



TRS19D2883

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

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

lee@parliament.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 17 October 2019.

Your application seeks access to:

"All minutes, briefings and correspondence titled 'Electorate Services – Ministerial Chauffeur Service Delivery' as described on the Objective document management system, between 23 February 2019 and 17 October 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 3 November 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.

This briefing is an internal working document, the basis on which has been provided by Electorate Services to the Treasurer, which is both forthright and candid.

This document is released in part as disclosure could have a substantial adverse effect on future enterprise bargaining conducted by Electorate Services. I therefore determine this exempt pursuant to clause 9(1)(a)(i) and (ii) to the FOI Act.

Whilst there is a strong public interest in government accountability and transparency, there is the competing public interest to ensure that full and frank advice can occur in confidence. It is necessary that I'm appropriately informed and updated on these matters.

The disclosure would, on balance, be contrary to the public interest as the document contains advice and recommendations that concern preparation by agencies for enterprise bargaining.

These briefings are provided to me on the basis that they are both forthright and candid. If these briefings were to be disclosed, such advice and commentary would not be provided in a candid and forthright manner.

Exemptions

Clause 9 — Internal Working Documents

(1) *a document is an exempt document if it contains matter—*

(a) *that relates to—*

(i) *any opinion, advice or recommendation that has been obtained, prepared or recorded; or*

(ii) *any consultation or deliberation that has taken place, in the course of, or for the purpose of, the decision-making functions of the Government, a Minister or an agency; and*

(b) *the disclosure of which 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), 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

22 January 2020

MINUTE

| | |
|-------------------|--------------|
| MINISTER'S OFFICE | |
| FROM | 29/3/19 |
| FILE NO | T18/18 |
| ESTIMATE NO | TR519.00.736 |



MINUTES forming ENCLOSURE

File ES18/0197

Doc No ES18D0393

To The Treasurer

MINISTERIAL CHAUFFEUR SERVICE DELIVERY

Timing: ROUTINE — For consideration and decision

Recommendations/Issues: It is recommended that you:

- Consider approval of a budget savings strategy resulting in savings of \$368,000 in 2019-20 and over the forward estimates that reduces the Ministerial Chauffeur group by 3 fulltime equivalents to 19 staff and 2 chauffeur vehicles from the chauffeur vehicle fleet.

Approved / Not approved—

Hon Rob Lucas MLC
Treasurer

6 / 4 / 2019

Key Points:

- There are currently 22 ongoing fulltime equivalent (FTE) positions plus casual contracted drivers funded within the Ministerial Chauffeur group. There are 23 leased Ministerial Chauffeur vehicles (currently 19 Holden Caprice, 3 Toyota Prado GXL 4WDs and 1 Toyota Camry Hybrid) with lease terms ranging from 1 year or 100,000 kilometres to 3 years or 60,000 kilometres.
- Ministerial Chauffeurs are weekly paid employees and are subject to the Chauffeurs (Ministerial) Public Service Award (1997), and the South Australian Public Sector Wages Parity: Weekly Paid Enterprise Agreement 2017.
- The reduced usage of the service post the March 2018 State Election, the pre-election commitment for the reduction of 3 Ministerial Chauffeur entitlements and a reduction in the overall use of the chauffeur service out of hours by new Members, has resulted in a noticeable reduction in the demand on the chauffeur service. The reduced frequency in overtime has seen several chauffeurs achieve a greater work life balance, chauffeurs having greater capacity to provide relief to other clients and work more flexibly as well as



significantly fewer instances where a chauffeur does not have an 8-hour break between shifts.

- A comparison between July 2017 to December 2017 (pre-2018 State Election) and July 2018 and December 2018 (post 2018 State Election) Ministerial Chauffeur service usage is attached. The comparison reveals an 8% reduction in total overtime hours paid, a 30% reduction in the use of casual chauffeurs and a 49% reduction in call backs to duty during the 2018 period surveyed. This reduction has also had a further positive impact of resulting in an 11% reduction in the instances of chauffeurs returning to work after completing a shift without having an 8 hour break thus contributing to better safety outcomes.
- On the basis of the reduction in overall use DTF is proposing a budget savings measure to reduce 3 FTE relating to 'spare chauffeurs' as well as 2 vehicles from the Ministerial Chauffeur group. This will result in estimated savings of \$368,000 in 2019-20 and over the forward estimates. This reduction to 19 FTE plus casual chauffeur resources will correspond with the current number of Ministerial Chauffeur entitlements. A more flexible use of fulltime, contract and casual chauffeurs using 21 chauffeur vehicles, inclusive of 2 spare vehicles to maintain continuity of the chauffeur service, will be utilised.



Paul Tatarella
Manager, Electorate Services
28 March 2019

| | |
|-----------------|--------------------------|
| Contact Officer | Paul Tatarella |
| Telephone | 0408841066 |
| Email address | paul.tatarella@sa.gov.au |

| |
|---|
| <p>Supported / Not Supported</p> <p></p> <p>David Reynolds CHIEF EXECUTIVE Department of Treasury and Finance Date: <u>28.3.19</u></p> |
|---|

Estimated savings:

| Cost reduction strategy | 2019/20 \$'000 | 2020/21 \$'000 | 2021/22 \$'000 | 2022/23 \$'000 |
|--|-------------------|-------------------|-------------------|-------------------|
| (1) Employee Costs - Base salary - Overtime Allowance (MCAL) | 276.3 | 280.4 | 284.6 | 288.9 |
| (2) Vehicle costs | 91.5 | 125.4 | 127.9 | 130.5 |
| Total | 367.8 | 405.8 | 412.5 | 419.4 |

- (1) Employee costs includes base salary per chauffeur, Ministerial Chauffeur Allowance 48% loading (MCAL) and on costs (\$92,121 pa : 2 FTE in 2018-19, 1 FTE in 2019-20)
- (2) Vehicle reduction by 2 vehicles (\$60k pa) and a 10% reduction in vehicle operating costs through less expensive vehicles for 50% of the Caprice replacements in 2019/20 and 100% of Caprice replacements in the out years.

Data used in developing estimated savings

| Ministerial Chauffeur Salary (current) | Base | MCAL | | On-Costs | Total |
|---|---|----------------------------|--------------------------------|-----------------------|--|
| | \$54,710 | \$25,173 | | \$12,238 | \$92,121 |
| Vehicle Lease cost | Holden Caprice (Retail value \$61,490 plus extras) | \$11,040 pa | 30 months or 60,000 kilometres | | Total Incl running approx \$30,000pa |
| | Prado GXL Diesel 4WD (Retail value \$62,990 plus extras) | \$8,640 pa | 30 months or 60,000 kilometres | | Total Incl running approx \$23,800pa |
| | Camry Hybrid (Retail value \$41,090 plus extras) | \$6,840 pa | 30 months or 60,000 kilometres | | Total including running approx \$9,000pa |
| Total Fringe Benefit Tax cost to Agency | \$363k per annum | 22 Chauffeurs | \$16,500 FBT per Chauffeur | | |
| State Centre Car Parking | \$300 per month per space | \$3600 per space per annum | Currently 23 spaces leased | Total \$82k per annum | |

