



**Government
of South Australia**

TRS19D0972
TRS19D1112

Treasurer
Level 8
State Administration Centre
200 Victoria Square
Adelaide SA 5000
GPO Box 2264
Adelaide SA 5001
DX 56203 Victoria Square
Tel 08 8226 1866
treasurer.dtf@sa.gov.au

Hon Stephen Mullighan MP
Member for Lee
Unit 1, 62 Semaphore Road
SEMAPHORE SA 5019

lee@parliament.sa.gov.au


Dear Mr Mullighan

APPLICATION UNDER THE *FREEDOM OF INFORMATION ACT 1991*

I refer to your applications made under the *Freedom of Information Act 1991* (FOI Act), dated 7 and 9 May 2019.

Your applications seek access to:

"All minutes, briefings and correspondence titled 'Adjustment to Ministerial Office Staff and Budget Allocations' as described on the Objective document management system, between 12 July 2018 and 9 May 2019."

The purpose of this letter is to advise you of my determination. An extensive search was conducted within this office. A total of 3 documents were identified as answering the terms of your application

I grant you access in full to 3 documents; copies of which are enclosed.

Please note, in compliance with Premier and Cabinet Circular PC045 - *Disclosure Logs for Non-Personal Information Released through Freedom of Information* (PC045), the Department of Treasury and Finance 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.

As I am determining this application as Principal Officer, Section 29(6) of the Act does not provide for an internal review. If you are dissatisfied with my determination you are entitled to exercise your rights of external review with the Ombudsman.

Alternatively, you can apply to the South Australian Civil and Administrative Tribunal. If you wish to seek a review, Section 39(3) of the Act states you must do so within 30 calendar days of receiving the determination.

If you require any further information, please contact Vicky Cathro on 8226 9769.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rob Lucas'.

Hon Rob Lucas MLC
Principal Officer

15 June 2019

Schedule of Documents

TRS19D0972 and TRS19D1112

Doc. No.	Date	Description of Document	# of pages	Determination Recommendation	Exemption Clause	Reason
1	8/01/2019	Email + DTF Briefing + Minutes to Ministers	9	Released in full		
2	19/12/2018	Email + DTF Briefing + Minutes to Ministers	15	Released in full		
3	19/12/2018	Briefing from Chief of Staff to the Premier to the Treasurer	3	Released in full		

DTF:Treasurer

From: Alexandropoulos, Pantelis (DTF)
Sent: Tuesday, January 8, 2019 2:07 PM
To: DTF:Treasurer
Cc: Pribanic, Tammie (DTF); Reynolds, David (DTF); Hocking, Stuart (DTF); Beveridge, Mark (DTF)
Subject: A990668 - ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET ALLOCATIONS
Attachments: A990668 - ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET ALLOCATIONS.PDF; Minute to Minister for Primary Industries and Regional Development_Revi....docx; Minute to Premier_Revision January 2019 (A990670).docx; Minute to Minister for Energy and Mining_Revision January 2019 (A990669)....docx

Categories: Kate

Good afternoon,

Please see the attached Minute and Attachments regarding "ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET ALLOCATIONS", for the Treasurer's consideration.

Kind regards

Pantelis Alexandropoulos

Executive Support Officer | Budget & Performance Branch

State Administration Centre, Level 7, 200 Victoria Square ADELAIDE SA 5000

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 Department of Treasury
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MINUTE

MINISTERIAL OFFICE

8/1/19

File No: TRST9D0066

Physical ID: TRST9D0066



MINUTES forming ENCLOSURE

File T&F18/0738

Doc No A990668

To The Treasurer

ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET ALLOCATIONS

Timing: ROUTINE

Recommendations/Issues: It is recommended that you:

- Approve the adjustments to ministerial office staffing and budget allocations as summarised in Table 1.
- Approve the adjustments to the 2018-19 expenditure authority for the responsible agencies, as shown in Table 2.
- Note that these adjustments are incremental to your approval of 19 December 2018.
- Sign the attached minutes advising the Ministers of their revised budget allocation.

