



File: T&F23/0169
A2778585

6 April 2023

Hon. David Speirs
Leader of the Opposition
Parliament House
North Terrace
ADELAIDE SA 5000

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

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

Dear Hon D Speirs

Freedom of Information – Graduation teddy bears

I refer to your application under the *Freedom of Information Act 1991* (FOI Act), received by the Department of Treasury and Finance (DTF) on 25 January 2023.

Your application specifically requested:

'All documents (including but not limited to hard copy or electronic briefings, minutes, reports, emails, letters, meeting agendas, diary entries, event attendance records and any other correspondence) generated within the Department for Treasury and Finance in relation to teddy bears purchased for graduations by the Member for Newland. 21/03/2022 to 24/01/2023'

The purpose of this letter is to advise you of my determination.

A total of 8 documents were identified as answering the terms of your application and I have determined as follows:

- I grant you access in full to 4 documents, copies of which are enclosed,
- I grant you access in part to 3 documents, copies of which are enclosed, and
- I refuse you access to 1 document.

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

Documents released in full

Documents 1, 3, 5 - 6

Documents released in part

Documents 2, 4, 8

These documents contain account numbers which form part of the business and financial affairs of an external third party. These account numbers are still active. If released there is a possibility some adverse effect could flow from their disclosure. As the release of this

information is not likely to enhance participation by members of the public in the democratic process but could possibly have some adverse effect on the external business's financial affairs, DTF considers that, on balance, it would be contrary to the public interest to release it. Therefore, DTF have determined to exempt this information pursuant to clause 7(1)(c) of Schedule 1 to the FOI Act.

Documents refused in full

Document 7

This document contains advice and recommendation prepared for the decision making of the Treasurer. I acknowledge that there is a strong public interest around the government's decision making. In my view, however, this is outweighed by the need to ensure that public servants can provide advice without inhibiting frankness and candour. Disclosure of these documents would hinder free communication and would, in turn, impede the agency and the Treasurer's deliberative process. I have therefore exempted this information pursuant to clause 9(1)(a)(i) of the FOI Act.

In considering the public interest component of this exemption I have sought to balance the need for transparency and openness of government and the public having an interest in understanding the decision-making processes of government and the agency, with the importance of ensuring Ministers and agencies have the confidence to be fully frank in future communications and making an informed decision on a core function of its work, particularly as it involves recommendations between Ministers. I consider that, on the balance, disclosure of the Document would be contrary to the public interest.

Exemptions

Clause 7 – Documents affecting business affairs

- (1) *A document is an exempt document—*
 - ...
 - (c) *if it contains matter—*
 - (i) *consisting of information (other than trade secrets or information referred to in paragraph (b)) concerning the business, professional, commercial or financial affairs of any agency or any other person; and*
 - (ii) *the disclosure of which—*
 - (A) *could reasonably be expected to have an adverse effect on those affairs or to prejudice the future supply of such information to the Government or to an agency; and*
 - (B) *would, on balance, be contrary to the public interest.*

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)*, 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: <https://www.dpc.sa.gov.au/resources-and-publications/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 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



Deanna Fleming
ACCREDITED FREEDOM OF INFORMATION OFFICER

OFFICIAL**Schedule of Documents**

T&F23/0169 - HON DAVID SPEIRS MP - " All documents (including but not limited to hard copy or electronic briefings, minutes, reports, emails, letters, meeting agendas, diary entries, event attendance records and any other correspondence) generated within the Department for Treasury and Finance in relation to teddy bears purchased for graduations by the Member for Newland. Date Range: 21/03/2022 to 24/01/2023."

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
1	1/12/2022	Email	1	Released in full	
2	1/12/2022	Attachment to document 1 - Invoice	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
3	1/12/2022	Email	1	Released in full	
4	1/12/2022	Attachment to document 3 - duplicate of doc 02	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
5	1/12/2022	Attachment to document 3 - Letter re Global Allowance	2	Released in full	
6	1/12/2022	Attachment to document 3 - Global Allowance Guidance Notes	13	Released in full	
7	7/12/2022	Email	5	Refused in full	9(1)(a)(ii) - Contains matter relating to consultation or deliberation for decision-making of the Government, a Minister or an agency & contrary to public interest
8	12/12/2022	Invoice	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

Haigh, Natalie (DTF)

From: Ormsby, Jenny (DTF)
Sent: Thursday, 1 December 2022 11:47 AM
To: Smith, Tony (DTF)
Subject: Topline Invoice Cancelled from Basware
Attachments: Topline Invoice# 129862 - Newland EO - \$1,463.pdf

OFFICIAL

Hi Tony,

Advising I have cancelled the attached Topline Invoice.

