



**Government
of South Australia**

TRS19D1359

Hon Stephen Mullighan MP
Member for Lee
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SEMAPHORE SA 5019

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Stephen

Dear Mr Mullighan

APPLICATION UNDER THE FREEDOM OF INFORMATION ACT 1991

I refer to your application made under the *Freedom of Information Act 1991* (FOI Act), dated 21 May 2019.

Your application seeks access to:

"All minutes, briefings and correspondence titled 'Office of the Public Sector – Request to undertake overseas travel' as described on the Objective document management system, between 12 July 2018 and 21 May 2019."

The legislative prescribed timeframe to determine this application has expired and is now deemed to have refused you access to all documents relevant to your application. I refer to my letter dated 26 May 2019 where I sought additional time to make my determination.

The purpose of this letter is to advise you of my determination. An extensive search was conducted within this office. A total of 1 document was identified as answering the terms of your application.

I grant you access in part to 1 document; a copy of which is enclosed.

Documents released in part

I have determined to release the briefing in part, removing the Commissioner's mobile number, which if released, would be an unreasonable disclosure of personal affairs. I have determined to exempt this information pursuant to clause 6(1).

Exemptions

Clause 6 – Documents affecting personal affairs

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

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: <https://dpc.sa.gov.au/resources-and-publications/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



Hon Rob Lucas MLC
Principal Officer

17 November 2019

RELEASE IN PART



MINUTE

MINUTES forming ENCLOSURE to 22/10/18

File: N/A

Reg: N/A

TO: TREASURER

File No: 18/048
18/048

SUBJECT: REQUEST TO UNDERTAKE OVERSEAS TRAVEL

BACKGROUND

China Connect is an immersive program in which public sector leaders participate in a short term visit to China to build mutual understanding and stronger collaboration between the Chinese Government and the Government of South Australia.

The program aims to build stronger connections by deepening the understanding of each region's government structures; regulatory structures and frameworks and policy making processes.

It also aims to strengthen participant understanding of the distinct cultural differences that influence commercial relationships between Australia and China. Participants will gain deeper knowledge of how to engage with and do business through public sector agencies in China, and an enhanced appreciation of opportunities for South Australia, particularly across the sectors of investment and trade, agriculture, mining, education, culture, health, aged care, tourism and urban planning.

PURPOSE

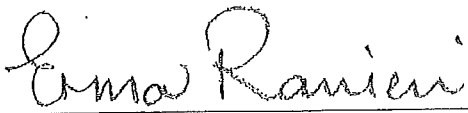
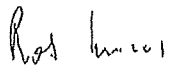
- As Commissioner for Public Sector Employment I will lead a delegation of 12 Senior Government employees across 8 different agencies as part of the 2018 China Connect Program.
- You are required to approve my individual travel application form as part of the government's overseas travel policy. (Attachment 2)
- Shandong Connect (now rebranded China Connect in line with the government's approach to engage with greater China) is an immersive program in which SA public sector leaders participate in a short-term visit to China to build mutual understanding of cultural differences and government processes, and a stronger collaboration between our governments.
- The program, successfully delivered by China Strategy in 2016 and 2017 for 25 senior public servants, has produced a number of 'China Leaders' within the South Australian Government.
- Travel will occur from Saturday 17 November 2018 to Saturday 24 November 2018.
- The following locations will be visited as part of this trip: Qingdao, Jinan, Shanghai and Guangzhou.
- An itinerary for the proposed trip is also attached for your information. (Attachment 1)
- Risks associated with this overseas trip along with strategies implemented to mitigate such risks are outlined in Attachment 3.

BUDGET

Funds are available from Office of the Commissioner for Public Sector Employment business unit and travel costs are outlined in the attached overseas travel application (Attachment 2). Should you have any queries, please contact me on [REDACTED] or erna.ranjeri@sa.gov.au.

RECOMMENDATIONS

It is recommended that you consider and approve my individual overseas travel application (Attachment 2).

