this time.
- 1.2 Acknowledge and agree that I shall not, during the term of my appointment and employment and at all times thereafter, disclose any confidential information acquired by me during the course of my appointment, to any person without the prior written consent of the Member, Minister or their delegate, or unless required by law to disclose.
- 1.3 In this section, “**confidential information**” means any information whether in oral, written or electronic form, which is marked “confidential” or may be considered by its’ nature as confidential to the Member or the Government.
- 1.4 Acknowledge and agree that any intellectual property developed or created by me as a result of my casual employment with a Member shall remain the property of the Crown unless otherwise agreed in writing between the Minister or their delegate, and myself.
- 1.5 Acknowledge that I have read and understand the *Code of Ethics for the South Australian Public Sector* and agree that I will perform my duties in accordance with the professional conduct standards described in the *Code*.
- 1.6 Upon the cessation of employment, I will immediately deliver to the Member or Office Manager, all devices, swipe cards, books, documents, papers, materials, keys, computer software and other property which belongs to the Crown.

2. DECLARATION AND DISCLOSURE OF INTERESTS

- 2.1 I declare that I have no interests which would constitute a conflict of interest or potential conflict of interest other than those described in Annexure A.
- 2.2 I confirm that the interests described in Annexure A are a complete and accurate description of all interests held by me and that I have made full disclosure of all material facts and circumstances concerning such interests.
- 2.3 I undertake to advise the Minister or their delegate in writing within 14 days of becoming aware of any interests which arise after the date of this Declaration.
- 2.4 In this section “**interests**” means:
- (a) any benefit, reward or income received by me;
 - (b) any benefit, reward or income received by my spouse or children, any trustee of my family trust, or my family company;
 - (c) any position, office or membership held or occupied by me; and
 - (d) any position, office or membership held or occupied by my spouse, a trustee of my family trust or my family company;

which is derived from or arises from:

- (e) employment and business, (including partnerships and joint ventures) where income exceeds \$1,000.00 pa;
- (f) directorships of Corporations, including non-profit corporations and unincorporated associations;
- (g) gifts or donations (from other than my spouse or children) which value exceeds \$750.00;
- (h) legal or beneficial interests in land;
- (i) legal or beneficial interests in securities investments which value exceeds \$10,000.00;
- (j) political, trade and professional associations;
- (k) trusts;
- (l) creditors where the amount owed by me or my spouse exceeds \$7,500.00;
- (m) debtors where the debt owed to me or my spouse exceeds \$10,000.00; and
- (n) any other substantial interest which may appear to raise a material conflict of interest between my private interests and my public duty.

Clause 6(1)

Employee Signature

26/8/22

Clause 6(1)

* Please ensure Macros are Enabled and complete ALL Fields to ensure timely action of request

PROD1 V1.7.5A

Agency Electorate Office

Request Type Create New Contract

Save Copy of Form

This request type is to be used for New Employees: including generating a new contract for
Existing SA Government Employees or Conversions to Ongoing

Employee Details

Employee Number

Date of Birth* Clause 6(1)

Title* Mrs

Surname* Hansberry

Given Name* Kelly

SA Government Employment Status

Is this contract for an existing SA Government Employee?* NO

Postal Address Details

Will the contract be posted to the employee? NO

Recruitment/Position Details

Flex Work Arrangmnts* C No FWA in place 0 Prior Situation* C Other 9

Recruitment Type* C Other 0 Reason

Vacancy Number

Position Number* C P00004 Position Title ASSISTANT

Position Expiry Date*

Probation Review Date

Previous Agency/Employer

Work Address Details (Only Mandatory if required to be entered)

Address L1 Hurtle Vale Electorate Office

Suburb Morphett Vale

Postcode 5162

Phone

Email

Address L2 185-191 Bains Road

State South Australia SA

Country Australia 1101

Mobile

New Employment/Contract Details

Start Date* C 30/08/2022 End Date C 30/06/2023

Original Start Date* C 30/08/2022 Original Start Date will be the same as Start Date, unless arrangement is being extended

