



File: T&F21/0693
A1970571

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

6 September 2021

Hon Tom Koutsantonis
Member for West Torrens
229 Henley Beach Road
TORRENSVILLE SA 5031

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

Dear Mr Koutsantonis

Freedom of Information – Transfer of Electorate staff

I refer to your application under the *Freedom of Information Act 1991* (FOI Act), received by the Department of Treasury and Finance (DTF) on 7 July 2021.

Your application specifically requested:

*‘Any documents that refer to the request to transfer or the transfer of Member of Parliament employees including documents that have been approved or not approved by the Department of Treasury and Finance or the Treasurer of South Australia.
[Date Range: 20/03/2018 to 07/07/2021]’*

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

- I grant you access in full to 1 document, a copy of which is enclosed,
- I grant you access in part to 9 documents, copies of which are enclosed, and
- I refuse you access to 7 documents.

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

Documents released in full

Document 3

Documents released in part

Documents 1 – 2, 4 – 6, 9, 11, 16 – 17

These documents contain information relating to the personal affairs of third parties. Under clause 6(1) of Schedule 1 to the FOI Act, a document is exempt if its disclosure would involve the 'unreasonable disclosure of information concerning the personal affairs of any person'. This information falls within the definition of personal affairs under the Act and is therefore exempt from release pursuant to clause 6(1).

Document 9 also contains allegations or suggestions of improper conduct, the truth of which has not been established by a judicial process and disclosing this information would be unreasonable. I have therefore determined to exempt this information pursuant to clause 6(2) of Schedule 1 to the FOI Act.

Documents refused in full

Documents 7 - 8, 10, 12 – 15

These documents consist of information relating to the personal affairs of third parties. Under clause 6(1) of Schedule 1 to the FOI Act, a document is exempt if its disclosure would involve the 'unreasonable disclosure of information concerning the personal affairs of any person'. This information falls within the definition of personal affairs under the Act and is therefore exempt from release pursuant to clause 6(1).

Exemptions

Clause 6 – Documents affecting personal affairs

- (1) *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 (living or dead).*
- (2) *A document is an exempt document if it contains allegations or suggestions of criminal or other improper conduct on the part of a person (living or dead) the truth of which has not been established by judicial process and the disclosure of which would be unreasonable.*

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 accompanied by the application fee of \$38.25
- 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

A handwritten signature in blue ink, appearing to read 'MARIA ROSS', with a long horizontal stroke extending to the right.

Maria Ross
ACCREDITED FREEDOM OF INFORMATION OFFICER

OFFICIAL**Schedule of Documents**

T&F21/0693 - Hon Tom Koutsantonis - "Any documents that refer to the request to transfer or the transfer of Member of Parliament employees including documents that have been approved or not approved by the Department of Treasury and Finance or the Treasurer of South Australia.[Date Range: 20/03/2018 to 07/07/2021]."

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
1	28/01/2020	Email	6	Released in part	6(1) - Unreasonable disclosure of personal affairs
2	29/02/2020	Email	3	Released in part	6(1) - Unreasonable disclosure of personal affairs
3	22/01/2020	Minute	2	Released in full	
4	8/07/2020	Email	4	Released in part	6(1) - Unreasonable disclosure of personal affairs
5	15/02/2021	Email	3	Released in part	6(1) - Unreasonable disclosure of personal affairs
6	26/02/2021	Email	2	Released in part	6(1) - Unreasonable disclosure of personal affairs
7	27/04/2021	Email	8	Refused in full	6(1) - Unreasonable disclosure of personal affairs
8	3/05/2021	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
9	15/02/2021	Minute	2	Released in part	6(1) - Unreasonable disclosure of personal affairs
					6(2) - Contains allegations/ suggestions not established by judicial process and disclosure would be unreasonable
10	11/02/2021	Email	2	Refused in full	6(1) - Unreasonable disclosure of personal affairs
11	18/11/2019	Email	2	Released in part	6(1) - Unreasonable disclosure of personal affairs
12	18/11/2019	Attachment to 11	7	Refused in full	6(1) - Unreasonable disclosure of personal affairs

Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
13	20/11/2019	Email	1	Refused in full	6(1) - Unreasonable disclosure of personal affairs
14	21/11/2019	Email	3	Refused in full	6(1) - Unreasonable disclosure of personal affairs
15	21/11/2019	Email	7	Refused in full	6(1) - Unreasonable disclosure of personal affairs
16	29/11/2019	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs
17	27/02/2020	Email	1	Released in part	6(1) - Unreasonable disclosure of personal affairs

MINUTE



Government
of South Australia

Department of Treasury
and Finance

MINUTES forming ENCLOSURE

File ES12/0088

Doc No ES20D0002

To The Treasurer

MEMBER FOR ELDER - REQUEST FOR NEW TRAINEE

Timing: ROUTINE — For consideration

Recommendations/Issues: It is recommended that you:

- Consider the request from the Member for Elder, Ms Carolyn Power MP to engage another trainee, bearing in mind the requirement to create an additional temporary DTF position, and the budget impact on the Support Services to Parliamentarians budget of salary and oncosts and training fees, for an additional trainee above allocation for a period of 4 months.

Approved / Not Approved

Hon Rob Lucas MLC
Treasurer

/ /

Key Points:

- The Member for Elder, Ms Carolyn Power MP has submitted a request to Electorate Services to engage another trainee.
- Electorate Services facilitates the appointment of one trainee to a Member of the South Australian Parliament at any given time and funds the salary and oncosts, TAFE training course fees and any other employee related expenses incurred for the duration of the 12 month traineeship, from the Support Services to Parliamentarians budget.
- In November 2019, the Member for Elder requested that the trainee she had selected be removed from her electorate office. Electorate Services facilitated this request and the trainee in question is now undertaking duties with DTF, Shared Services SA.
- This trainee's salary and training fees however, are still being covered by the Support Services to Parliamentarians budget and this will continue until the completion of his traineeship on 15 July 2020.



- In previous situations where a trainee has been removed from a Member of Parliament's office and placed in an alternative public sector worksite to complete their traineeship, whilst continuing to be funded from the Support Services to Parliamentarians budget line, the Member has not been permitted to engage another trainee until the existing trainee has formally completed their traineeship.
- Should the Member for Elder's request be considered favourably, approval will be required to create an additional DTF trainee position and assuming a commencement date of 1 March 2020, a budget impact of \$15,000 in 2019-20 will be incurred.
- The Support Services to Parliamentarians budget can absorb the cost impact in this instance, however this may not be the case should this set a precedent and become standard practice.
- It is recommended that you consider the Member for Elder's request, taking into consideration past practice and potential future budget implications.



Tony Smith
A/MANAGER, ELECTORATE SERVICES

22 January 2020

Contact Officer:	Tony Smith
Telephone:	822 63605
Email address:	tony.smith@sa.gov.au

Haigh, Natalie (DTF)

From: Smith, Tony (DTF)
Sent: Tuesday, 28 January 2020 12:56 PM
To: Habib, Carolyn
Cc: Dimas, Tina (DTF); Koch, Kylie (DTF)
Subject: RE: Kite works and Trainee

Carolyn,

The briefing is currently with the Treasurer. Will let you know as soon as we have a response.

Regards

Tony Smith

Policy & Entitlements Manager, Electorate Services | Organisation and Governance

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: Power, Carolyn [mailto:Carolyn.Power@parliament.sa.gov.au]
Sent: Tuesday, 28 January 2020 12:25 PM
To: Koch, Kylie (DTF) <Kylie.Koch@sa.gov.au>
Cc: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>; Smith, Tony (DTF) <Tony.Smith@sa.gov.au>
Subject: RE: Kite works and Trainee

Hi Kylie

I hope you had a lovely long weekend.

I just wanted to follow up regarding a trainee for Elder. Do you know if the briefing has gone to the Treasurer already? I contacted the Treasurer last week about the matter so he would know to expect the matter coming to him.

Kind regards, Carolyn

Carolyn Power MP

Member for Elder



CarolynPower MP

MEMBER FOR ELDER

Here for you

P: 08 8374 1939 | F: 08 8383 3158

E: elder@parliament.sa.gov.au

W: carolynpower.com.au

2/212 Belair Road, Hawthorn SA 5062

PO Box 316 Mitcham Shopping Centre SA 5062

From: Koch, Kylie (DTF) <Kylie.Koch@sa.gov.au>

Sent: Friday, 17 January 2020 2:08 PM

To: Power, Carolyn <Carolyn.Power@parliament.sa.gov.au>

Cc: Dimas, Tina (DTF) <tina.dimas@sa.gov.au>; Smith, Tony (DTF) <Tony.Smith@sa.gov.au>

Subject: RE: Kite works and Trainee

Hi Carolyn,

I have forwarded your email to Natasha Weggery who will try and assist you in relation to your kiteworks issues.