Approved/Not Approved

Rob Lucas

Hon Rob Lucas MLC
Treasurer

15/1/19

Key Points:

- The Premier's Chief of Staff had previously sought funding adjustments to six ministerial offices to address administrative burdens resulting from the significant volume of correspondence in the offices of the Minister for Health and Wellbeing and the Minister for Transport, Infrastructure and Local Government. The adjustments were approved on 19 December 2018.
- Subsequent to the original request, your office has advised that further amendments are necessary as the reduction offered up by the Minister for Energy and Mining related to savings arising from a restructure of that office that had already been removed from his



Ministerial office budget; and the Minister for Primary Industries and Resources was only offering up an ASO2 position.

- Following discussion between your office and the Premier's office it is proposed that:
 - The \$60,000 removed from the Minister for Energy and Mining office budget approved on 19 December be reinstated.
 - The \$110,000 reduction in the Minister for Primary Industries and Resources office budget approved on 19 December be reduced by \$42,000 to \$68,000.

and to ensure there is no budget impact that:

- Savings of \$59,000 that were previously removed from the Minister for Energy and Mining's budget in 2018-19 and placed in contingencies (approved on 8 December) now be removed from contingencies.
- That the Premier's office budget in 2018-19 be reduced by \$43,000.
- The adjustments to ministerial office budget allocations are summarised in Table 1.

Table 1: Adjustments to ministerial office budgets for 2018-19

Ministerial Office	Staff Adjustment (FTEs)	Budget Adjustment (\$)
Minister for Energy and Mining	1.0	60,000
Minister for Primary Industries and Regional Development	—	42,000
Premier	—	-43,000
Contingency for support of ministerial offices ⁽¹⁾	-1.0	-59,000
Total	—	—

(1) Created from funding removed from Minister for Energy and Mining's office

- The adjustments to the expenditure authority of those agencies responsible for the ministerial office budgets is shown in Table 2.

Table 2: Adjustments to agency expenditure authority for 2018-19

	Expenditure Authority (\$'000)
Department for Energy and Mining	60
Department for Primary Industries and Regions SA	42
Department of the Premier and Cabinet	-43
Treasury and Finance - Administered Items	-59
Total	—

Note: Positives indicate an increase in expenditure authority and negatives indicate a reduction.



Tammie Prihanic
EXECUTIVE DIRECTOR
BUDGET AND PERFORMANCE

8 January 2019

Contact Officer:	Mark Beveridge
Telephone:	8429 0692
Email address:	mark.beveridge@sa.gov.au

List of Attachments

- Minute to Premier
- Minute to Minister for Energy and Mining
- Minute to Minister for Primary Industries and Regional Development



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Office of the Treasurer
Level 8
State Administration Centre
200 Victoria Square.
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GPO Box 2264
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Tel 08 8226 1866

MINUTES *forming* ENCLOSURE to:

Physical ID: TRS19D0060

**TO: HON STEVEN MARSHALL MP
PREMIER**

**RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND
BUDGET ALLOCATIONS**

Your Chief of Staff has advised that an agreement has been reached among Chiefs of Staff to address administrative burdens resulting from a significant volume of correspondence in the offices of the Minister for Health and Wellbeing and the Minister for Transport, Infrastructure and Local Government.

In line with the agreement, I have approved a reduction of \$43,000 in budget funding for your ministerial office. The revised budget for your office (excluding the media monitoring unit) is \$5.98 million.

This adjustment applies to the 2018-19 financial year only, with ongoing arrangements to be reviewed as part of the 2019-20 Budget process.

A handwritten signature in black ink, appearing to read "Rob Lucas".

Hon Rob Lucas MLC
Treasurer

15 January 2019



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200 Victoria Square
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MINUTES *forming* ENCLOSURE to:

Physical ID: TRS19D0060

**TO: HON DAN VAN HOLST PELLEKAAN MP
MINISTER FOR ENERGY AND MINING**

**RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET
ALLOCATIONS**

On 19 December 2018, I approved funding adjustments to a number of ministerial offices to provide additional resourcing for the offices of the Minister for Health and Wellbeing and the Minister for Transport, Infrastructure and Local Government. These adjustments were consistent with advice from the Premier's Chief of Staff at that time.

