



**Government
of South Australia**

TRS19D1106

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

lee@parliament.sa.gov.au

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


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 9 May 2019.

Your application seeks access to:

"All minutes, briefings and correspondence titled 'Premier's Guideline: Travel by Ministers and their staff' as described on the Objective document management system, between 12 July 2018 and 9 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 full to 1 document; a copy of which is 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*.

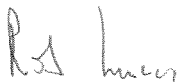
In accordance with this Circular, any non-personal information determined for release as part of this application, may be published on the DTF website. A copy of PC045 can be found at the following address: <https://dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars>. Please visit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

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

Hon Rob Lucas MLC
Principal Officer

25 July 2019

DTF:Treasurer

From: Whiteley, Vanessa (DTF)
Sent: Thursday, 13 December 2018 1:35 PM
To: DTF:Treasurer
Cc: Lardner, Helen (DTF); Carey, Mark (DTF); Williams, Bronwyn (DTF)
Subject: DDPC18D02503 - Minute to Treasurer RE Premier's Guideline - Travel by Ministers and Their Staff
Attachments: DDPC18D02503 - Minute to Treasurer RE Premier's Guideline - Travel by Ministers and Their Staff.pdf
Categories: Toni

Good afternoon,

Please find attached a scanned copy of the Minute + attachments regarding the above matter for your consideration, which has been supported by the OCE (as per new process).

Kind regards,

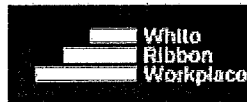
Vanessa Whiteley
Administration Assistant
Office of the Chief Executive

State Administration Centre, Level 8, 200 Victoria Square ADELAIDE SA 5000
t 822 64216 | e vanessa.whiteley2@sa.gov.au | w treasury.sa.gov.au

Committed to workplace flexibility



Government of South Australia
Department of Treasury
and Finance

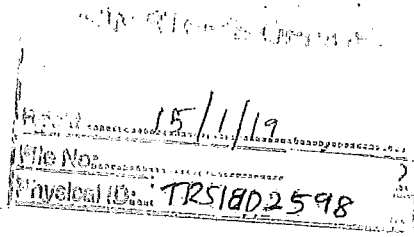


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MINUTE



MINUTES forming ENCLOSURE

File DPG15/2365

Doc No 18D02503

To: The Treasurer

MINISTERIAL TRAVEL

Timing: ROUTINE for Noting

Recommendations/Issues: It is recommended that you:

- Note the advice provided by Government Services Branch regarding updates made to the Premier's Guideline: Travel by Ministers and their Staff.
- Note the communication proposed for issue to Ministers' Offices regarding the new across government Travel Management Services contract and the changes to the Premier's Guideline - Travel by Ministers and Their Staff.
- Note the additional advice regarding Parliamentary travel

Noted

Hon Rob Lucas MLC
Treasurer

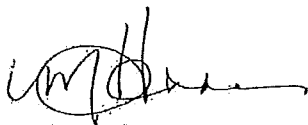
16/1/19

Key Points:

- The Premier recognises that air travel is essential to meeting the strategic goals of Government; but equally that financial restraint must be exercised in its use.
- The Premier's Guideline - Travel by Ministers and their Staff articulates how Ministers and members of a Minister's personal staff, as employees under section 71 of the *Public Sector Act 2009*, should book and plan air travel. This Guideline is being updated and included as part of this update, Ministers and the section 71 staff will no longer be mandated to use the State's travel management contracted supplier to arrange their Ministerial travel and can select their own travel arrangements. Further, Ministers may use the contract for their Ministerial Travel at their discretion.
- This change to the Premier's Guideline will see Ministers along with Members of Parliament, Members of the Judiciary, staff in ministerial offices employed under *Section 71 of the Public Sector Act 2009* and employees in the office of Agent-General not mandated to source their travel requirements through the State's contracted travel supplier.



- In addition to changes sought by the Treasurer's Office, Cabinet Office have advised that further changes are required to the Premier's Guideline that are unrelated to the booking of travel and the State's contract for travel management services. These changes are being progressed by Cabinet Office who will then seek the Premier's approval for the new Guideline. Cabinet Office are also aware of the commencement date for the new travel contract (1 February 2019) and the need to secure approval prior to this date.
- Government Services Branch is currently undertaking transition activities to establish the new across government Travel Management Services contract, which includes extensive engagement with agency representatives and travel arrangers. Under the new contract, Government Services Branch will continue to provide training and support to travel arrangers and produce monthly travel spend reports for agencies.
- The attached communication has been prepared for issue to Minister's Offices regarding the new contract. The new contract will be progressively implemented across government from 1 February 2019.
- In relation to Parliamentary travel, the implementation of the new contract for travel management services will not result in any changes to the arrangements for how travel is managed for Members of Parliament (MPs). Parliament (through the Clerks of the House of Assembly and Legislative Council and their staff) only arrange travel for MPs with an entitlement to Country Air Travel or travel required for MPs who need to travel as part of the work on Parliamentary Committees. Parliament has advised that with the transition to QBT from February 2019, they will continue to use State's travel management contract.
- For travel outside of these limited travel entitlements, MPs are free to make their own travel arrangements which are funded by them privately. Under the current contract with GWT, for the period between January 2017 and December 2018, reflecting the fact that their travel is self-funded and their destinations and travel plans are a private matter, no MPs elected to use the State's travel management contract.