 Erma Ranieri COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT 19 / 10 / 2018	<p>APPROVED/NOT APPROVED/NOTED</p>  Hon. Rob Lucas MLC TREASURER 24 / 10 / 2018
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Attachments:

1. Proposed Itinerary for Saturday 17 November 2018 to Saturday 24 November 2018
2. Travel approval form for Ms Erma Ranieri
3. China Connect - Overseas Travel Risk Assessment and Plan

Attachment 1- CHINA CONNECT 2018 – PROGRAM PLANNER
as of Friday, 19 October 2018

SUMMARY 17 – 24 November	SATURDAY 17 NOVEMBER Adelaide – Guangzhou – Qingdao		SUNDAY 18 NOVEMBER Guangzhou – Qingdao	MONDAY 19 NOVEMBER Qingdao	TUESDAY 20 NOVEMBER Qingdao – Jinan
Saturday, 17 November ADELAIDE > GUANGZHOU > QINGDAO				Breakfast at hotel	Breakfast at hotel and check out of hotel
Sunday, 18 November QINGDAO			<i>cultural experiences</i>	0915 Gather at the hotel foyer and depart for meeting at FAO	0940 Depart for Qingdao train Station 1040 Qingdao to Jinan via train G186: 1040-1327 (2h 47)
Monday, 19 November QINGDAO			<i>Alibaba supermarket experience</i>	0930-11 Round table meeting with Qingdao municipal government TBC	Lunch on the train
Tuesday, 20 November QINGDAO > JINAN			<i>Qingdao Urban Planning Exhibition</i> -To gain an understanding of the urban development plan of Qingdao		
Wednesday, 21 November JINAN	1130	Depart for Guangzhou on China Southern Airlines Flight CZ664		1200-1330 Hosted Lunch TBC	1408 Arrive Jinan Station
Thursday, 22 November JINAN > SHANGHAI		In flight 9h		1350 – 1650 Group site visits to – TBC: 1. Hisense Group 2. Tsingtao Brewery Museum	1500 Check into Shandong Hotel, 2-1 Ma'anshan Road, Jinan
Friday, 23 November SHANGHAI > GUANGZHOU > ADELAIDE					
Saturday, 24 November 0935 ARRIVE IN ADELAIDE					
TIME ZONES (all times in planner are local China: -2hrs 30mins)	1800	Arrive Guangzhou Airport connection 2h 40		1715 Return to Hotel Hosted Dinner with TBC	1530 Culture experience tour (TBC by SDFAO) Hosted Dinner with TBC
	2040	Depart for Qingdao on China Southern Airlines Flight CZ3716 In flight 3h 05		<i>Overnight in Qingdao</i>	<i>Overnight in Jinan</i> <i>Collection of group's train tickets after check-in</i>
	2345	Arrive in Qingdao <i>Overnight in Qingdao</i>	Dinner TBA <i>Overnight in Qingdao</i> <i>Collection of group's train tickets after check-in</i>		

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Contact: Ashleigh Ridley, Senior Project Officer, China Strategy, DPC

CHINA CONNECT 2018 – PROGRAM PLANNER

WEDNESDAY 21 NOVEMBER Jinan		THURSDAY 22 NOVEMBER Jinan - Shanghai		FRIDAY 23 NOVEMBER Shanghai – Guangzhou – Adelaide		SATURDAY 24 NOVEMBER Adelaide	
9-11	Breakfast at hotel		Breakfast at hotel and Check out of hotel		Breakfast at hotel	0855	Arrive Adelaide Clear Customs and Immigration (allow 1 hour)
	Shandong Province Briefing hosted by Shandong Foreign Affairs Office	0940	Depart for Jinan West train station	0800	Check out of hotel		
		1051	Depart for Shanghai Jinan West – SHA Hongqiao Train G211: 1052-1434 (3h 42) Lunch on the train	0830	Meet in Hotel lobby		
	Hosted Lunch TBC			0900	Visit Shanghai Urban Planning Exhibition Centre; Jing'an Temple and other cultural tours		
	Individual Counterpart Agency Meetings and Site Visits:	1440	Arrive Shanghai		Lunch		
		1545	Meeting TBC	1430	Depart for Hongqiao Airport		
1700	Return to Hotel			1720	Depart Shanghai for Adelaide via Guangzhou Shanghai Airlines FM9327 (Shanghai Hongqiao International Airport)		
	Dinner TBC	1730	Hosted Dinner TBC		In flight 2h 35		
				2005	Arrive Guangzhou		
				2215	Transit flight Guangzhou to Adelaide China Southern CZ663 2210 - 0855 (+1)		
	Overnight in Jinan	1830	Check into The Westin Bund Centre, 88 Henan Central Road, Shanghai		In flight 9h 10		
			Overnight in Shanghai		Overnight on plane		

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Contact: Ashleigh Ridley, Senior Project Officer, China Strategy, DPC

Overseas Travel procedure

Attachment 2

MINUTES forming ENCLOSURE to

File T&F.....
Doc No TF.....