As a result of subsequent advice, it has been agreed that no adjustment to your office budget should have occurred and that it should remain unchanged from that approved on 8 December 2018. A copy of your revised 2018-19 ministerial office budget is attached.

This budget advice supersedes my minute dated 19 December 2018.

A handwritten signature in black ink, appearing to read "Rob Lucas".

Hon Rob Lucas MLC
Treasurer

15 January 2019

Att: Revised Ministerial Office Budget

The Honourable DAN VAN HOLST PELLEKAAN, MP
Minister for Energy and Mining

	FTEs	2018-19 Revised
Staffing Budget		
Contract		
Chief of Staff	1.0	162,400
Senior Ministerial Adviser ¹	1.0	77,819
Senior Ministerial Adviser ¹	1.0	77,819
Ministerial Adviser ²	—	46,376
Ministerial Adviser ²	—	46,376
Ministerial Adviser ²	—	46,376
Sub-total contract staff	3.0	
Public Sector Act Employees³	9.0	766,681
On Costs		227,635
Total Staffing Budget⁴	12.0	1,451,000
Operating Expense Budget		300,000
Accommodation Expense Budget		183,000
Total Office Budget⁵		1,934,000

1. Position funded from 1 December 2018.

2. Position funded to 30 November 2018.

3. Salary based on SA Modern *Public Sector Enterprise Agreement: Salaried 2017* (excludes on costs).

4. The total staffing budget is rounded to the nearest thousand for budget purposes.

5. In addition to the total shown, funding is also provided for the Minister's remuneration (including superannuation).



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MINUTES *forming* ENCLOSURE to:

Physical ID: TRS19D0060

**TO: HON TIM WHETSTONE MP
MINISTER FOR PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT**

**RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND
BUDGET ALLOCATIONS**

On 19 December 2018, I approved funding adjustments to a number of ministerial offices to provide additional resourcing for the offices of the Minister for Health and Wellbeing and the Minister for Transport, Infrastructure and Local Government. These adjustments were consistent with advice from the Premier's Chief of Staff at that time.

As a result of subsequent advice, it has been agreed that an amendment to that approval is necessary. A summary of your amended ministerial office budget for 2018-19 is attached.

As was previously the case, this adjustment applies to the 2018-19 financial year only, with ongoing arrangements to be reviewed as part of the 2019-20 Budget process.

This budget advice supersedes my minute dated 19 December 2018.

A handwritten signature in black ink, appearing to read "Rob Lucas".

Hon Rob Lucas MLC
Treasurer

15 January 2019

Att: Revised Ministerial Office Budget

The Honourable TIM WHETSTONE, MP
Minister for Primary Industries and Regional Development

	FTEs	2018-19 Original	Reduction	2018-19 Revised
Staffing Budget				
Contract				
Chief of Staff	1.0	162,400		162,400
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Sub-total contract staff	4.0			
Public Sector Act Employees¹	9.0	766,681		766,681
Less	-1.0		-57,628	-57,628
Sub-total PS Act	8.0			
On Costs (18.6%)		234,543	-10,372	224,171
Total Staffing Budget²	12.0	1,496,000	-68,000	1,428,000
Operating Expense Budget		314,000		314,000
Accommodation Expense Budget		352,000		352,000
Total Office Budget³		2,162,000	-68,000	2,094,000

1. Salary based on SA Modern Public Sector Enterprise Agreement: Salaried 2017 (excludes on costs).

2. The total staffing budget is rounded to the nearest thousand for budget purposes.

3. In addition to the total shown, funding is also provided for the Minister's remuneration (including superannuation).

Borlase, Trish (DTF)

From: Alexandropoulos, Pantelis (DTF)
Sent: Wednesday, 19 December 2018 4:11 PM
To: DTF:Treasurer; Borlase, Trish (DTF)
Cc: Pribanic, Tammie (DTF); Reynolds, David (DTF); Hocking, Stuart (DTF); Beveridge, Mark (DTF); Hutchins, Emma (DTF)
Subject: A985095 - ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET ALLOCATIONS
Attachments: A985095 - ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET ALLOCATIONS.PDF; Minute to Minister for Health and Wellbeing_Adjustment to Office Staff a....docx; Minute to Minister for Human Services_Adjustment to Office Staff and Bud....docx; Minute to Minister for Primary Industries and Regional Development _Adju....docx; Minute to Minister for Transport Infrastructure and Local Govt_Adjustmen....docx; Minute to Minister for Education_Adjustment to Office Staff and Budget 1....docx; Minute to Minister for Energy and Mining_Adjustment to Office Staff anddocx

Good afternoon,

Please see the attached Minute and Responses regarding "ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET ALLOCATIONS", for the Treasurer's consideration.