Melissa Harris
EXECUTIVE DIRECTOR
GOVERNMENT SERVICES BRANCH

14/1/2019

Attachments:

- ~~Updated Premier's Guideline: Travel by Ministers and their Staff~~
- Communication to Minister's Offices and MPs re new travel contract and updated Guideline

*will be drafted by
SPC*

Contact Officer:	Justin Sara
Telephone:	0401 710 866
Email address:	Justin.sara@sa.gov.au



**Government
of South Australia**

**Premier's Guideline:
Travel by Ministers and Their Staff**

December 2018

Purpose

Travel is an important element to the function of many portfolios and can provide significant benefits to the State. However, care should be taken to use public resources prudently.

This guideline aims to maximise the value of travel to South Australia by ensuring:

- ministerial travel aligns with South Australia's strategic priorities and is coordinated effectively across government;
- travel is designed to deliver benefits to South Australia;
- approved travel will achieve value for money; and
- in the case of overseas travel, ministers are aware of obligations for submitting applications for approval to travel and travel outcomes reports.

Scope

This guideline applies to ministers and members of a minister's personal staff as employed under s 71 of the *Public Sector Act 2009*.

Ministers, Members of Parliament, Members of the Judiciary, staff in ministerial offices employed under Section 71 of the *Public Sector Act 2009* and employees in the office of Agent-General are not mandated to source their travel requirements through the State's contracted travel supplier but may make their own travel arrangements and can choose to utilise the contracted supplier at their discretion.

Overseas travel includes travel outside of Australia, New Zealand and Australian Territories. Where travel to these destinations forms part of a more extensive itinerary encompassing other overseas destinations, the principles for overseas travel apply.

This Guideline should be used in conjunction with the Determination of the Remuneration Tribunal of South Australia: *Travelling and Accommodation Allowances for Ministers of the Crown and Officers and Members of Parliament (No 8 of 2014)*; noting that the Determination applies only when a reimbursement is required.

This Guideline should also be used in conjunction with:

- Determination of the Remuneration Tribunal of South Australia: *Members of Parliament Travel Entitlement and Rules (No 1 of 2012)*;
- Treasurer's Instruction 13: *Expenditure incurred by Ministers and Ministerial Staff*;
- Parliament of South Australia House of Assembly Members Handbook;
- Premier and Cabinet Circular 035: *Proactive Disclosure of Regularly Requested Information*;
- Premier and Cabinet Circular 040: *Air Travel*;
- Commissioner's Determination 3.2: *Employment Conditions – Remuneration – Allowances and Reimbursements*; and

- The Code of Ethics for the South Australian Public Sector.

Principles

Option to book travel using the State Government travel arrangements

1. Ministers and their staff can elect to purchase travel (air and accommodation) using the State Government's travel arrangements and associated services.
2. Domestic air travel and accommodation that is booked through the State's contracted travel supplier must be booked with the travel arrangement provider's online booking tool in all but exceptional circumstances, for example where an airline is not available through the tool.

Booking travel

3. The normal method of travel should be the most economical and direct route.
4. Offers of funded air travel or accommodation by other governments or private organisations should be considered on a case by case basis and only approved where benefits to the State can be identified and no actual or potential conflicts of interest are identified.
5. Accommodation must be of an appropriate standard and must be booked with regard to maintaining reasonable costs. Government discount rates available through the online booking tool must be used wherever possible.
6. When air travel is altered and results in airfare credits, these must be used as soon as is feasible.
7. Any frequent flyer points (or similar) accumulated while travelling on official business or at public expense should be redeemed for official business use. Membership of a loyalty program should not determine airline selection.
8. The Department of the Premier and Cabinet's international engagement unit should be consulted prior to finalising travel arrangements to maximise previous engagement overseas.
9. Ministers traveling overseas are to undertake whole-of-government representation in addition to their portfolio responsibilities to maximise the South Australian Government's strategic approach to international travel.
10. Ministers must ensure that travel during an election campaign is not used for personal campaign purposes.

Standard of travel

11. Ministers are entitled to Business Class travel. First Class is not permitted unless the airline does not provide Business Class or an upgrade is available at no cost to the Government.
12. Ministerial staff are to travel Economy Class unless the airline provides an upgrade at no cost to the Government.

13. The Premier's Chief of Staff may approve Business Class travel for ministerial staff where the circumstances are considered appropriate.

