



**Government  
of South Australia**

TRS18D0793

**Treasurer**

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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

Hon Tom Koutsantonis MP  
Member for West Torrens

Dear Mr <sup>Tan</sup>~~Koutsantonis~~

**APPLICATION UNDER THE *FREEDOM OF INFORMATION ACT 1991***

I refer to your application made under the *Freedom of Information Act 1991* (FOI Act), received on 21 May 2018.

Your application seeks access to:

*'All correspondence, minutes, memos, advice, documents, briefings, emails, sms and meeting notes including any drafts of those documents between the Hon David Speirs MP or his staff and the Hon Steven Marshall MP, the Hon Rob Lucas MLC or any member of the Premiers or Treasurers staff or their offices relating to the employment of public sector employees and/or questions from the Member for West Torrens.'*

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. 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. An extensive search was conducted within this office. A total of 1 document was identified as answering the terms of your application and I have determined to release the document in full.

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: <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars> Please visit the website for further information.

If you are dissatisfied with this determination you have a legal right of review and appeal.

If you require any further information, please contact Vicky Cathro on (08) 8226 1866.

Yours sincerely



**Hon Rob Lucas MLC**  
*Principal Officer*

24 July 2018

The Hon Rob Lucas MLC



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To: Minister Speirs

Ministerial Office budget and structure

Please find attached a budget in summary form for staffing and operation of your ministerial office.

The budget includes provision for staffing and operating expenses.

Staffing of up to 13 FTEs is provided for and is a maximum staffing number for your ministerial office. Of these, a maximum of 4 FTEs are to be ministerial contract staff at the specified salary rates previously advised. The contract staff salary rates are fixed.

The remaining 9 FTEs are for roles to be filled under the Public Sector Act.

The maximum staffing cap does not include the Media Adviser position, Ministerial chauffeur and electorate office staff.

A number of points should be noted:

1. Ministers' offices are to be managed within the total budget provided.
2. Within this total budget limit, the mix of the Public Sector Act employee component of the budget, including roles and responsibilities and associated classification levels, can be set to meet the particular needs of a Minister's office. (The salary component of the budget is calculated using an assumed mix of roles and classifications for costing purposes).
3. A Minister's office can be expected to include, as Public Sector Act positions, an office manager, a PA to the Minister, Ministerial liaison officer(s) and other officers with roles which combined cover correspondence and file management, business support, cabinet, parliamentary and relevant FOI processes, and other administrative support.

I understand that in a number of existing arrangements the office manager is set at ASO7 or 8 level. This salary level can be provided for by adapting other staff roles and costs to make this provision.

As previously advised, my office structure will not contain a PA to the Chief of Staff role or a specialist Cabinet/Parliamentary officer position, with that funding being used to fund other roles in the office.

4. Operating expenses have been calculated based on a standard \$ rate per budgeted FTE. The standard rate has been increased by 10%. The operating budget covers office expenses including travel costs etc. This is a total figure with each office to budget how this amount is planned to be applied.

The FTE staffing figure and the total combined staffing, operating and other costs are to be kept within the maximum staffing number and total budget limit.

DTF and my office can provide further information, and can assist in costing the mix of Public Sector Act roles being considered for your office. To assist you in this regard a table is set out below showing the salary rates and the cost of an FTE in 2017-18 and 2018-19.

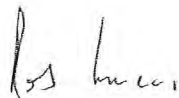
**Public Sector Act Employee Expenses (\$)**

Classification <sup>1</sup>	Salary rate from Oct 2017 <sup>2</sup>	Salary rate from Oct 2018 <sup>2</sup>	2017-18 Part-Year <sup>3</sup>	2018-19 Full-Year
<b>Salary<sup>3</sup></b>				
ASO2	56,503	58,003	16,254	57,628
ASO3	64,868	66,368	18,661	65,993
ASO4	72,616	74,116	20,890	73,741
ASO5	86,297	88,097	24,825	87,647
ASO6	94,543	96,343	27,197	95,893
ASO7	106,507	108,307	30,639	107,857
ASO8	114,813	116,613	33,028	116,163
<b>On-costs (18.6%)</b>				
ASO2	10,510	10,789	3,023	10,719
ASO3	12,065	12,344	3,471	12,275
ASO4	13,507	13,786	3,885	13,716
ASO5	16,051	16,386	4,617	16,302
ASO6	17,585	17,920	5,059	17,836
ASO7	19,810	20,145	5,699	20,061
ASO8	21,355	21,690	6,143	21,606
<b>Total</b>				
ASO2	67,013	68,792	19,278	68,347
ASO3	76,933	78,712	22,132	78,268
ASO4	86,123	87,902	24,775	87,457
ASO5	102,348	104,483	29,443	103,949
ASO6	112,128	114,263	32,256	113,729
ASO7	126,317	128,452	36,338	127,918
ASO8	136,168	138,303	39,172	137,769

1. Positions have been costed at the top step within each classification

2. As set out in the SA Modern Public Sector Enterprise Agreement: Salaried 2017

3. Part-year from 18 March to 30 June 2018



Rob Lucas  
Treasurer

23 April 2018

	FTEs	2017-18 Salary	2017-18 Part-Year <sup>1</sup>	2018-19
<b>Staffing Budget</b>				
<i>Contract</i> <sup>2</sup>				
Chief of Staff	1.0	160,000	46,027	162,400
Ministerial Adviser	1.0	109,000	31,356	110,635
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<i>Sub-total contract staff</i>	<b>4.0</b>			
<i>Public Sector Act Employees</i> <sup>3</sup>	<b>9.0</b>		217,316	766,681
<i>On Costs (18.6%)</i>			66,479	234,543
<b>Total Staffing Budget</b> <sup>4</sup>	<b>13.0</b>		<b>424,000</b>	<b>1,496,000</b>
<b>Operating Expense Budget</b>			<b>88,000</b>	<b>314,000</b>
<b>Accommodation Expense Budget</b>			<b>85,000</b>	<b>302,000</b>
<b>Total Office Budget</b> <sup>5</sup>			<b>597,000</b>	<b>2,112,000</b>

1. 18 March to 30 June 2018

2. As advised by the Treasurer (excludes on costs)

3. Salary based on SA Modern *Public Sector Enterprise Agreement: Salaried 2017* (excludes on costs). Includes Ministerial Liaison Officers. Total Staffing FTE cap is not to be exceeded.

4. The total staffing budget is rounded to the nearest thousand for budget purposes

5. In addition to the total shown, funding will also be provided for the Minister's remuneration (including superannuation)

**Notes:**

a) While the level of contract staff is fixed, Ministerial Offices have the ability to determine the mix of staff within the Public Sector Employee Act component of the budget depending on staffing needs. This must however be within the budget provision.

b) Public Sector Act Employee budget includes Ministerial Liaison Officers. The cost of MLOs are to be met by Ministerial Offices within the budget provided.

c) Accommodation expense budget provides for the lease cost of office space.

d) Operating expense budget is provided to meet all other costs associated with running the Minister's Office.

e) Minister's Office is responsible for managing all costs within the Total Office Budget.



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Rob Lucas  
*Treasurer*

23 April 2018