Kind regards

Pantelis Alexandropoulos

Executive Support Officer | Budget & Performance Branch

State Administration Centre, Level 7, 200 Victoria Square ADELAIDE SA 5000

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MINUTE

MINISTER'S OFFICE	
Rec'd	19/12/18
File No:	T&F18/039
Physical ID:	TR518D2654



Government
of South Australia
Department of Treasury
and Finance

MINUTES forming ENCLOSURE

File T&F18/0738

Doc No A985095

To The Treasurer

ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET ALLOCATIONS

Timing: ROUTINE

Recommendations/Issues: It is recommended that you:

- Approve the adjustments to ministerial office staffing and budget allocations as summarised in Table 1.
- Approve the adjustments to the 2018-19 expenditure authority for the responsible agencies, as shown in Table 2.
- Sign the attached minutes to the relevant Ministers, advising of their revised office staffing and budget allocation (Attachment A).

Approved/Not Approved

Hon Rob Lucas MLC
Treasurer

19/12/18

Key Points:

- The Premier's Chief of Staff wrote to you on 19 December 2018, requesting that you approve adjustments to the allocation of Public Sector Act staff and associated budget funding for a number of ministerial offices, as shown in Table 1.

Table 1: Adjustments to ministerial office budgets for 2018-19

Ministerial Office	Staff Adjustment¹ (FTEs)	Budget Adjustment² (\$)
Minister for Health and Wellbeing	2.0	200,000
Minister for Transport, Infrastructure and Local Government	2.0	200,000
Minister for Education	-1.0	-115,000
Minister for Human Services	-1.0	-115,000
Minister for Energy and Mining	-1.0	-60,000
Minister for Primary Industries and Regional Development	-1.0	-110,000
Total	—	—

1. Adjustment relates to Public Sector Act staff.

2. Budget adjustment includes salaries and on-costs (18.6%).

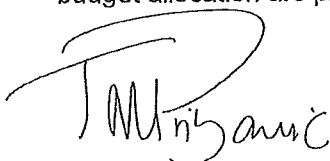
- These adjustments address administrative burdens resulting from the significant volume of correspondence in the offices of the Minister for Health and Wellbeing and the Minister for Transport, Infrastructure and Local Government, and have been agreed between the relevant Chiefs of Staff.
- The adjustments are to apply to the 2018-19 financial year only, with ongoing arrangements to be reviewed as part of the 2019-20 Budget process. Note that there is no overall budget impact associated with these adjustments.
- The required adjustments to the expenditure authority of those agencies responsible for the ministerial office budgets is shown in Table 2.

Table 2: Adjustments to agency expenditure authority for 2018-19

Ministerial Office	Expenditure Authority (\$'000)
Department for Health and Wellbeing	200
Department for Planning, Transport and Infrastructure	200
Department for Education	-115
Department of Human Services	-115
Department for Energy and Mining	-60
Department for Primary Industries and Regions SA	-110
Total	—

Note: Positives indicate an increase in expenditure authority and negatives indicate a reduction.

- Minutes to the relevant Ministers, advising of the adjustment to their office staffing and budget allocation are provided at Attachment A.



Tammie Pribanic
EXECUTIVE DIRECTOR
BUDGET AND PERFORMANCE

19 December 2018

Contact Officer:	Mark Beveridge
Telephone:	8429 0892
Email address:	mark.beveridge@sa.gov.au



**Government
of South Australia**

Office of the Treasurer
Level 8
State Administration Centre
200 Victoria Square
Adelaide SA 5000
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MINUTES *forming* ENCLOSURE to:

TRS18D2654

**TO: HON STEPHEN WADE MLC
MINISTER FOR HEALTH AND WELLBEING**

**RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET
ALLOCATIONS**

The Premier's Chief of Staff has informed me of an agreement that has been reached among the Chiefs of Staff to address administrative burdens resulting from a significant volume of correspondence in your office and the office of the Minister for Transport, Infrastructure and Local Government. The agreement reallocates resources across six ministerial offices.