To
TREASURER

REQUEST TO UNDERTAKE OVERSEAS TRAVEL

Timing: URGENT - A decision is required before (26 October 2018)

Recommendations/Issues:	It is recommended that you:
<ul style="list-style-type: none">approve the request to undertake overseas travel for official business purposes, as mandated by Appendix 3 of the Commissioner for Public Employment, Office of Public Employment and Review, Commissioner's Standard 3.2.	
	Approved/Not Approved
	Hon. Rob Lucas MLG Treasurer / /

Key Points:

- Specific details relevant to the proposed trip are as follows.

Destination:	Qingdao, Jinan, Shanghai, Guangzhou- China
Expected Date of Trip	Saturday 17 November 2018 - Saturday 24 November 2018
Overall Purpose of Trip	As Commissioner for Public Sector Employment I will lead a group of 12 delegates of Senior Government employees across 8 different agencies as part of the 2018 China Connect Program. As the commissioner for Public Sector Employment it is important for me to understand the government and business structures and culture in China, given the significance of the South Australian relationship with China.
Class of travel	Business Class- Expected to arrive in the country and commence meetings as the head of delegation.

Further Information: Director, Financial Services
Email: Officeofchiefexecutive@sa.gov.au

Version: 2.2
FOUO I2 - A2

Effective: 30/11/2017
Next review: 30/11/2020
COR 096
Page Number: 6



Government of South Australia
Department of Treasury
and Finance

Overseas Travel procedure

Officers Travelling:	Erma Ranieri
Total Projected Cost:*	Airfares: \$5000 AUD return Accommodation x 6 nights: \$1200 AUD General expenses: 1000 CNY
Funding for Trip:	Office of the Commissioner for Public Sector Employment

- *The total projected cost reflects the expenditure anticipated to be incurred by all officers travelling overseas and should include travel, accommodation, business entertainment, meals and incidentals costs (The ECA International rates can be used as guide for incidentals expenses). Highlight the cost of the travel on the itinerary and include as part of this request.
- Specific outcomes expected to be achieved and the relevance of these outcomes to the strategic priorities of the department are provided below:

Specific Outcomes Expected to be Achieved	Relevance of these Outcomes to the Strategic Priorities of the department
China Connect is an immersive program in which public sector leaders participate in a short term visit to China to build mutual understanding and stronger collaboration between the Chinese Government and the Government of South Australia.	As the commissioner for Public Sector Employment it is important for me to understand the government and business structures and culture in China, given the significance of the South Australian relationship with China.
It also aims to strengthen participant understanding of the distinct cultural differences that influence commercial relationships between Australia and China.	Participants will gain deeper knowledge of how to engage with and do business through public sector agencies in China, and an enhanced appreciation of opportunities for South Australia, particularly across the sectors of investment and trade, agriculture, mining, education, culture, health, aged care, tourism and urban planning.

- The outcomes identified above **cannot** be achieved in other ways not involving overseas travel. This trip **cannot** be combined with other business planned by the department.
- Risks associated with this overseas trip along with strategies implemented to mitigate such risks are presented below:

Risks Associated With Travel	Risk Level (L, M, H or E)	Risk Management Strategy
(include general business risks and OHS&W risks)		Please see Attachment 3

- An Itinerary for the proposed trip is also attached for you information.

Erma Ranieri

Erma Ranieri
Commissioner for Public Sector Employment

19/10/18

Contact Officer: Daniella Feltrin

Telephone: 8226 2721

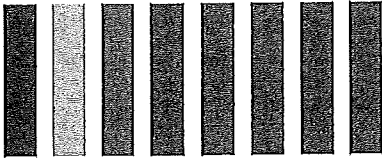
Further information: Director, Financial Services
Email: Officeofchiefexecutive@sa.gov.au

Version: 2.2
FOUO I2 - A2

Effective: 30/11/2017
Next review: 30/11/2020
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Government of South Australia
Department of Treasury
and Finance



Attachment 3

September 2018

China Connect - Overseas Travel Risk Assessment and Plan

It is necessary to consider and document the risks/hazards associated with overseas travel, determine the level of risk associated with these hazards and undertake procedures to minimise/control the risks.

Please consider and, where necessary, add to the nature of hazards listed below and possible controls/treatment.