In regard to the trainee request you can email that through to me and I can forward it on to the Manager of Electorate Services to start the briefing.

Kind Regards,

Kylie Koch

Senior Administration Officer | Electorate Services | Organisation and Governance

Level 5 Wakefield House, 30 Wakefield Street ADELAIDE SA 5000

t 8226 2679 | e kylie.koch@sa.gov.au | w treasury.sa.gov.au



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Department of Treasury
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From: Power, Carolyn [<mailto:Carolyn.Power@parliament.sa.gov.au>]

Sent: Friday, 17 January 2020 1:16 PM

To: Koch, Kylie (DTF) <Kylie.Koch@sa.gov.au>

Cc: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>; Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>

Subject: RE: Kite works and Trainee

Hi Kylie

Thank you for your email. I am trouble logging in to Kiteworks, and when I do log in using Carolyn.power@parliament.sa.gov.au no files are there as they have been in the past. I contacted DTF and they recommended to contact electoral services to get assistance. Are you able to reset

my log in details and provide me with the website link where to log in? (I usually only access it through the emails that come to my inbox).

Thank you for your advice regarding the Trainee. Who should I submit the form to so that it can progress to the next stages with the Treasurer?

Thank you for assistance with both these matters – greatly appreciated!

Kind regards, Carolyn

Carolyn Power MP
Member for Elder



P: 08 8374 1939 | F: 08 8383 3158
E: elder@parliament.sa.gov.au
W: carolynpower.com.au
2/212 Belair Road, Hawthorn SA 5062
PO Box 316 Mitcham Shopping Centre SA 5062

From: Koch, Kylie (DTF) <Kylie.Koch@sa.gov.au>
Sent: Friday, 17 January 2020 1:05 PM
To: Power, Carolyn <Carolyn.Power@parliament.sa.gov.au>
Cc: Smith, Tony (DTF) <Tony.Smith@sa.gov.au>; Dimas, Tina (DTF) <tina.dimas@sa.gov.au>
Subject: RE: Kite works and Trainee

Hi Carolyn,

Can you advise what issues you are experiencing with Kiteworks. If you can advise what your issue is then we will be in a better position to know how to assist you.

As you would be aware, **Clause 6(1)**, your previous trainee has been relocated to another role within the Department of Treasury and Finance. ^{Clause 6(1)} salary is still funded from the Electorate Services budget. If you wish to advertise for a new trainee you can complete the attached "Vacancy Request" form and return to Electorate Services. On receipt of the "Vacancy Request" form from you Electorate Services will need to prepare a briefing to the Treasurer to seek approval to create a new position and for additional funding supplementation to be able to cover the salary and oncosts of an additional trainee position.

If you have any further questions regarding this matter please contact Tony Smith, A/Manager Electorate Services on 8226 3605.

Kind Regards,

Kylie Koch

Senior Administration Officer | Electorate Services | Organisation and Governance

Level 5 Wakefield House, 30 Wakefield Street ADELAIDE SA 5000



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From: Power, Carolyn [<mailto:Carolyn.Power@parliament.sa.gov.au>]

Sent: Thursday, 16 January 2020 2:18 PM

To: Koch, Kylie (DTF) <Kylie.Koch@sa.gov.au>

Subject: Kite works and Trainee

Hi Kylie

I hope you have a lovely Christmas and New Year.

I am writing for two reasons:

1. I am having trouble logging on to kite works and was wondering if you point me in the right direction to get some assistance.
2. I am wanting to submit the forms to advertise a new trainee, would you mind please emailing to me given I am unable to access kite works.