Employment Status* C Casual CA Occupancy Status* C Nominal Position N

Appoint. Type* C Casual 17 Nominal Position No.* C P00004 ASSISTANT

Reason* C Casual 14 Employment Type

Av. Hours/Week* C 37.50 Av. Days/Week* C 5.00 Reference

7 Day Roster* C NO Job Type*

Holiday Zone* South Australia 14 OT/Pen Payable*

Leave Group* C Casual CAS Discipline

Agency Bank Group* C DTF - Payroll Disbursemt 25

Salary Details

Classification* C PAP100 Increment Level* C 01 Fixed Salary

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Create New Contract"/>

[Save Copy of Form](#)

This request type is to be used for New Employees: including generating a new contract for Existing SA Government Employees or Conversions to Ongoing

Next Increment Date

Comments
Organisation Details (To update complete Position Maintenance Form)

(Verified by Agency)

	Code	Description		Code	Description
Org Level 1 (ABN)	<input type="text" value="E7"/>	<input type="text" value="Electorate Office"/>	Org Level 2	<input type="text" value="E7001"/>	<input type="text" value="Electorate Office"/>
Org Level 3	<input type="text" value="E7001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 4	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 5	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>	Org Level 6	<input type="text" value="E70001"/>	<input type="text" value="ELECTORATE OFFICE - CAS"/>
Org Level 7 (Cost Centre)	<input type="text" value="E73939"/>	<input type="text" value="Electorate Offices"/>			

Cost Splits

Costs Split Required?
Pay Type and Electronic Roster or Leave Paid System Details

The HR21 Self-Service allows Employees to view details pertaining to their Payroll and Personal Details. For employees paid in the Autopay Pay Type employees can also apply for leave electronically.

Pay Type*

*1 = Shared Sector and *2 = SA Health / DHS / DCP / EECRSRB / Renewal SA

If this employee is to be paid via a roster system, including for leave and or Salary/Penalties (ProAct, Kronos, Microster, BizFlow, TimeWise, FlowConnect) make selection below.

Electronic Roster/Leave System
HR21 Self-Service Management Reporting Access

The HR21 Self-Service allows Managers/Leaders access to a management suite of reports. For more detail on how to access to these reports please click on the link below.

[Accessing the Webfocus Management Reports Quick Reference Guide](#)
Allowance Details

Allowance(s) Required?
Right to Further Employment Details

RTFE Available?
Roster Details

Roster Required?

NOTE: If a Roster is not provided it is assumed the employee will work Monday to Friday fulltime hours per day.

Attach File

Attach Files?

File 1:	<input type="text" value="Casual Contract - Kelly Hansberry.pdf"/>
File 2:	<input type="text"/>
File 3:	<input type="text"/>
File 4:	<input type="text"/>

X

Supporting documentation can be attached here. Whatever is attached will be available to all parties involved in the request.

[Attach File](#)
Form Completed By

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

Surname*

Given Name*

Position Title*

Email*

Date*

Contact Phone No.*

NetworkID Stamp - Fotina Dimas

[Click here to attach the completed form to an email to send to the next Signatory](#)

Additional Sign-Offs Required?

Agency	<div>Electorate Office</div>
Request Type	<div>Create New Contract</div>

Save Copy of Form

This request type is to be used for New Employees: including generating a new contract for Existing SA Government Employees or Conversions to Ongoing

Does this request require Employee Approval or additional signatories from either Finance and/or HR. These sign-offs are not mandatory and should be completed based on your Agency's delegation requirements and structure. Select from the drop downs the extra signatories that are required below:

Employee?*	<div>NO</div>
Finance?*	<div>NO</div>
HR?*	<div>NO</div>

Agency	<input type="text" value="Electorate Office"/>
Request Type	<input type="text" value="Create New Contract"/>

[Save Copy of Form](#)

*This request type is to be used for New Employees: including generating a new contract for
Existing SA Government Employees or Conversions to Ongoing*

Delegate's Approval (Section Completed by Delegate)

I declare that the above details are true and accurate for this request. I can also confirm that the NetworkID Stamp is my Network Login ID. Note: on entering a valid Date the Login ID or Name will be populated. Please print and sign if completing the form outside of SA Government network.