Regards,

Jenny Ormsby

Administration Officer, Electorate Services | Financial Management, Reporting and Policy

Please note I work Mon Tues Wed & Thurs

State Administration Centre, Level 6, 200 Victoria Square ADELAIDE SA 5000
GPO Box 1045 ADELAIDE SA 5001 DX56205
t 8429 0763 | e jenny.ormsby@sa.gov.au | w treasury.sa.gov.au



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 T: +61 (0) 8 8410 5566
 F: +61 (0) 8 8410 5335
 E: sales@topline.net.au
 ABN: 53 008 285 989
 www.toplinepromotions.com.au

TAX INVOICE

Date	21-11-22		
Number	129862	Job	136903
Your P.O.			
Ship Date	21-11-22		
Delivery			
Rep	David Lawson		
Terms	COD		

SOLD TO: Olivia Savvas MP
 OLIVIASAV Adelaide Electorate Office
 4/1257 North East Road
 RIDGEHAVEN SA 5097

Quantity	Unit	Item	Description	Unit Price	Extension
Clause 7(1)(c)		LL5759S	The Original Signature Calico Bear 27cmH sitting calico signature/autograph bear. T-Shirt Colours Black, Blue, Red, White 1 Colour screen print logo to shirt Print area 70mm x 45mm Delivery approx 3 weeks from artwork approval	Clause 7(1)(c)	1330.00
DELIVERED TO: Olivia Savvas SA				SUB TOTAL	1330.00
OLIVIASAV				FREIGHT	0.00
				GST	133.00
				TOTAL DUE	1463.00



Now you can visit us at
facebook.com/toplinepromotions

Bank Details for EFT Payments
Clause 7(1)(c)
 Please use invoice number as reference

TERMS: We gladly accept MasterCard & Visa, however there will be a service fee - 2.5% of total invoice.

Haigh, Natalie (DTF)

From: Smith, Tony (DTF)
Sent: Thursday, 1 December 2022 1:13 PM
To: Ly, Savoth
Subject: Topline Promotions invoice.
Attachments: Topline Promotions.pdf; Member for Newland - GA letter.pdf; Global Allowance Guidance Notes - updated - Sept 2022.pdf

OFFICIAL

Sav,

The attached invoice from Topline Promotions has been submitted for payment. Unfortunately I cannot approve this invoice for payment, as it does not comply with the definition of *Promotional Material* outlined in the current version of the *Global Allowance Guidance Notes* (page 3).

This invoice has not been processed for payment. Please advise how the Member wishes to proceed with this expenditure.

Regards,

Tony Smith

A/Manager, Electorate Services | Financial Management, Reporting and Policy

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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**TOPLINE**

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ABN: 53 008 285 989

www.toplinepromotions.com.au

TAX INVOICE

Date	21-11-22		
Number	129862	Job	136903
Your P.O.			
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 RIDGEHAVEN SA 5097

Quantity	Unit	Item	Description	Unit Price	Extension
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DELIVERED TO: Olivia Savvas OLIVIASAV SA				SUB TOTAL	1330.00
				FREIGHT	0.00
				GST	133.00
				TOTAL DUE	1463.00



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Now you can visit us at
facebook.com/toplinepromotions

Bank Details for EFT Payments
 Clause 7(1)(c)
 Please use invoice number as reference

TERMS: We gladly accept MasterCard & Visa, however there will be a service fee - 2.5% of total invoice.

The Hon. Stephen Mullighan MP

A2585495



Government
of South Australia

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

Ms Olivia Savvas MP
Member for Newland
1257 North East Road
RIDGEHAVEN SA 5097

newland@parliament.sa.gov.au

Dear Ms Savvas

RESOURCING FOR MEMBERS OF THE HOUSE OF ASSEMBLY

I am writing in relation to a number of recently approved changes to House of Assembly Members electorate office resourcing.

Global Allowance

The Governor, in Executive Council, has approved an increase to the base Global Allowance allocations for 2022-23 of \$4,956.

As a result, your 2022-23 base allocation is now \$67,894.26. This will be reflected on your next monthly statement.