Seeking approval for travel overseas

14. Ministers approve overseas travel for Chief Executives and agency heads.
15. Ministers must seek approval for overseas travel before booking travel by writing to the Premier.
16. Ministerial requests for travel should outline the purpose of the trip and the explicit and measurable benefits to be delivered. Overseas travel solely for the purposes of information gathering will not be approved.
17. When seeking approval, ministers are to provide:
 - a. a draft itinerary, including details of planned meetings;
 - b. the names of the persons travelling with the minister (ministerial staff, spouse/domestic partner and public servants);
 - c. estimated cost of the trip (travel, accommodation and incidental expenses for the minister and each person travelling with the minister); and
 - d. source of funding for all elements of the trip.
18. All overseas travel must provide value for money. Realistic estimates should be included as to the cost of the overseas trip. Related costs should be accounted for separately, for example, the cost of hosting a major business or trade function.
19. Leave while on official overseas travel is not encouraged and will only be approved at the discretion of the Premier's Chief of Staff. Any request should be included in the application for final travel approval.
20. Leave while on official overseas travel may result in Fringe Benefits Tax (FBT) being payable. Any FBT payable should be included as part of estimated costs in the application for final travel approval. Ministers are responsible for ensuring they comply with FBT requirements.

Informing Cabinet of ministerial intention to travel overseas

21. Following the Premier's written approval, a Cabinet submission should be prepared prior to the proposed date of travel overseas.
22. The Cabinet submission should include:
 - a. The request for approval submitted to the Premier;
 - b. Acting arrangements during the absence of the minister for approval by Executive Council, including a recommendation for the Governor in Executive Council to appoint an acting minister for the period the minister is away; and
 - c. Premier's approval.

The submission should be lodged for the Cabinet meeting as close to the overseas travel as possible (also considering the timing for the Governor in Executive Council to appoint the acting minister).

Ministerial overseas travel reports

23. Ministerial overseas travel reports must be lodged for Cabinet to note within 28 days of returning from overseas travel. These reports should include a statement of the travel objectives and regions and cities visited, names of organisations or parliaments visited, reference to any documents or publications obtained or considered to be of interest as a minister, brief summaries of meetings held and expected outcomes and how these will be followed up, and any recommendations arising from the travel.
24. The Department of the Premier and Cabinet's international engagement will maintain a database of overseas ministerial travel, monitor outcomes and report to Cabinet twice a year on progress against the outcomes.
25. In accordance with the revised PC Circular 35 (Proactive Disclosure of Regularly Requested Information), overseas travel reports that include: overseas travel arrangements, outcomes of overseas travel (where not commercial in confidence), the costs of all ministers and public sector employees travelling with the minister, must be proactively disclosed to the public via departmental websites.

Security for travel overseas

26. In recognition that the South Australian Government has information of significant value, a risk assessment must be conducted with agency security staff prior to any overseas departure.¹ The risk assessment should consider: the sensitivity and value of information being taken, the country being visited, the nature and purpose of the visit and what mobile communications equipment to take (if any).
27. The latest travel advice should be considered when planning overseas travel. Advice can be sought from www.smarttraveller.gov.au.

For further advice or assistance, please contact:

Manager, Cabinet Coordination
Department of the Premier and Cabinet
Email: DPCCabinetOffice@sa.gov.au

¹ Agency Security Executive, Agency Security Adviser or IT Security Adviser



Strategic Procurement Notification

December 2018

Across Government Travel Management Services Contract

Purpose

To advise Minister's Offices that:

- A new supplier, QBT Pty Ltd (QBT) has been appointed to provide travel management services to the State commencing 1 February 2019, under the new across government Travel Management Services (TMS) Contract; and
- Updates have been made to the Premier's Guideline: Travel by Ministers and their Staff.

Key Points

- The current across government TMS Contract with Carlson Wagonlit Travel Pty Ltd (CWT) is due to expire on 31 January 2019. With no further options to extend, an extensive procurement process has recently been completed to establish a new contract.
- QBT have been appointed as the State's new TMS provider as a result of their response demonstrating superior value for money and ability to meet the State's requirements.
- QBT will be providing two 'suites of services':
 - **Suite One** will cater for simple travel requirements with majority of bookings to be made online via QBT's online booking tool (Serko Zeno); and
 - **Suite Two** will offer a more enhanced concierge service (via a travel consultant) for those travellers that may have highly specialised or complex travel requirements, e.g. Ministers, Chief Executives, delegations, SA Health patients, Emergency Services, etc.
- The Strategic Procurement team in Government Services, DTF is currently working with QBT to transition agencies across to the new contract.
- The Premier's Guideline: Travel by Ministers and their Staff articulates how ministers and members of a minister's personal staff as employed under section 71 of the *Public Sector Act 2009* should book and plan air travel.
- Updates to the Premier's Guideline (attached) have recently been made and the following changes should be noted:
 - Ministers, Members of Parliament, Members of the Judiciary, staff in ministerial offices employed under *Section 71 of the Public Sector Act 2009* and employees in the office of Agent-General are not mandated to source their travel requirements through the State's contracted travel supplier.

- o Domestic air travel that is booked through the State's contracted travel supplier must be booked with the travel arrangement provider's online booking tool in all but exceptional circumstances, for example where an airline is not available through the tool.
- Please share this information with your travel arrangers. The Strategic Procurement team will provide training and support to travel arrangers as part of the transition to QBT. Your office will be contacted in the coming weeks to discuss the transition process in further detail.

For further information please contact:

Name:	Paige Pham	Name:	Sophie Pasalidis
Phone:	8462 1135	Phone:	8462 1540
Email:	SCTravelContract@sa.gov.au		