Surname*	<input type="text" value="Samarzia"/>	Given Name*	<input type="text" value="Lisa"/>
Position Title*	<input type="text" value="Business Operations Manager"/>		
Email*	<input type="text" value="Lisa.samarzia@sa.gov.au"/>	Date*	<input type="text" value="5/09/2022"/>

NetworkID Stamp - Lisa Samarzia

[Click here to attach the completed form to an email to send Payroll for processing](#)**Office Use Only**Form has been checked and is approved by appropriate Delegate Actioned By Date Actioned



OFFICIAL

Ms Kelly Hansberry
Clause 6(1)

Dear Kelly

OFFER OF EMPLOYMENT ON A CASUAL BASIS

I am pleased to offer you employment on a casual basis to perform the duties of Temporary Assistant to Members of the South Australian Parliament for the period 30 August 2022 to 30 June 2023.

If you accept this offer of employment, any periods of employment will be subject to section 72 of the *Public Sector Act 2009*.

The following conditions apply to your casual employment:

- There is no guarantee that periods of casual employment will be available or offered.
- You will not be rostered to undertake regular periods of employment.
- You will be informed when a period of casual employment becomes available.
- You are not entitled to any further employment in the South Australian Public Sector following any periods of casual employment.

You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021* or any subsequent Agreement and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.

Additional and specific terms and conditions relating to your employment are set out in the attached document headed 'Employment Conditions'. Please read them carefully before accepting this offer.

If you wish to accept this offer of employment, please signify your acceptance by signing the enclosed acceptance form and returning it before commencing your employment.

Should you have questions in relation to this offer of employment, please contact the Electorate Services, HR Account Managers on 8429 0764 or 8429 0765.

Yours sincerely

Paul Tatarelli
MANAGER, ELECTORATE SERVICES

5/9/2022

OFFICIAL

Personal & Confidential

OFFICIAL

EMPLOYMENT CONDITIONS

Applicable legislation	<ol style="list-style-type: none">1. You are employed in the South Australian Public Sector but are excluded from the South Australian Public Service.2. The <i>Public Sector Act 2009</i> ("PS Act") applies to your employment with the exception of Parts 6 and 7 of the PS Act.3. You are bound by section 26 (duty to act honestly) and section 27 (duty with respect to conflict of interest) of the <i>Public Sector (Honesty and Accountability) Act 1995</i>.4. The letter of offer and this document should be read in conjunction with the PS Act and the PS Regulations.5. No provision of any legislation, industrial instrument or policy forms part of the terms of this Contract.
Code of Ethics for the South Australian Public Sector	<ol style="list-style-type: none">6. You are bound by the Code of Ethics for the South Australian Public Sector ("the Code of Ethics"). Contravention of the Professional Conduct Standards in the Code of Ethics is misconduct and will render you liable to disciplinary action including termination of employment. The PS Act defines misconduct as also including any other misconduct while in employment as a public sector employee, making a false statement in connection with an application for employment as a public sector employee and being convicted while in employment in the public sector.
Duties	<ol style="list-style-type: none">7. The Assistant Level 1 position criteria detailed in Appendix 2 of the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> provides an indication of the type of duties you will be expected to perform. You may be lawfully directed to perform any duties that a person with your skills, experience and abilities and at your classification would reasonably be expected to perform.
Salary provisions	<ol style="list-style-type: none">8. You will be paid according to the hours you work at a casual hourly rate consistent with the salary schedule for Assistants described in the <i>Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021</i> and includes a 25% casual loading in lieu of sick leave, recreation leave and public holidays not worked.9. You must submit a timesheet covering each day worked to Electorate Services.10. During the term of this contract, you must be a member of a complying superannuation scheme. If you earn more than \$450 (before tax) in a calendar month, you will be paid the statutory superannuation contribution (currently 10% of the Employee's salary) as a minimum amount to satisfy the requirements of the Superannuation Guarantee legislation of the Commonwealth of Australia.