Thanks, Carolyn

Carolyn Power MP

Member for Elder



CarolynPower MP
MEMBER FOR ELDER

Here for you

P: 08 8374 1939 | F: 08 8383 3158

E: elder@parliament.sa.gov.au

W: carolynpower.com.au

2/212 Belair Road, Hawthorn SA 5062

PO Box 316 Mitcham Shopping Centre SA 5062

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Haigh, Natalie (DTF)

From: Habib, Carolyn
Sent: Saturday, 29 February 2020 6:23 PM
To: Tatarelli, Paul (DTF)
Subject: RE: Trainee at Elder EO

Hi Paul

Thank you for your email and details re payment.

I appreciate your assistance.

Are there a number of different TAFE days that trainees attend? I am asking as I think it would be best to place the new Elder Trainee on different Trainee TAFE day to the day ^{Clause 6(1)} currently attends.

Thanks, Carolyn

Carolyn Power MP

Member for Elder



P: 08 8374 1939 | F: 08 8383 3158

E: elder@parliament.sa.gov.au

W: carolynpower.com.au

2/212 Belair Road, Hawthorn SA 5062

PO Box 316 Mitcham Shopping Centre SA 5062

From: Tatarelli, Paul (DTF) <Paul.Tatarelli@sa.gov.au>
Sent: Friday, 28 February 2020 9:05 AM
To: Power, Carolyn <Carolyn.Power@parliament.sa.gov.au>
Cc: Moore, Tori <Tori.Moore@parliament.sa.gov.au>; Dimas, Tina (DTF) <tina.dimas@sa.gov.au>
Subject: RE: Trainee at Elder EO

Good Morning Carolyn,

I too have had a chat with the Treasurer's Office who advised me of your plans.

I will get Tina Dimas to forward through to Tori the documentation (Vacancy Request Form) that needs to be completed to commence the Trainee recruitment. As you quite rightly point out, ^{Clause 6(1)} continues in a Trainee role at Shared Services Pt Adelaide and is expected to complete on 15/7/2020. ^{Clause 6(1)}

or find another role, this will reduce the contribution from your Global Allowance.

With regard to utilising your Global Allowance, we will not know exact amounts for each financial year until the trainee has been selected and a commencement date known, the salary rate for the trainee has been decided and the finish date for ^{Clause 6(1)}. Once the Trainee has started, I will get Tony Smith to make contact with you to advise of calculations and amounts to be debited from your Global Allowance. I have been advised that a journal transfer will be more efficient than invoicing so Tony will also arrange this. There is some flexibility with the frequency of the journals but please note that Global expenditure for this purpose must be accounted for in the financial year it was expended. ie Salary costs from commencement date to the 30 June 2020 must come from your 2019-20 Global Allowance allocation. The remainder will come from your 2020-21 allocation.

Any questions let me know.

Regards

Paul Tatarelli

Manager, Electorate Services, | Organisation and Governance

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

GPO Box 1045 ADELAIDE SA 5001

t (08) 822 62995 | m 0408 841 055 | e paul.tatarelli@sa.gov.au | w treasury.sa.gov.au



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From: Power, Carolyn [<mailto:Carolyn.Power@parliament.sa.gov.au>]

Sent: Thursday, 27 February 2020 4:07 PM

To: Tatarelli, Paul (DTF) <Paul.Tatarelli@sa.gov.au>

Cc: Moore, Tori <Tori.Moore@parliament.sa.gov.au>

Subject: Trainee

Hi Paul

I trust you are keeping well.

I would like to begin the process of recruiting a new trainee.

I have spoken with the Treasurer's office and I understand you will be invoicing me for the period up until 15 July 2020 (I believe that is the correct date).

Can you please advise if you would like me to complete the require form or provide any further information?

Thank you in advance for your assistance.

Kind regards, Carolyn

Carolyn Power MP

Member for Elder



P: 08 8374 1939 | F: 08 8383 3158

E: elder@parliament.sa.gov.au

W: carolynpower.com.au

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Haigh, Natalie (DTF)

From: Tatarelli, Paul (DTF)
Sent: Wednesday, 8 July 2020 10:26 AM
To: Dimas, Tina (DTF)
Subject: RE: Training Contract Completion - **Clause 6(1)**

Tracking:	Recipient	Delivery	Read
	Dimas, Tina (DTF)	Delivered: 8/07/2020 10:26 AM	Read: 8/07/2020 10:26 AM

Hi Tina,

Christopher McSporran – Director Financial Operations and Reform

Cheers

Paul Tatarelli

From: Dimas, Tina (DTF)
Sent: Wednesday, 8 July 2020 9:29 AM
To: Tatarelli, Paul (DTF) <Paul.Tatarelli@sa.gov.au>
Subject: FW: Training Contract Completion - **Clause 6(1)**

Hi Paul

Can you provide me the name of the person that contacted you from SSSA in regards to **Clause 6(1)**

I still haven't heard from Ximena.

