



File: T&F23/0543
A2937090

21 June 2023

Hon. David Speirs
Leader of the Opposition
Parliament House
North Terrace
ADELAIDE SA 5000

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

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

Dear Mr Speirs

Freedom of Information Internal Review – Teddy Bears Purchased for Graduations

I refer to your Freedom of Information application received by the Department of Treasury and Finance on 5 May 2023 and your Internal Review application received on 7 June 2023.

Your applications specifically requested:

'All documents (including but not limited to hard copy or electronic briefings, minutes, reports, emails, letters, meeting agendas, diary entries, event attendance records and any other correspondence) generated within the Department for Treasury and Finance in relation to teddy bears purchased for graduations by the Member for Newland between 25 January 2023 to 4 May 2023.'

Determination under review

DTF did not make a determination on your initial application within the 30-day time period required by the Freedom of Information Act 1991 (the Act). Accordingly, DTF was deemed to have refused access in full to all documents relevant to your application.

Outcome of internal review

Under section 29(3) of the FOI Act, on an application for internal review, as principal officer I may, confirm, vary or reverse the determination under review.

I am varying the original determination of a deemed refusal.

A total of 4 documents were identified as answering the terms of your application and I have determined as follows:

- I grant you access in full to 4 documents, copies of which are enclosed.

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

Documents released in full

Documents 1-4

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: <https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars> Please visit the website for further information.

External review

If you remain dissatisfied with this determination, you have the right to apply to the Ombudsman for external review under section 39 of the FOI Act. You have 30 days from the date on which you receive this letter to apply for an external review. If you have any questions about an application to the Ombudsman, please contact the office on (08) 8226 8699.

Yours sincerely



Tonia Roache
ACCREDITED FREEDOM OF INFORMATION OFFICER

OFFICIAL
Schedule of Documents

T&F23/0543 - HON DAVID SPEIRS MP - "All documents (including but not limited to hard copy or electronic briefings, minutes, reports, emails, letters, meeting agendas, diary entries, event attendance records and any other correspondence) generated within the Department for Treasury and Finance in relation to teddy bears purchased for graduations by the Member for Newland between 25 January 2023 to 4 May 2023."

| Doc. No. | Date | Description of Document | # of pages | Determination | Exemption Clause |
|-----------------|-----------------------|--|-------------------|----------------------|-------------------------|
| 1 | 06/02/2023 at 10:09aM | Email (Note: Attachments to this email are deemed out of scope and have been provided previously) | 2 | Released in full | |
| 2 | 6/02/2023 at 11:10pm | Email | 2 | Released in full | |
| 3 | 22/02/2023 at 2:36pm | Email | 2 | Released in full | |
| 4 | 22/02/2023 at 2:57pm | Email | 1 | Released in full | |

Stocker, Inthira (DTF)

From: Ormsby, Jenny (DTF)
Sent: Monday, 6 February 2023 10:09 AM
To: Weggery, Natasha (DTF)
Subject: Topline Invoice - Newland EO
Attachments: Topline Invoice# 129862 - Newland EO - 211122 - \$1,463.pdf; Topline Invoice# 129970 - Newland EO - 121222 - \$1,463.pdf; FW: DTF / Electorate Services / Newland EO - Invoice to be re-uploaded for processing for payment
Importance: High

OFFICIAL

Hi Tash,

Invoice# 129862 was removed and then when Tony said it was ok, I emailed Shared Services as attached email 07/12/22 to be re-uploaded. Sorry, wasn't aware they were going to issue a new Invoice unless it is another new one.