OFFICIAL

Term of casual contract of employment and conditions	<p>11. The term of this contract of employment will commence on 30 August 2022 for a period up to and including 30 June 2023. The following conditions apply to your casual employment:</p> <ul style="list-style-type: none">a. There is no guarantee that periods of casual employment will be available or offered.b. You will not be rostered to undertake regular periods of employment.c. You will be informed when a period of casual employment becomes available.d. The term of this contract does not constitute continuous service for increment progression or any other purpose, only actual hours worked will be used for any calculations.e. You are not entitled to any further employment in the South Australian Public Sector. <p>12. A record of your availability to undertake casual periods of employment will be kept for up to 12 months up to and including 30 June 2023. A further record of your availability may be kept if mutually agreed.</p>
Decision not to offer hours of casual employment	<p>13. The Minister or a delegate may decide, for any reason and without notice to you, not to offer you any further hours of casual employment pursuant to this contract of employment.</p>
Workplace policies and procedures	<p>14. Although you are bound to comply with policies and procedures of the Department of Treasury and Finance and other policies and procedures which apply to you, these policies and procedures do not form part of the terms of this Contract.</p> <p>15. You must abide by the legislative requirements of the <i>Work Health and Safety Act 2012</i>.</p>
Periodic criminal and relevant history and other background screening	<p>16. If you accept this offer, you agree during your employment to participate in, and cooperate with, periodic criminal and relevant history and other background screening in relation to you from time to time, upon request by the Member, Minister or delegate.</p>

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Offer of employment on a casual basis – Irregular hours

ACCEPTANCE OF OFFER OF EMPLOYMENT ON A CASUAL BASIS

Please complete and return this acceptance before commencing your employment to:

HR Account Manager, Electorate Services
Department of Treasury and Finance
GPO Box 1045
ADELAIDE SA 5001

or via email to electorateservices@sa.gov.au

I, [Kelly ^{Clause 6(1)} Hansberry] of ^{Clause 6(1)} understand and accept the offer of employment on a casual basis in the terms outlined in the letter of offer dated [30 August 2022] and Employment Conditions document.

I declare as follows:

1. I have disclosed details of any voluntary early retirement, voluntary separation, targeted separation package or worker's compensation payments/benefits received.
2. I have disclosed details of any current employment in the South Australian Public Sector.
3. I understand that any false statements made, which will include information withheld or incomplete, may amount to misconduct and render me liable to disciplinary action, including termination of employment.
4. I have no medical conditions which might prevent or impede me from being able to satisfactorily perform any duties or functions that might be reasonably required in this role.

Name KELLY ^{Clause 6(1)} HANSBERRY
Signed: Clause 6(1) Date: 30/8/22.

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	[Kelly ^{Clause 6(1)} Hansberry]
TITLE:	Casual Assistant
LOCATION:	Various Offices of Members of the South Australian Parliament as Required
COMMENCEMENT DATE & DETAILS:	30 August 2022
EMPLOYMENT STATUS:	Casual
AWARD/EB AGREEMENT	Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021 Personal Assistants to the Members of the Parliament of South Australia 1989 Award
HOURS OF DUTY:	As required

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Personal & Confidential

OFFICIAL
AGREEMENT TO CONFIDENTIALITY,
AND DECLARATION OF INTERESTS
BY TEMPORARY ASSISTANTS

(to be completed prior to commencement of employment)

I, **KELLY** ^{Clause 6(1)} **HANSBERRY** of **Clause 6(1)** Temporary Casual Assistant
to
Members of the South Australian Parliament, hereby:

1. CONFIDENTIALITY AND PROFESSIONAL CONDUCT STANDARDS

- 1.1 Agree to comply with all lawful and reasonable directions given to me by the Member, Office Manager, Minister or their delegate, and to devote the whole of my time and attention during paid hours of business to undertake the duties and responsibilities of the role I have been engaged to perform and not perform any other functions during this time.
- 1.2 Acknowledge and agree that I shall not, during the term of my appointment and employment and at all times thereafter, disclose any confidential information acquired by me during the course of my appointment, to any person without the prior written consent of the Member, Minister or their delegate, or unless required by law to disclose.
- 1.3 In this section, “**confidential information**” means any information whether in oral, written or electronic form, which is marked “confidential” or may be considered by its’ nature as confidential to the Member or the Government.
- 1.4 Acknowledge and agree that any intellectual property developed or created by me as a result of my casual employment with a Member shall remain the property of the Crown unless otherwise agreed in writing between the Minister or their delegate, and myself.
- 1.5 Acknowledge that I have read and understand the *Code of Ethics for the South Australian Public Sector* and agree that I will perform my duties in accordance with the professional conduct standards described in the *Code*.
- 1.6 Upon the cessation of employment, I will immediately deliver to the Member or Office Manager, all devices, swipe cards, books, documents, papers, materials, keys, computer software and other property which belongs to the Crown.

OFFICIAL

2. DECLARATION AND DISCLOSURE OF INTERESTS

- 2.1 I declare that I have no interests which would constitute a conflict of interest or potential conflict of interest other than those described in Annexure A.
- 2.2 I confirm that the interests described in Annexure A are a complete and accurate description of all interests held by me and that I have made full disclosure of all material facts and circumstances concerning such interests.
- 2.3 I undertake to advise the Minister or their delegate in writing within 14 days of becoming aware of any interests which arise after the date of this Declaration.

2.4 In this section “**interests**” means:

- (a) any benefit, reward or income received by me;
- (b) any benefit, reward or income received by my spouse or children, any trustee of my family trust, or my family company;
- (c) any position, office or membership held or occupied by me; and
- (d) any position, office or membership held or occupied by my spouse, a trustee of my family trust or my family company;

which is derived from or arises from:

- (e) employment and business, (including partnerships and joint ventures) where income exceeds \$1,000.00 pa;
- (f) directorships of Corporations, including non-profit corporations and unincorporated associations;
- (g) gifts or donations (from other than my spouse or children) which value exceeds \$750.00;
- (h) legal or beneficial interests in land;
- (i) legal or beneficial interests in securities investments which value exceeds \$10,000.00;
- (j) political, trade and professional associations;
- (k) trusts;
- (l) creditors where the amount owed by me or my spouse exceeds \$7,500.00;
- (m) debtors where the debt owed to me or my spouse exceeds \$10,000.00; and
- (n) any other substantial interest which may appear to raise a material conflict of interest between my private interests and my public duty.

Clause 6(1)

✓

Employee Signature

30/8/22

OFFICIAL

Personal & Confidential

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)

Department of Treasury and Finance, Electorate Services

Employment Declaration

DECLARATION IN CONNECTION WITH EMPLOYMENT IN THE SOUTH AUSTRALIAN PUBLIC SECTOR

Instruction to applicants:

To be eligible to receive an offer of employment within the South Australian public sector, you must complete an employment declaration. You may also be required to agree to other pre-employment and history screening processes.

The information derived in this declaration and other pre-employment processes is necessary to assess the suitability of applicants to be offered employment in the South Australian public sector, having regard to an applicant's ability to perform the technical aspects of a role and in consideration of the onerous ethical obligations on public sector employees. Some information is necessary to seek to ensure the Crown and the Persons Conducting a Business or Undertaking (PCBU) comply with their obligations under the Work Health and Safety Act 2012.

The information is collected and will be managed in accordance with the State Records Act 1997 and destruction schedules issued under that Act and the Cabinet Administrative Instruction 1/89 known as the Information Privacy Principles Instruction and Premier and Cabinet Circular No. 12.

You should be aware that the definition of misconduct in the Public Sector Act 2009 includes providing a false statement in connection with your employment as a public sector employee.

You will be required to submit an updated declaration every 12 months, and you also have an obligation to immediately provide an updated declaration should any of your information change during the year.

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)

Clause 6(1)