Cheers

Tina Dimas
Senior Administration Officer, Electorate Services | Organisation and Governance
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Dimas, Tina (DTF)
Sent: Monday, 29 June 2020 12:16 PM
To: Fuentes, Ximena (DTF) <Ximena.Fuentes@sa.gov.au>
Subject: RE: Training Contract Completion - **Clause 6(1)**

Hi Ximena

I have received **Clause 6(1)** completion paperwork for **Clause 6** Traineeship – are you able to confirm if I am transferring **Clause** current employment to a SSSA employee number i.e. requesting transfer of leave entitlements & Gov start date or if I am processing his termination?

Thank you

Tina Dimas

Senior Administration Officer, Electorate Services | Organisation and Governance

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

t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au

From: Clause 6(1)

Sent: Thursday, 25 June 2020 10:08 AM

To: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>

Cc: Koch, Kylie (DTF) <Kylie.Koch@sa.gov.au>

Subject: Training Contract Completion - Clause 6(1)

Hi Tina

Please find attached the documents you have requested to finalise my traineeship. Additionally, timesheets + 1-day sick leave form.

Clause 6(1)

Haigh, Natalie (DTF)

From: Tatarelli, Paul (DTF)
Sent: Monday, 15 February 2021 9:34 AM
To: Koch, Kylie (DTF); Dimas, Tina (DTF)
Cc: Samarzia, Lisa (DTF)
Subject: RE: Badcoe trainee

Tracking:	Recipient	Delivery	Read
	Koch, Kylie (DTF)	Delivered: 15/02/2021 9:34 AM	
	Dimas, Tina (DTF)	Delivered: 15/02/2021 9:34 AM	Read: 15/02/2021 10:46 AM
	Samarzia, Lisa (DTF)	Delivered: 15/02/2021 9:34 AM	Read: 15/02/2021 11:45 AM

Clause 6(1)

Paul Tatarelli

From: Koch, Kylie (DTF) <Kylie.Koch@sa.gov.au>
Sent: Friday, 12 February 2021 1:38 PM
To: Tatarelli, Paul (DTF) <Paul.Tatarelli@sa.gov.au>; Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Cc: Samarzia, Lisa (DTF) <Lisa.Samarzia@sa.gov.au>
Subject: RE: Badcoe trainee

Hi All,

Clause 6(1)

Kylie Koch

Senior Administration Officer | Electorate Services | Organisation and Governance

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

t 8226 2679 | e kylie.koch@sa.gov.au | w treasury.sa.gov.au



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From: Tatarelli, Paul (DTF) <Paul.Tatarelli@sa.gov.au>
Sent: Friday, 12 February 2021 12:45 PM
To: Koch, Kylie (DTF) <Kylie.Koch@sa.gov.au>; Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Cc: Samarzia, Lisa (DTF) <Lisa.Samarzia@sa.gov.au>
Subject: Badcoe trainee

Hello,

Not sure which of you should do this, so you can sort that out amongst yourselves.

Can **Clause 6(1)** please be advised that the delegate in Electorate Services has given ^{Clause 6} a direction to not attend the Badcoe EO from 15/2/21 – 19/2/21. ^{Clause 6} is to remain at home, on remuneration, and be available to be contacted / respond to directions given by Electorate Services during ordinary hours.

When Electorate Services has received a response from the Treasurer, then I will meet with the Member to advise her formally of the actions taken by DTF to withdraw ^{Clause 6} from the Badcoe EO.

In the mean time we will need to investigate / decide on what placement options are available for us.

