



File: T&F19/0429
A1234344

State Administration Centre
200 Victoria Square
Adelaide SA 5000
GPO Box 1045
Adelaide SA 5001
DX56205
Tel 08 8226 9500
Fax 08 8226 3819
<http://www.treasury.sa.gov.au>
ABN 19 040 349 865

29 August 2019

Mr Peter Malinauskas MP
Leader of the Opposition
488 Port Road
WELLAND SA 5007

Sent via email: laborleader@parliament.sa.gov.au

Dear Mr Malinauskas

Freedom of Information – Reimbursement of credit card transactions

I refer to your application under the *Freedom of Information Act 1991* (FOI Act), received by the Department of Treasury and Finance (DTF) on 24 July 2019

Your application specifically requested:

'Copy of all documents including receipts, emails, correspondence, memos that relate to the reimbursement of Uber Eats and Uber Trip transactions on James Stevens Credit Card between 24 November 2017 and 29 December 2017 (see attached document). Copy of all documents that detail the dates when reimbursements were made by James Stevens and received by DTF for the reimbursement of Uber Eats and Uber Trip transactions on James Stevens Credit Card between 24 November 2017 and 29 December 2017 (see attached document).'

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 6 documents were identified as answering the terms of your application and I have determined to release all 6 documents in part.

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

Documents released in part

Documents 1 – 6

These documents contain account numbers which form part of the business and financial affairs of both an individual and the Government of South Australia. These account numbers are still active. If released there is a possibility some adverse effect could flow from their disclosure. As the release of this information is not likely to enhance participation by members of the public in the democratic process, but could possibly have some adverse

effect on the individual or state's financial affairs, DTF considers that, on balance, it would be contrary to the public interest to release it. In light of this, DTF submits that the information is exempt pursuant to clause 7(1)(c) of Schedule 1 to the FOI Act.

Exemptions

Clause 7 – Documents affecting business affairs

(1) *A document is an exempt document—*

...

(c) *if it contains matter—*

- (i) *consisting of information (other than trade secrets or information referred to in paragraph (b)) concerning the business, professional, commercial or financial affairs of any agency or any other person; and*
- (ii) *the disclosure of which—*
 - (A) *could reasonably be expected to have an adverse effect on those affairs or to prejudice the future supply of such information to the Government or to an agency; and*
 - (B) *would, on balance, be contrary to the public interest.*

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



Matthew Hawkins
ACCREDITED FREEDOM OF INFORMATION OFFICER

Schedule of Documents

T&F19/0429 - " Copy of all documents including receipts, emails, correspondence, memos that relate to the reimbursement of Uber Eats and Uber Trip transactions on James Stevens Credit Card between 24 November 2017 and 29 December 2017 (see attached document). Copy of all documents that detail the dates when reimbursements were made by James Stevens and received by DTF for the reimbursement of Uber Eats and Uber Trip transactions on James Stevens Credit Card between 24 November 2017 and 29 December 2017 (see attached document). "

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
1	20/02/2018	Receipt	2	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
2	21/02/2018	Invoice request	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
3	22/02/2018	Invoice	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
4	16/03/2018	Receipt	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
5	19/03/2018	Invoice request	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
6	20/03/2018	Invoice	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

Ormsby, Jenny (DPC)

From: Stevens, James <James.Stevens@parliament.sa.gov.au>
Sent: Tuesday, 20 February 2018 12:34 PM
To: SharedServicesSA:AR Receipting
Cc: Wotton, Jonathon; tony.mustaca@sa.gov.au; Ormsby, Jenny (DPC)
Subject: Reimbursing incorrect purchase card charges
Attachments: 20180220123532662.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hello,

Please see below a receipt for a reimbursement transfer I have just made to the DTF Operating Account. I had an issue with my Uber App and accidentally had my work card processing payments for private use. The total reimbursement is for \$591.67.

I have been advised to quote the GL code **Clause 7(1)(c)** for the purposes of coding this payment.

Attached are the individual transaction invoices.

Kind regards,

James Stevens



Receipt for funds transfer



Your transfer has been successfully submitted.

- \$591.67 has been paid to DTF Operating Account
- Confirmation number: **Clause 7(1)(c)**

Add to my payee list

The payee list will allow you to make subsequent transfers quicker.

Clause 7(1)(c)

Account Details

From Account **Clause 7(1)(c)**
To Account **Clause 7(1)(c)**

Transaction details

Amount 591.67
Description Reimbursement
Remitter name James Stevens

Transfer schedule

Transfer date 20/02/18
When will my payment be received?

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.

