



TRS21D0822

Hon Stephen Mullighan MP
Member for Lee
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SEMAPHORE SA 5019

Treasurer
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Dear Mr Mullighan

APPLICATION UNDER THE *FREEDOM OF INFORMATION ACT 1991*

I refer to your application made under the *Freedom of Information Act 1991* (the Act), dated 9 April, 2021.

Your application seeks access to:

"All minutes, briefings and correspondence titled 'Ministerial Office Staffing - Minister for Innovation and Skills' as described on the Objective document management system." From 26 October 2020 to 9 April 2021.

The purpose of this letter is to advise you of my determination. An extensive search was conducted within this office. A total of 2 documents were identified as answering the terms of your application.

I grant you access in full to 2 documents; copies of which are 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 Act.

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 (08) 8226 9769.

Yours sincerely



Hon Rob Lucas MLC
Principal Officer

4 May 2021

RELEASE

OFFICIAL

MINUTE



Government
of South Australia
Department of Treasury
and Finance

23/11/2020
120/014
Tre 2003 741

MINUTES forming ENCLOSURE

File T&F12/2748

Doc No A1617913

To The Treasurer

MINISTERIAL OFFICE STAFFING — MINISTER FOR INNOVATION AND SKILLS

Timing: ROUTINE

Recommendations/Issues: If you support the Minister's request, it is recommended that that you:

- Approve an increase in the Minister for Innovation and Skills' office budget for ministerial contract staff of \$11,192 in 2020-21 and \$22,908 (indexed) from 2021-22, to be fully offset by a reduction in the office budget for Public Sector Act positions.
- Note that there is no budget impact from this approval.

Approved/Not Approved

Rob Lucas

Hon Rob Lucas MLC
Treasurer

1/12/20

Key Points:

- The approved office budget of the Minister for Innovation and Skills provides for four ministerial contract staff, comprising a Chief of Staff (1.0 FTE) and three advisers (3.0 FTE). The ministerial office resources, published in the 2020-21 Budget papers, reflect this approved budget.
- At the request of the Minister, you have previously agreed to an amended staffing structure comprising a Chief of Staff, a senior adviser and two (1.8 FTE) advisers.
- The Minister's office is now seeking a further amendment to increase the 0.8 FTE adviser to a full time position from 1 January 2021.
- While this amendment can be accommodated within the office's existing FTE allocation for contract staff (4.0 FTE), the cost of this structure would exceed the office's contract staff budget by \$11,192 in 2020-21, and by \$22,908 on a full year basis in 2021-22 (excluding on-costs) as shown in table 1.

OFFICIAL



Table 1: Minister for Innovation and Skills – contract staff budget (\$)

Staffing Budget - Contract	2020-21				2021-22			
	Agreed Staff Structure		Proposed Staff Structure ¹		Agreed Staff Structure ²		Proposed Staff Structure ^{2,3}	
	FTEs ⁴	2020-21	FTEs	2020-21	FTEs ⁴	2021-22	FTEs	2021-22
Chief of Staff	1.0	165,648	1.0	165,648	1.0	168,133	1.0	168,133
Senior Ministerial Adviser	1.0	135,416	1.0	135,416	1.0	137,447	1.0	137,447
Ministerial Adviser	1.0	112,848	1.0	112,848	1.0	114,540	1.0	114,540
Ministerial Adviser	0.8	90,278	1.0	101,470	0.8	91,632	1.0	114,540
Ministerial Adviser	—	—	—	—	—	—	—	—
Total contract staff	3.8	504,190	4.0	515,382	3.8	511,753	4.0	534,661
Required increase in contract staff budget				11,192	22,908			

1. Reflects the implementation of the proposed staffing structure from 1 January 2021.

2. Includes 1.5% indexation from 1 July 2021.

2. Reflects the full year cost of the proposed staffing structure.

3. The approved office budget, as published in the 2020-21 Budget papers, provides for 4.0 FTEs.

- The Minister's office has proposed that this additional cost be met by underspending against the office's budget for Public Sector Act positions. The approved office budget provides for nine Public Sector Act positions with funding of \$794,267 (excluding on-costs) in 2020-21, based on a standard mix of roles and classifications.
- The Minister's office has proposed a Public Sector Act staffing structure which results in an underspend of around \$25,000 (indexed) on a full year basis (excluding on-costs) as shown in table 2.