NATURE OF POTENTIAL HAZARDS

HEALTH

What could go wrong	Possible Controls / Treatments
<ul style="list-style-type: none"> Exposure to an infectious disease Catching a communicable disease Suffering illness while overseas 	<ul style="list-style-type: none"> Visit a travel doctor prior to departure for physical assessment and discussion of destinations and specific health risks Ensure you know how to contact a doctor while in market (through hotels or Government hosts) should you feel unwell and communicate with the Program Director to ensure care and regular contact is maintained.
Risk Level: Medium	Risk Rating after controls instigated: Medium

CLIMATE, EXTREME WEATHER EVENTS AND NATURAL DISASTERS

What could go wrong	Possible Controls / Treatments
<ul style="list-style-type: none"> Being trapped due to extreme weather conditions or natural disasters Fatigue Dehydration 	<ul style="list-style-type: none"> Prior to departure visit the Smarttraveller website for information about Severe Weather Prior to and during travel keep in touch with the Severe Weather Information Centre While travelling eat healthy food, ensure appropriate rest and carry bottled water
Risk Level: Low	Risk Rating after controls instigated: Low

ACCOMMODATION

What could go wrong	Possible Controls / Treatments
<ul style="list-style-type: none"> Accommodation being sub-standard and potentially unsafe 	<ul style="list-style-type: none"> Staff are encouraged to stay in reputable, pre-booked hotels.
Risk Level: Low	Risk Rating after controls instigated: Low

FOOD/DRINK/HYGIENE

What could go wrong	Possible Controls / Treatments
<ul style="list-style-type: none"> • Eating food that staff are not accustomed to • Food/water poisoning • Suffering diarrhea • Suffering skin rashes from eating contaminated food 	<ul style="list-style-type: none"> • Eat in recognised restaurants or use local guide • Drink only bottled water • Find a local doctor within your vicinity • Ensure you know how to contact a doctor while in market and should you feel unwell communicate with your Program Director to ensure care and regular contact is maintained.
Risk Level: Medium	Risk Rating after controls instigated: Low

COMMUNICATIONS

What could go wrong	Possible Controls / Treatments
<ul style="list-style-type: none"> • Getting lost • Equipment failure • Mobile phone network failure 	<ul style="list-style-type: none"> • Ensure the Program Director has your updated itinerary and advise of any changes • Carry emergency and other contacts details on your person at all times • Carry more than one form of communication with you if possible
Risk Level: Low	Risk Rating after controls instigated: Low

TRANSPORTATION

What could go wrong	Possible Controls / Treatments
<ul style="list-style-type: none"> • Unroadworthy vehicle • Transport unreliable and unsafe • Accident • Airplane crash as a result of not flying with an internationally accredited/CASA compliant airline • Getting lost catching the wrong local transportation 	<ul style="list-style-type: none"> • Only drive vehicles that are internationally accredited • Only fly with internationally or CASA compliant airlines. • Refer to the website International Civil Aviation Organisation • Refer to the website Aviation Safety Network Database • Ensure all travel/transit is detailed in your itinerary and communicate any changes to that your Program Director knows where you should be at all times.
Risk Level: Medium	Risk Rating after controls instigated: Medium

CRIME/SECURITY

What could go wrong	Possible Controls / Treatments
<ul style="list-style-type: none"> • Being scammed • Exposure to Extortion • Exposure to Bribery and Corruption • Being sexually assaulted overseas • Being mugged by a local perpetrator • Not complying to Australian Sanctions • Loss of electronic (computer ipads ipods etc.) equipment 	<ul style="list-style-type: none"> • Refer to the Smartraveller website Scams / Scamwatch • Refer to the Smartraveller website Extortion • Refer to the Smartraveller website Bribery and Corruption • Refer to the Smartraveller website Reducing Sexual Assault • Staff to travel in pairs where possible or in a group or with a local guide • Refer to the Smartraveller website Sanctions • Follow Australian Government security protocols.
Risk Level: Medium	Risk Rating after controls instigated: Medium

HAZARDOUS MANUAL TASKS (Manual Handling)

What could go wrong	Possible Controls / Treatments
<ul style="list-style-type: none">• Carrying large heavy items over a distance• Suffering a musculoskeletal injury whilst overseas• Suffering a debilitating injury and unable to fly or leave the country.	<ul style="list-style-type: none">• Send heavy items / presentation materials overseas before arriving at destination• Do normal stretching exercises before attempting to lift or carry heavy items• Notify 'Smartraveller' and the Program Director if unable to travel or are hospitalised.
Risk Level: Medium	Risk Rating after controls instigated: Low

** Program Director: Ying Ying, Director, China Strategy DPC (+61 421 583 412)

** Program Lead: Ashleigh Ridley, Senior Project Officer, China Strategy, DPC (+61 407 138 547)