Request for Invoice/Adjustment Note

Action Required

Agency: **DTF - Department of Treasury and Finance**

Invoice	<input checked="" type="checkbox"/>
Credit Adjustment	<input type="checkbox"/>
Debit Adjustment	<input type="checkbox"/>
Write Off	<input type="checkbox"/>

Request for Invoice

Customer Details

Client Name: JAMES STEVENS Customer No. (if known)

D	T	F	0	0	1	0
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Attention (company contact): _____

Postal Address: _____

City (suburb): _____ State: _____ Post Code: _____ Country: Australia

Terms Code: _____ Phone: _____ Fax: _____

Email Address: _____

Special Instructions

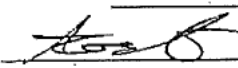
- Accounts Receivable to mail invoice/adjustment note to customer with copy to Requesting Officer.
- Accounts Receivable to send invoice/adjustment note to customer with supporting documentation.
- Accounts Receivable to email document to Requesting Officer.

Are supporting documents required to be sent out with this invoice? **No**

Items to be Invoiced/Adjusted

Line Item	Qty	Revenue Line	Invoice/Adjustment Line Description <small>*all information required to be recorded in invoice must be recorded in</small>	Unit Price <small>excl. GST</small>	Tax Code	Unit Price <small>(inc. GST)</small>	Total Price <small>(inc. GST)</small>
1	1.000	Clause 7(1)(c)	REIMBURSEMENT - IN PURCHASE CAP	\$591.67	TFR	\$591.67	\$591.67
Grand Total							\$591.67

Invoice Requestor Details

Requestor Name: ANGELICA COSTI Address (including DX): _____
 Phone: 84621425 Signature:  Date: 21/02/2018

Authorisation

Authoriser Name: AGENCY STANDING AUTHORITY Address (including DX): _____
 I am an authorised delegate No
 Phone: _____ Signature: _____ Date: 21/02/2018

Please print, scan and then submit the completed form to Shared Services SA, Accounts Receivable
 ARInvoicing@sharedservices.sa.gov.au or forward to Accounts Receivable, Shared Services SA, GPO Box 11028, ADELAIDE SA
 5001 - DX 701.

Shared Services SA Office Use Only

Invoice / Adjustment No: _____





Government of South Australia

Department of Treasury
and Finance

GPO Box 1045,
Adelaide SA 5001
ABN: 19 040 349 865

All inquiries to Accounts Receivable:

Tel: (08) 8462 1333 (press 3)

Fax: (08) 8124 9833

TAX INVOICE

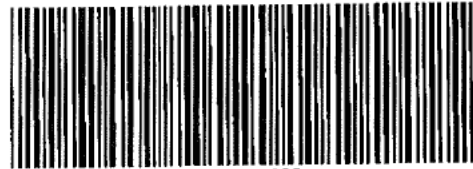
Page Number:	1
Customer ID:	DTF0010
Invoice Number:	INV12120075
Invoice Date:	22/02/2018
Due Date:	24/03/2018

Customer DEPT OF TREASURY & FINANCE
VIA SHARED SERVICES SA
DOCUMENT CAPTURE TEAM
LEVEL 10 WESTPAC HOUSE
ADELAIDE SA 5000

Attention

Qty	Description	Unit Price (exc GST)	Total (exc GST)	GST*	Total (inc GST)
1.0	REIMBURSEMENT - INCORRECT PURCHASE CARD CHARGES	591.67	591.67	0.00	591.67
			Total (exc GST)	GST Total	Total (inc GST)
			\$591.67	\$0.00	\$591.67

COPY



ARY7459002

AR247459/02

Make Cheques payable to:
DEPT OF TREASURY AND FINANCE
Shared Services SA, Accounts Receivable
GPO Box 11028
ADELAIDE SA 5001

Make EFT's payable to:
ACCOUNT NAME: Dept of Treasury and Finance Operating A/C
BSB NUMBER: **Clause 7(1)(c)**
ACCOUNT NUMBER:
Email Remittance to: ARReceiving@sharedservices.sa.gov.au
Fax Remittance to: (08) 8124 9833

PAY BY DUE DATE

Customer ID:	DTF0010
Invoice Number:	INV12120075
Amount:	\$591.67
Due Date:	24/03/2018

Ormsby, Jenny (DPC)

From: Stevens, James <James.Stevens@parliament.sa.gov.au>
Sent: Friday, 16 March 2018 4:21 PM
To: SharedServicesSA:AR Receipting
Cc: Wotton, Jonathon; Ormsby, Jenny (DPC)
Subject: DTF Purchase Card Reimbursement

Follow Up Flag: Follow up
Flag Status: Completed

Hello,
The below payment is a reimbursement for incorrectly charged Uber rides on DTF Credit Card. The General Journal reference for this transaction is: 393 9501 99 999 73314 T10.