The screenshot shows the Basware Purchase-to-Pay interface. The search criteria are as follows:

- Organisation: 1 items selected
- Creation Date: 31/12/2016 - 6/2/2023
- Supplier Name: topline
- Gross Total: 1463
- Search for: Your Invoices
- Goods/Service Desc: Goods/Service Desc

The search results show 3 invoices found:

| # | Status | Supplier | Creation Date | Invoice number |
|---|------------------|-------------------------------------|---------------|----------------|
| 1 | In header review | A005496, TOPLINE PROMOTIONS PTY LTD | 1/2/23 | 129970 |
| 2 | In header review | A005496, TOPLINE PROMOTIONS PTY LTD | 1/2/23 | 129862 |
| 3 | Removed | A005496, TOPLINE PROMOTIONS PTY LTD | 24/11/22 | 129862 |

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | Financial Management, Reporting and Policy

Please note I work Mon Tues Wed & Thurs

State Administration Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
GPO Box 1045 ADELAIDE SA 5001 DX56205
t 8429 0763 | e jenny.ormsby@sa.gov.au | w treasury.sa.gov.au

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Government of South Australia
Department of Treasury
and Finance



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Stocker, Inthira (DTF)

From: Weggery, Natasha (DTF)
Sent: Monday, 6 February 2023 11:10 AM
To: Ormsby, Jenny (DTF)
Subject: FW: Newland Topline invoices

Follow Up Flag: Follow up
Flag Status: Completed

OFFICIAL

Jenny

See Tony's email below. Can you please code in 129862.

Thanks
 Tash

From: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Sent: Monday, 6 February 2023 11:02 AM
To: Weggery, Natasha (DTF) <Natasha.Weggery2@sa.gov.au>
Subject: RE: Newland Topline invoices

OFFICIAL

Yes, please process the original invoice.

From: Weggery, Natasha (DTF) <Natasha.Weggery2@sa.gov.au>
Sent: Monday, 6 February 2023 10:32 AM
To: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Cc: Ormsby, Jenny (DTF) <Jenny.Ormsby@sa.gov.au>
Subject: Newland Topline invoices

OFFICIAL

Hi Tony

As per my phone call on Friday attached is the new invoice for Newland for Teddy Bears.

Invoice 129970 is the new invoice – different date and job number to the first invoice (129862) so I believe Newland ordered more.

Also the first invoice 129862 which was resent to Shared Services 07/12/22 to be paid as instructed has only just come back through on the system for us to process – are you happy for us to go ahead and code that invoice?

I will have Jenny lock the new invoice 129970 until we are advised what to do with that one.

Thanks

Natasha Weggery

Admin Officer, Electorate Services – Ministerial Fleet | Financial Management, Reporting and Policy
 Department of Treasury and Finance

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Stocker, Inthira (DTF)

From: Smith, Tony (DTF)
Sent: Wednesday, 22 February 2023 2:36 PM
To: Weggery, Natasha (DTF)
Subject: RE: Newland Topline invoices

OFFICIAL

Thanks Tash.

From: Weggery, Natasha (DTF) <Natasha.Weggery2@sa.gov.au>
Sent: Wednesday, 22 February 2023 2:29 PM
To: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Cc: Ormsby, Jenny (DTF) <Jenny.Ormsby@sa.gov.au>; Tatarelli, Paul (DTF) <Paul.Tatarelli@sa.gov.au>
Subject: RE: Newland Topline invoices

OFFICIAL

No problem Tony. Jenny has the invoice locked in basware so I have asked her to unlock and process the invoice.

Regards
 Natasha

From: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Sent: Wednesday, 22 February 2023 2:26 PM
To: Weggery, Natasha (DTF) <Natasha.Weggery2@sa.gov.au>
Cc: Ormsby, Jenny (DTF) <Jenny.Ormsby@sa.gov.au>; Tatarelli, Paul (DTF) <paul.tatarelli@sa.gov.au>
Subject: RE: Newland Topline invoices

OFFICIAL

Tash,

Can you please arrange for the second invoice 129970 to be entered on Basware and coded to *Publicity and Promotions*. The Member has confirmed that she wishes this to be paid from the Global Allowance.

Thanks,

Tony Smith
 Policy & Entitlements Manager, Electorate Services | Financial Management, Reporting and Policy

State Administration Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 822 63605 | e tony.smith@sa.gov.au | w treasury.sa.gov.au



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From: Weggery, Natasha (DTF) <Natasha.Weggery2@sa.gov.au>
Sent: Monday, 6 February 2023 10:32 AM
To: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Cc: Ormsby, Jenny (DTF) <Jenny.Ormsby@sa.gov.au>
Subject: Newland Topline invoices

OFFICIAL

Hi Tony

As per my phone call on Friday attached is the new invoice for Newland for Teddy Bears.