In line with the agreement, I have approved an increase of 2.0 FTE (Public Sector Act positions) and \$200,000 in budget funding within your ministerial office. These adjustments apply to the 2018-19 financial year only, with ongoing arrangements to be reviewed as part of the 2019-20 Budget process.

A summary of your revised ministerial office budget for 2018-19 is attached.

A handwritten signature in black ink, appearing to read "Rob Lucas".

Hon Rob Lucas MLC
Treasurer

19 December 2018

Att: Revised Ministerial Office Budget

ATTACHMENT: REVISED MINISTERIAL OFFICE BUDGET FOR 2018-19

The Honourable STEPHEN GRAHAM WADE, MLC
Minister for Health and Wellbeing

	FTEs	2018-19 Original	Increase	2018-19 Revised
Staffing Budget				
<i>Contract</i>				
Chief of Staff	1.0	162,400		162,400
Senior Ministerial Adviser	1.0	133,980		133,980
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
<i>Sub-total contract staff</i>	6.0			
<i>Public Sector Act Employees¹</i>	9.0	766,681		766,681
<i>Add</i>	2.0		168,634	168,634
<i>Sub-total PS Act</i>	11.0			
<i>On Costs (18.6%)</i>		280,042	31,366	311,408
Total Staffing Budget²	17.0	1,786,000	200,000	1,986,000
Operating Expense Budget		362,000		362,000
Accommodation Expense Budget		300,000		300,000
Total Office Budget³		2,448,000	200,000	2,648,000

1. Salary based on SA Modern Public Sector Enterprise Agreement: Salaried 2017 (excludes on costs).

2. The total staffing budget is rounded to the nearest thousand for budget purposes.

3. In addition to the total shown, funding is also provided for the Minister's remuneration (including superannuation).



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MINUTES *forming* ENCLOSURE to:

TRS18D2654

**TO: HON MICHELLE LENSINK MLC
MINISTER FOR HUMAN SERVICES**

**RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET
ALLOCATIONS**

The Premier's Chief of Staff has informed me of an agreement that has been reached among the Chiefs of Staff, to address administrative burdens resulting from a significant volume of correspondence in the offices of the Minister for Health and Wellbeing and the Minister for Transport, Infrastructure and Local Government. The agreement reallocates resources across six ministerial offices.

In line with the agreement, I have approved a reduction of 1.0 FTE (Public Sector Act position) and \$115,000 in budget funding within your ministerial office. These adjustments apply to the 2018-19 financial year only, with ongoing arrangements to be reviewed as part of the 2019-20 Budget process.

A summary of your revised ministerial office budget for 2018-19 is attached.

A handwritten signature in black ink, appearing to read "Rob Lucas".

Hon Rob Lucas MLC
Treasurer

19 December 2018

Att: Revised Ministerial Office Budget

ATTACHMENT: REVISED MINISTERIAL OFFICE BUDGET FOR 2018-19

The Honourable JACQUELINE MICHELLE ANN LENSINK, MLC
Minister for Human Services

	FTEs	2018-19 Original	Reduction	2018-19 Revised
Staffing Budget				
Contract				
Chief of Staff	1.0	162,400		162,400
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Sub-total contract staff	4.0			
Public Sector Act Employees¹	9.0	766,681		766,681
Less	-1.0		-96,965	-96,965
Sub-total PS Act	8.0			
On Costs (18.6%)		234,543	-18,035	216,508
Total Staffing Budget²	12.0	1,496,000	-115,000	1,381,000
Operating Expense Budget		314,000		314,000
Accommodation Expense Budget		351,000		351,000
Total Office Budget³		2,161,000	-115,000	2,046,000