Table 2: Public Sector Act staffing structure as advised by the Minister's office (\$)

Public Sector Act Positions	Classification	FTE	2020-21	2021-22
Advised Staffing Structure				
Office Manager	ASO7	1.0	111,346	113,016
EA to Minister	ASO6	1.0	99,247	100,736
Parliamentary/Cabinet Officer	ASO5	1.0	90,908	92,272
Snr Business Support	ASO5	1.0	90,908	92,272
Business Support	ASO3	1.0	68,632	69,661
Business Support	ASO2	1.0	60,172	61,075
Principal Ministerial officer	ASO7	1.0	111,346	113,016
Principal Ministerial officer	ASO6	1.0	99,247	100,736
Trainee ¹		1.0	37,388	37,949
Total Salaries		9.0	769,194	780,732
Staffing Budget - Public Sector Act Positions		9.0	794,267	806,181
Projected Full Year Underspend		-	25,073	25,449

1. The office has advised that this position is contracted through a Group Training Organisation.

- The Government has undertaken to publishing ministerial office budgets that reflect the full cost of each office, including all staff working in a Minister's office. Although the cost of the trainee in the Minister's office is classified as a contractor expense for accounting purposes, it has been included against the office's FTE and budget allocation for administrative (Public Sector Act) positions.

- While the requested amendment requires the transfer from the budget allocation for Public Sector Act positions to the ministerial contract staff budget, there would be no increase in the office's total staffing budget or FTE allocation.



Tammie Pribanic
EXECUTIVE DIRECTOR
BUDGET AND PERFORMANCE

23 / 11 / 2020

Contact Officer:	Emma Hutchins
Telephone:	8429 0334
Email address:	emma.hutchins@sa.gov.au

List of Attachments

Attachment A: Minute to the Minister for Innovation and Skills providing amended 2020-21 ministerial office budget



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MINUTES *forming* ENCLOSURE to: Physical Id: TRS20D3741

**TO: HON DAVID PISONI MP
MINISTER FOR INNOVATION AND SKILLS**

RE: MINISTERIAL OFFICE STAFFING STRUCTURE

I write in response to a request from your office, to reallocate funding from your office's budget for Public Sector Act positions to provide for the 0.8 FTE Ministerial Adviser position to be increased to a full time position from 1 January 2021.

The cost of the proposed contract staff structure, comprising a Chief of Staff, a Senior Ministerial Adviser (on a salary of \$135,416) and two Ministerial Advisers (2.0 FTE), would exceed the office's contract staff budget by \$11,192 in 2020-21, and by \$22,908 on a full year basis in 2021-22.

I have approved a reallocation from your office's budget for Public Sector Act positions to meet the contract staff budget shortfall. This approval is on the basis that your office's Public Sector Act staffing structure (including the Trainee position), as advised by your office, can be accommodated within the reduced budget and 9.0 FTE allocation for Public Sector Act positions.

A summary of your amended ministerial office budget for 2020-21 is attached.

A handwritten signature in blue ink, appearing to read 'Rob Lucas'.

Hon Rob Lucas MLC
Treasurer

1 December 2020

Attachment

The Honourable DAVID GREGORY PISONI, MP
Minister for Innovation and Skills

Summary Ministerial Office Budget (\$)	Standard Budget Allocation		Agreed Staff Structure		Amended Staff Structure - Full Year		Amended 2020-21 Budget ¹	
	FTEs	2020-21	FTEs	2020-21	FTEs	2020-21	FTEs	2020-21
Staffing Budget								
<i>Contract²</i>								
Chief of Staff	1.0	165,648	1.0	165,648	1.0	165,648	1.0	165,648
Senior Ministerial Adviser	—	—	1.0	135,416	1.0	135,416	1.0	135,416
Ministerial Adviser	1.0	112,848	1.0	112,848	1.0	112,848	1.0	112,848
Ministerial Adviser	1.0	112,848	0.8	90,278	1.0	112,848	1.0	101,470
Ministerial Adviser	1.0	112,848	—	—	—	—	—	—
<i>Sub-total contract staff</i>	4.0	504,191	3.8	504,190	4.0	526,759	4.0	515,382
<i>Public Sector Act Employees³</i>	9.0	794,267	9.0	794,267	9.0	771,698	9.0	783,075
<i>On Costs (18.6%)</i>		241,513		241,513		241,513		241,513
Total Staffing Budget⁴	13.0	1,540,000	12.8	1,540,000	13.0	1,540,000	13.0	1,540,000
Minister's Employer Superannuation Contribution ^{2,4}		54,000		54,000		54,000		54,000
Operating Expense Budget ⁵		309,000		309,000		309,000		309,000
Accommodation Expense Budget ⁶		376,000		376,000		376,000		376,000
Total Office Budget	13.0	2,279,000	12.8	2,279,000	13.0	2,279,000	13.0	2,279,000

1. Reflects the implementation of the amended staffing structure from 1 January 2021.

2. The 2020-21 budget does not provide for any salary increases (excludes on costs).

3. Indexed by 1.5% from 1 October 2020 (excludes on costs).

4. Rounded to the nearest thousand for budget purposes.

5. Incorporates standard indexation from 1 July 2020 and the agreed reduction of \$21,000.

6. Increased by standard indexation from 1 July 2020.