Thanks

Paul Tatarelli

Manager, Electorate Services, | Organisation and Governance

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

GPO Box 1045 ADELAIDE SA 5001

t (08) 822 62995 | m 0408 841 055 | e paul.tatarelli@sa.gov.au | w treasury.sa.gov.au



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Haigh, Natalie (DTF)

From: Clause 6(1)
Sent: Friday, 26 February 2021 4:05 PM
To: Dimas, Tina (DTF)
Cc: Samarzia, Lisa (DTF)
Subject: Re: Meeting - 1 March 2021

Clause 6(1)

From: Dimas, Tina (DTF) <Tina.Dimas@sa.gov.au>
Sent: Friday, February 26, 2021 3:39:20 PM
To: Clause 6(1)
Cc: Samarzia, Lisa (DTF) <Lisa.Samarzia@sa.gov.au>
Subject: Meeting - 1 March 2021

Hi ^{Clause 6(1)}

I have sent a request for next weeks meeting; I will meet you there at 2pm and we can go through a short induction with Zoi.

1 March 2021 at 2:00pm
 West Torrens Electorate Office, 229 Henley Beach Road TORRENSVILLE SA 5031
 Betty Livaditis, part time Office Manager (Monday to Wednesday)
 Nick Antonopoulos, part time Office Manager (Thursday & Friday)
 Zoi Papafilopoulos, full time Assistant

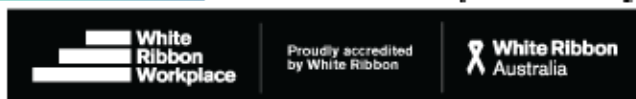
If you have any questions prior to Monday please don't hesitate to contact me on 8226 3529.

Kind regards

Tina Dimas
HR Account Manager, Electorate Services | Organisation and Governance
 State Admin Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
 t 822 63529 | e tina.dimas@sa.gov.au | w treasury.sa.gov.au



Government of South Australia
Department of Treasury and Finance



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MINUTE

OFFICIAL

16/2/2021

T21/053

TRC2100288



Government
of South Australia
Department of Treasury
and Finance

MINUTES forming ENCLOSURE

File ES20/0168

Doc No A1733002

To The Treasurer

DEPARTMENT OF TREASURY AND FINANCE TRAINEE PLACED IN THE OFFICE FOR THE MEMBER FOR BADCOE

Timing: URGENT — A decision is required before 17/02/2021

Recommendations/Issues: It is recommended that you:

- note the DTF trainee currently placed in the office of the Member for Badcoe. Jayne Stinson MP, will be recalled to the Department amid concerns **Clause 6(1), Clause 6(2)**

Given the history of staff
concerns highlighted in this memo
→ are there any options available
to provide education / training / support
to the MP in managing their issues? 16/2/21.

Noted

Hon Rob Lucas MLC
Treasurer

Key Points:

- Electorate Services has had recent contact from the current DTF trainee in the office of the Member for Badcoe, who commenced there on the 16 November 2020. The trainee **Clause 6(1), Clause 6(2)**

- Clause 6(1), Clause 6(2)**

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- Electorate Services have received previous reports from current and former staff (including trainees) **Clause 6(1), Clause 6(2)**
Clause 6(1), Clause 6(2)
- The Badcoe EO since 2018 has experienced a higher than expected turnover of staff and the feedback received from former staff corroborates the concerns raised more recently by the current trainee.
- Electorate Services has been supporting the current trainee who feels **Cla** cannot continue in the Badcoe Electorate Office. **Clause 6(1), Clause 6(2)**
Clause 6(1), Clause 6(2) Electorate Services will engage with the Member to advise that the trainee will be recalled to the Department and that alternative placement arrangements will be made for **Claus**
- **Clause 6(1), Clause 6(2)**



Paul Tatarelli
Manager, Electorate Services
15 February 2021

Contact Officer:	Paul Tatarelli
Telephone:	0408841056
Email address:	paul.tatarelli@sa.gov.au

Supported / Not Supported

David Reynolds
<u>CHIEF EXECUTIVE</u>
Department of Treasury and Finance
Date...15/2/21...