1. Salary based on SA Modern *Public Sector Enterprise Agreement: Salaried 2017* (excludes on costs).

2. The total staffing budget is rounded to the nearest thousand for budget purposes.

3. In addition to the total shown, funding is also provided for the Minister's remuneration (including superannuation).



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MINUTES *forming* ENCLOSURE to:

TRS18D2654

**TO: HON TIMOTHY WHETSTONE MP
MINISTER FOR PRIMARY INDUSTRIES AND REGIONAL
DEVELOPMENT**

**RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET
ALLOCATIONS**

The Premier's Chief of Staff has informed me of an agreement that has been reached among the Chiefs of Staff, to address administrative burdens resulting from a significant volume of correspondence in the offices of the Minister for Health and Wellbeing and the Minister for Transport, Infrastructure and Local Government. The agreement reallocates resources across six ministerial offices.

In line with the agreement, I have approved a reduction of 1.0 FTE (Public Sector Act position) and \$110,000 in budget funding within your ministerial office. These adjustments apply to the 2018-19 financial year only, with ongoing arrangements to be reviewed as part of the 2019-20 Budget process.

A summary of your revised ministerial office budget for 2018-19 is attached.

A handwritten signature in black ink, appearing to read "Rob Lucas".

Hon Rob Lucas MLC
Treasurer

19 December 2018

Att: Revised Ministerial Office Budget

ATTACHMENT: REVISED MINISTERIAL OFFICE BUDGET FOR 2018-19

The Honourable TIMOTHY JOHN WHETSTONE, MP
Minister for Primary Industries and Regional Development

	FTEs	2018-19 Original	Reduction	2018-19 Revised
Staffing Budget				
Contract				
Chief of Staff	1.0	162,400		162,400
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Sub-total contract staff	4.0			
Public Sector Act Employees¹	9.0	766,681		766,681
Less	-1.0		-92,749	-92,749
Sub-total PS Act	8.0			
On Costs (18.6%)		234,543	-17,251	217,292
Total Staffing Budget²	12.0	1,496,000	-110,000	1,386,000
Operating Expense Budget		314,000		314,000
Accommodation Expense Budget		352,000		352,000
Total Office Budget³		2,162,000	-110,000	2,052,000

1. Salary based on SA Modern Public Sector Enterprise Agreement: Salaried 2017 (excludes on costs).

2. The total staffing budget is rounded to the nearest thousand for budget purposes.

3. In addition to the total shown, funding is also provided for the Minister's remuneration (including superannuation).



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MINUTES *forming* ENCLOSURE to:

TRS18D2654

**TO: HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND
LOCAL GOVERNMENT**

**RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET
ALLOCATIONS**

The Premier's Chief of Staff has informed me of an agreement that has been reached among the Chiefs of Staff to address administrative burdens resulting from a significant volume of correspondence in your office and the office of the Minister for Health and Wellbeing. The agreement reallocates resources across six ministerial offices.

In line with the agreement, I have approved an increase of 2.0 FTE (Public Sector Act positions) and \$200,000 in budget funding within your ministerial office. These adjustments apply to the 2018-19 financial year only, with ongoing arrangements to be reviewed as part of the 2019-20 Budget process.

A summary of your revised ministerial office budget for 2018-19 is attached.

A handwritten signature in black ink, appearing to read "Rob Lucas".

Hon Rob Lucas MLC
Treasurer

19 December 2018

Att: Revised Ministerial Office Budget

ATTACHMENT: REVISED MINISTERIAL OFFICE BUDGET FOR 2018-19

The Honourable STEPHAN KARL KNOLL, MP
Minister for Transport, Infrastructure and Local Government
Minister for Planning

	FTEs	2018-19 Original	Increase	2018-19 Revised
Staffing Budget				
Contract				
Chief of Staff	1.0	162,400		162,400
Senior Ministerial Adviser	1.0	133,980		133,980
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Sub-total contract staff	5.0			
Public Sector Act Employees¹	9.0	766,681		766,681
Add	2.0		168,634	168,634
Sub-total PS Act	11.0			
On Costs (18.6%)		259,464	31,366	290,830
Total Staffing Budget²	16.0	1,654,000	200,000	1,854,000
Operating Expense Budget		338,000		338,000
Accommodation Expense Budget		238,000		238,000
Total Office Budget³		2,230,000	200,000	2,430,000