Invoice 129970 is the new invoice – different date and job number to the first invoice (129862) so I believe Newland ordered more.

Also the first invoice 129862 which was resent to Shared Services 07/12/22 to be paid as instructed has only just come back through on the system for us to process – are you happy for us to go ahead and code that invoice?

I will have Jenny lock the new invoice 129970 until we are advised what to do with that one.

Thanks

Natasha Weggery

Admin Officer, Electorate Services – Ministerial Fleet | Financial Management, Reporting and Policy
Department of Treasury and Finance

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Stocker, Inthira (DTF)

From: Smith, Tony (DTF)
Sent: Wednesday, 22 February 2023 2:57 PM
To: Ormsby, Jenny (DTF)
Subject: RE: Global Allowance expenditure.

OFFICIAL

That's fine, thanks Jenny.

From: Ormsby, Jenny (DTF) <Jenny.Ormsby@sa.gov.au>
Sent: Wednesday, 22 February 2023 2:51 PM
To: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Subject: RE: Global Allowance expenditure.

OFFICIAL

No worries,

You should see it now and I removed the other email unless you wanted that to stay I can re-add (the one telling us to upload the Invoice).

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | Financial Management, Reporting and Policy

Please note I work Mon Tues Wed & Thurs

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From: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Sent: Wednesday, 22 February 2023 2:49 PM
To: Ormsby, Jenny (DTF) <Jenny.Ormsby@sa.gov.au>
Subject: RE: Global Allowance expenditure.

OFFICIAL

Thanks Jenny.

From: Ormsby, Jenny (DTF) <Jenny.Ormsby@sa.gov.au>
Sent: Wednesday, 22 February 2023 2:47 PM
To: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>; Weggery, Natasha (DTF) <Natasha.Weggery2@sa.gov.au>
Subject: RE: Global Allowance expenditure.

OFFICIAL

Hi Tony,

I will add it now.

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | Financial Management, Reporting and Policy

Please note I work Mon Tues Wed & Thurs

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From: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Sent: Wednesday, 22 February 2023 2:38 PM
To: Weggery, Natasha (DTF) <Natasha.Weggery2@sa.gov.au>
Cc: Ormsby, Jenny (DTF) <Jenny.Ormsby@sa.gov.au>
Subject: FW: Global Allowance expenditure.

OFFICIAL

Tash, Jenny,

Can you please include the following Email trail in Basware as an attachment to the invoice.

Thanks,
Tony.

From: Newland EO <Newland@parliament.sa.gov.au>
Sent: Wednesday, 22 February 2023 12:59 PM
To: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>; Ly, Savoth <Savoth.Ly@parliament.sa.gov.au>
Cc: Tatarelli, Paul (DTF) <paul.tatarelli@sa.gov.au>; Newland EO <Newland@parliament.sa.gov.au>
Subject: RE: Global Allowance expenditure.

Hi Tony,

I confirm I'd like to have the invoices paid from my Global Allowance.

Kind Regards

Olivia Savvas MP
MEMBER FOR NEWLAND



From: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Sent: Thursday, 16 February 2023 1:17 PM
To: Ly, Savoth <Savoth.Ly@parliament.sa.gov.au>
Cc: Newland EO <Newland@parliament.sa.gov.au>; Tatarelli, Paul (DTF) <paul.tatarelli@sa.gov.au>
Subject: Global Allowance expenditure.

OFFICIAL

Sav,

Please see the attached invoice from Topline Promotions (Inv 129970) submitted for payment from the Global Allowance.

As these items may be considered gifts, notwithstanding the previous advice in relation to Inv 129862, the Treasurer's Office has requested that we seek confirmation from the Member that she wishes to have this invoice paid from her Global Allowance allocation.

Can you please seek the Member's confirmation on how she wishes to proceed with this expenditure.

Thanks,

Tony Smith
Policy & Entitlements Manager, Electorate Services | Financial Management, Reporting and Policy

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