Jonathon Wotton will send through individual invoices separately.

Receipt for funds transfer Clause 7(1)(c)



Your transfer has been successfully submitted.

- \$207.88 has been paid to DTF Operating Account
- Confirmation number: Clause 7(1)(c)

Add to my payee list

The payee list will allow you to make subsequent transfers quicker.

Account Details

From Account Clause 7(1)(c)
To Account Clause 7(1)(c)

Transaction details

Amount 207.88
Description Reimbursement
Remitter name James Stevens

Transfer schedule

Transfer date 16/03/18
 When will my payment be received?

Return to list

Request for Invoice/Adjustment Note

Action Required

Agency: **DTF - Department of Treasury and Finance**

Invoice
 Credit Adjustment
 Debit Adjustment
 Write Off

Request for Invoice

Customer Details

Client Name: James Stevens Customer No. (if known)

D	T	F	0	0	1	0
---	---	---	---	---	---	---

Attention (company contact): _____

Postal Address: _____

City (suburb): _____ State: _____ Post Code: _____ Country: Australia

Terms Code: _____ Phone: _____ Fax: _____

Email Address: _____

Special Instructions

- Accounts Receivable to mail invoice/adjustment note to customer with copy to Requesting Officer.
- Accounts Receivable to send invoice/adjustment note to customer with supporting documentation.
- Accounts Receivable to email document to Requesting Officer.


Are supporting documents required to be sent out with this invoice? _____

Items to be Invoiced/Adjusted

Line Item	Qty	Revenue Line	Invoice/Adjustment Line Description <small>*all information required to be provided on the invoice must be recorded</small>	Price incl. GST	Tax Code	Unit Price (inc. GST)	Total Price (inc. GST)
1	1.000	Clause 7(1)(c)	PURCHASE CARD F... EN	\$188.99	T10	\$207.88	\$207.88
Grand Total							\$207.88

Invoice Requestor Details

Requestor Name: Angelica Costi Address (including DX): _____

Phone: 84621425 Signature:  Date: 19/03/2018

Authorisation

Authoriser Name: AGENCY STANDING AUTHORITY Address (including DX): _____

I am an authorised delegate Yes No

Phone: _____ Signature: _____ Date: 19/03/2018

Please print, scan and then submit the completed form to Shared Services SA, Accounts Receivable

ARIInvoicing@sharedservices.sa.gov.au or forward to Accounts Receivable, Shared Services SA, GPO Box 11028, ADELAIDE SA 5001 - DX 701.

Shared Services SA Office Use Only

Invoice / Adjustment No: _____





Government of South Australia

Department of Treasury
and Finance

GPO Box 1045,
Adelaide SA 5001
ABN: 19 040 349 865

All inquiries to Accounts Receivable:

Tel: (08) 8462 1333 (press 3)

Fax: (08) 8124 9833

TAX INVOICE

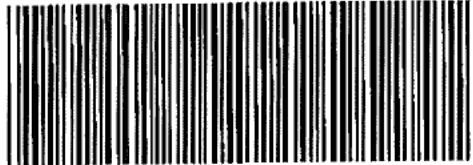
Customer DEPT OF TREASURY & FINANCE
VIA SHARED SERVICES SA
DOCUMENT CAPTURE TEAM
LEVEL 10 WESTPAC HOUSE
ADELAIDE SA 5000

Page Number:	1
Customer ID:	DTF0010
Invoice Number:	INV12120130
Invoice Date:	20/03/2018
Due Date:	19/04/2018

Attention

Qty	Description	Unit Price (exc GST)	Total (exc GST)	GST*	Total (inc GST)
1.0	PURCHASE CARD REIMBURSEMENT	188	188.98	18.90	207.88
			Total (exc GST)	GST Total	Total (inc GST)
			\$188.98	\$18.90	\$207.88

COPY


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AR 57489 101

Make Cheques payable to:
DEPT OF TREASURY AND FINANCE
Shared Services SA, Accounts Receivable
GPO Box 11028
ADELAIDE SA 5001

Make EFT's payable to:
ACCOUNT NAME: Dept of Treasury and Finance Operating A/C
BSB NUMBER: **Clause 7(1)(c)**
ACCOUNT NUMBER:
Email Remittance to: ARReceipting@sharedservices.sa.gov.au
Fax Remittance to: (08) 8124 9833

PAY BY DUE DATE

Customer ID:	DTF0010
Invoice Number:	INV12120130
Amount:	\$207.88
Due Date:	19/04/2018