1. Salary based on SA Modern *Public Sector Enterprise Agreement: Salaried 2017* (excludes on costs).

2. The total staffing budget is rounded to the nearest thousand for budget purposes.

3. In addition to the total shown, funding is also provided for the Minister's remuneration (including superannuation).



**Government
of South Australia**

Office of the Treasurer
Level 8
State Administration Centre
200 Victoria Square
Adelaide SA 5000
GPO Box 2264
Adelaide SA 5001
Tel 08 8226 1866

MINUTES *forming* ENCLOSURE to:

TRS18D2654

**TO: HON JOHN GARDNER MP
MINISTER FOR EDUCATION**

**RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET
ALLOCATIONS**

The Premier's Chief of Staff has informed me of an agreement that has been reached among the Chiefs of Staff, to address administrative burdens resulting from a significant volume of correspondence in the offices of the Minister for Health and Wellbeing and the Minister for Transport, Infrastructure and Local Government. The agreement reallocates resources across six ministerial offices.

In line with the agreement, I have approved a reduction of 1.0 FTE (Public Sector Act position) and \$115,000 in budget funding within your ministerial office. These adjustments apply to the 2018-19 financial year only, with ongoing arrangements to be reviewed as part of the 2019-20 Budget process.

A summary of your revised ministerial office budget for 2018-19 is attached.

A handwritten signature in black ink, appearing to read "Rob Lucas".

Hon Rob Lucas MLC
Treasurer

19 December 2018

Att: Revised Ministerial Office Budget

ATTACHMENT: REVISED MINISTERIAL OFFICE BUDGET FOR 2018-19

The Honourable JOHN ANTHONY WILLIAM GARDNER, MP
Minister for Education

	FTEs	2018-19 Original	Reduction	2018-19 Revised
Staffing Budget				
Contract				
Chief of Staff	1.0	162,400		162,400
Senior Ministerial Adviser	1.0	133,980		133,980
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Ministerial Adviser	1.0	110,635		110,635
Sub-total contract staff	5.0			
Public Sector Act Employees¹	9.0	766,681		766,681
Less	-1.0		-96,965	-96,965
Sub-total PS Act	8.0			
On Costs (18.6%)		259,464	-18,035	241,428
Total Staffing Budget²	13.0	1,654,000	-115,000	1,539,000
Operating Expense Budget		338,000		338,000
Accommodation Expense Budget		187,000		187,000
Total Office Budget³		2,179,000	-115,000	2,064,000

1. Salary based on SA Modern Public Sector Enterprise Agreement: Salaried 2017 (excludes on costs).

2. The total staffing budget is rounded to the nearest thousand for budget purposes.

3. In addition to the total shown, funding is also provided for the Minister's remuneration (including superannuation).



**Government
of South Australia**

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MINUTES *forming* ENCLOSURE to:

TRS18D2654

**TO: HON DANIEL VAN HOLST PELLEKAAN MP
MINISTER FOR ENERGY AND MINING**

**RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET
ALLOCATIONS**

The Premier's Chief of Staff has informed me of an agreement that has been reached among the Chiefs of Staff, to address administrative burdens resulting from a significant volume of correspondence in the offices of the Minister for Health and Wellbeing and the Minister for Transport, Infrastructure and Local Government. The agreement reallocates resources across six ministerial offices.

In line with the agreement, I have approved a reduction of 1.0 FTE (Public Sector Act position) and \$60,000 in budget funding within your ministerial office. These adjustments apply to the 2018-19 financial year only, with ongoing arrangements to be reviewed as part of the 2019-20 Budget process.

A summary of your revised ministerial office budget for 2018-19 is attached.

A handwritten signature in black ink, appearing to read "Rob Lucas".