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Haigh, Natalie (DTF)

From: Tatarelli, Paul (DTF)
Sent: Monday, 18 November 2019 1:57 PM
To: Samarzia, Lisa (DTF); Koch, Kylie (DTF)
Subject: FW: Trainee in the Office for the Member for Elder - Ms Carolyn Power MP
Attachments: **Clause 6(1)**

FYI

Rosina Baron is the trainee team leader in OCPSE

PT

From: Tatarelli, Paul (DTF)
Sent: Monday, 18 November 2019 1:54 PM
To: Scott, Tracey (DTF) <Tracey.Scott3@sa.gov.au>; Baron, Rosina (OCPSE) <Rosina.Baron@sa.gov.au>; Holling, Kristian (DTF) <Kristian.Holling@sa.gov.au>
Subject: FW: Trainee in the Office for the Member for Elder - Ms Carolyn Power MP

Good Afternoon All,

The trainee currently in the office for the Member for Elder is **Clause 6(1)** was recruited through a merit based selection in the Office Administration stream as a part of the Cabinet approved Traineeships in South Australian Members of Parliament program. **Clause 6(1)** commenced at Elder Electorate Office on the 16 July 2019 and **Clause 6(1)** employment contract with DTF ceases on the 15 July 2020. **Clause 6(1)** has commenced **Clause 6(1)** TAFE studies at Adelaide TAFE. **Clause 6(1)**
 (a copy of **Clause 6(1)** CV is attached)

Clause 6(1)

The HR delegate within DTF has determined that the most satisfactory outcome for all parties involved will be to move the trainee to another work location where **Clause 6(1)** can continue **Clause 6(1)** work based learning and complete **Clause 6(1)** TAFE studies. The option to move the trainee to another Electorate Office is not available to the delegate and as such placement within a Public Sector Agency is sought. The trainee would continue with **Clause 6(1)** current employment contracting arrangement with DTF whilst hosted by another Agency and would be fully funded by DTF for the duration of the traineeship. The host Agency would not have an obligation to place the trainee in ongoing employment at the completion of the traineeship.

Clause 6(1)

Should you require any further information, please don't hesitate to call me direct on 0408841055

Regards

Paul Tatarelli

Manager, Electorate Services, | Organisation and Governance

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

GPO Box 1045 ADELAIDE SA 5001

t (08) 822 62995 | m 0408 841 055 | e paul.tatarelli@sa.gov.au | w treasury.sa.gov.au



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Haigh, Natalie (DTF)

From: Koch, Kylie (DTF)
Sent: Friday, 29 November 2019 10:49 AM
To: **Clause 6(1)**
Cc: Tatarelli, Paul (DTF); Samarzia, Lisa (DTF)
Subject: Checking In

Hi **Clause 6(1)**

Its Kylie from Electorate Services. I am just checking in with you to see how your first week at Shared Services has gone and to see if you have any questions about anything.

I hope everything has gone well for you this week but if you do have any questions about anything please give me a call or email back on the details below. Alternatively you can contact Paul or Lisa if you have any questions.

Hope you have a good weekend.

Kind Regards

Kylie Koch

Senior Administration Officer | Electorate Services | Organisation and Governance

Level 5 Wakefield House, 30 Wakefield Street ADELAIDE SA 5000

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Haigh, Natalie (DTF)

From: Tatarelli, Paul (DTF)
Sent: Thursday, 27 February 2020 3:31 PM
To: Dimas, Tina (DTF); Smith, Tony (DPC)
Cc: Samarzia, Lisa (DTF)
Subject: Trainee at the Elder EO

Tracking:	Recipient	Delivery	Read
	Dimas, Tina (DTF)	Delivered: 27/02/2020 3:31 PM	
	Smith, Tony (DPC)		
	Samarzia, Lisa (DTF)	Delivered: 27/02/2020 3:31 PM	Read: 2/03/2020 4:19 PM
	Smith, Tony (DTF)	Delivered: 27/02/2020 3:31 PM	

Hello all,

I have had confirmation from the Treasurer's office that the Member for Elder has decided to go ahead and recruit a trainee, in addition to her previous trainee, **Clause 6(1)**, currently out posted in SSSA Pt Adelaide until the 15/7/2020. The Member has taken up the option for the salary costs of the trainee to be journaled from her Global Allowance.

The Member will formally write to me advising of her wish to proceed with recruitment of the trainee. We will need to write back to her confirming the reimbursement arrangements and her involvement in how, when and how much will be journaled.

Tina, I told the Treasurer's office that we would commence preparations for advertising the trainee position and that actual amounts could not be calculated until the trainee wage rate for the selected candidate had been determined.

Regards

Paul Tatarelli

Manager, Electorate Services, | Organisation and Governance

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