Hon Rob Lucas MLC
Treasurer

19 December 2018

Att: Revised Ministerial Office Budget

ATTACHMENT: REVISED MINISTERIAL OFFICE BUDGET FOR 2018-19

The Honourable DANIEL CORNELIS VAN HOLST PELLEKAAN, MP
Minister for Energy and Mining

	FTEs	2018-19 Current	Reduction	2018-19 Revised
Staffing Budget				
Contract				
Chief of Staff	1.0	162,400		162,400
Senior Ministerial Adviser ¹	1.0	77,819		77,819
Senior Ministerial Adviser ¹	1.0	77,819		77,819
Ministerial Adviser ²	—	46,376		46,376
Ministerial Adviser ²	—	46,376		46,376
Ministerial Adviser ²	—	46,376		46,376
Sub-total contract staff	3.0			
Public Sector Act Employees³	9.0	766,681		766,681
Less	-1.0		-50,590	-50,590
Sub-total PS Act	8.0			
On Costs		227,635	-9,410	218,225
Total Staffing Budget⁴	11.0	1,451,000	-60,000	1,391,000
Operating Expense Budget		300,000		300,000
Accommodation Expense Budget		183,000		183,000
Total Office Budget⁵		1,934,000	-60,000	1,874,000

1. Position funded from 1 December 2018.

2. Position funded to 30 November 2018.

3. Salary based on SA Modern *Public Sector Enterprise Agreement: Salaried 2017* (excludes on costs).

4. The total staffing budget is rounded to the nearest thousand for budget purposes.

5. In addition to the total shown, funding is also provided for the Minister's remuneration (including superannuation).

MINUTE

Document Ref: DPC16D

File number: DPC16/

PCU reference (if applicable): PREM16

**Government of South Australia**Department of the Premier
and Cabinet**TO: TRESURER****RE: ADJUSTMENT TO MINISTERIAL OFFICE STAFF AND BUDGET ALLOCATIONS****PURPOSE**

To provide a proposal to the Treasurer for making adjustments to the current allocation of staff and budgets to Ministerial offices.

DISCUSSION

The new Government has implemented a policy of reducing the staff and budget allocations to Ministerial offices.

This policy was implemented by applying a uniform staffing allocation to all Ministerial Offices (excepting the Premier's) in two tiers:

1. For the Deputy Premier, Treasurer, Education, Health and DPTI Ministers: 5 Ministerial contract staff positions, and a further 9 public-sector staff.
2. For all other Ministers (excepting the Premier): 4 Ministerial contract staff positions, and a further 9 public sector staff.

After 9 months of Ministerial offices operating under these allocations, there has been a significant developing trend of administrative burden in two particular offices: the Minister for Health and Wellbeing and the Minister for Planning, Transport and Infrastructure, and Local Government. This burden is particularly acute in the volume of correspondence that both offices are receiving.

Chiefs of Staff have discussed this resourcing pressure as a group. There was agreement that certain other offices would be in a position to forgo part of their staff allocation and office budget to allow these two offices to receive additional administrative staff support.

The proposed adjustments are set out in the following table:

Office	Staff Adjustment	Budget Adjustment
Minister Wade	+2	+\$200,000
Minister Knoll	+2	+\$200,000
Minister Gardner	-1	-\$115,000
Minister Lensink	-1	-\$115,000
Minister van Holst Pellekaan	-1	-\$60,000
Minister Whetstone	-1	-\$110,000

BUDGET

There is no total budget impact of this decision. There will be a budget allocation increase required for the two Ministerial offices, which will be offset by a commensurate reduction in the other 4.

RECOMMENDATIONS

It is recommended that you:

1. Approve the proposal to adjust the relative Ministerial office budgets and staff allocations as per the outlined proposal.

Approved/Not Approved/Noted

2. Correspond with the affected Ministers to inform them of their adjusted office budgets and staff allocations for the current financial year.

Approved/Not Approved/Noted

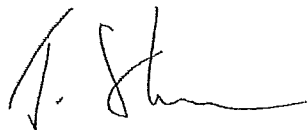
3. Note that this proposal is limited to the 18-19 financial year, and that a review of the new allocations will occur as part of the budget process to consider the merit of maintaining the adjusted allocations into the future.

Approved/Not Approved/Noted

(signature) _____

Name

(date) ____ / ____ / 2018



James Stevens
CHIEF OF STAFF TO THE PREMIER

19/12/2018

Contact person: James Stevens

Contact number: [REDACTED]