Carry-over funds from 2021-22 have been included as part of the Treasury and Finance carry-over submission to Cabinet. You will be notified as soon as this has been determined.

In addition, amendments have been made to the *Global Allowance Guidance Notes*, specifically the exclusion list on pages 1 and 2, to explicitly refer to flowers, hire of promotional/entertainment services as well as to provide further clarification in relation to donations, and also a definition of gifts and promotional material.

A copy of the updated *Global Allowance Guidance Notes* is attached. Please ensure that both you and your staff are aware of the new excluded items.

Furniture and Equipment Allocation

An additional allocation of \$5,000 each parliamentary term has also been introduced for the purchase of electorate office furniture and equipment items. This funding will alleviate the burden on the Global Allowance to cover this type of expenditure.

These funds will be managed by Electorate Services, however you will be able to purchase items at your discretion. Invoices for items purchased from this new allocation will still need to be stamped and signed by either you or your nominated delegate, and should also clearly state that this expenditure is to be debited against the furniture and equipment allocation, not the Global Allowance.

Electorate Services, Facilities Management team can provide advice and assistance when determining the suitability of specific items.

Electorate Services will also provide regular updates on your balance of funds.

Staff Resources

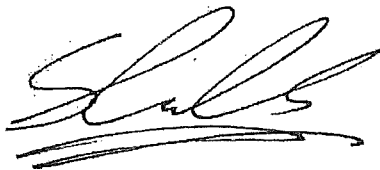
Cabinet has approved allowing Members the choice of continuing to engage a trainee under the current arrangements, or as an alternative to the traineeship program, you will now have the option to employ an Electorate Office Assistant equivalent to 0.6 FTE on a temporary contract for 1 year, in accordance with the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021* (or any subsequent agreement).

Offices opting to employ an Electorate Office Assistant 0.6 FTE in place of a trainee may only do so once the existing trainee contract has come to an end.

Please contact Lisa Samarzia, Business Operations Manager on 8429 0757 if you wish to discuss options to meet your staffing requirements.

If you have any queries in relation to the administration of your Global Allowance allocation or the new furniture funding allocation, please contact Paul Tatarelli, Manager Electorate Services on 8226 2995 or Tony Smith, Policy and Entitlements Manager on 8226 3605.

Yours sincerely



Hon. Stephen Mullighan MP
Treasurer

7 October 2022

Att: Global Allowance Guidance Notes

HOUSE OF ASSEMBLY GLOBAL ALLOWANCE GUIDANCE NOTES

The Global Allowance is provided to Members of the House of Assembly for funding expenditure based on the following principle:

An expense is properly incurred if it is used in the reasonable discharge of a Member of the House of Assembly's duties and / or roles as a Member of Parliament or the holder of a Parliamentary office. The duties of a Member as a Shadow Minister are included as part of the Member's role as a Member of Parliament.

Members should apply their own judgement in the application of this principle, noting that when utilising public monies an appropriate degree of caution should be applied.

An important test that a Member should apply is to ask whether any expenditure is in support of their role as a Member of Parliament (allowed) or is in support of a political purpose. It is accepted that many expenditures could be deemed to fall into both categories to some extent, hence while the Member is entitled to use their discretion the expenditure must be able to be justified.

Quarterly statements of Global Allowance expenditures by each Member will be published publicly on-line 10 days after the Member has received a copy of their summary statement for review. The intention is to publish the information on-line and grouped by expenditure categories. However, the overriding consideration will be to provide enough information to enable a fair judgement of the appropriateness of the expenditures made by a Member. In accessing the Global Allowance entitlement, Members must be willing to defend their decisions against both public and Parliamentary scrutiny.

Expenditure specifically excluded from funding against the Global Allowance

The following is a listing of expenditure specifically excluded for allocation against the Global Allowance entitlement. The following dot points should be interpreted broadly as including "like items".

- Bank fees
- Child care (excluding the reimbursement of reasonable child care costs to a Member's Assistants covered in the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2007*).
- Clothing;
- Club membership fees;
- Community group membership fees;
- Conferences, seminars and training (other than that for Electorate Office staff);
- Donations, such as trophies, medals and shields (other than those presented to schools or school students), books and sporting equipment (includes monetary);
- Drivers licence;
- Entertainment expenses;
- Expenses incurred in the transitional period before a Member takes their seat;
- Election expenses, other than Postal Vote Applications;

- Financial assistance to community groups or constituents
- Flowers, other than wreaths presented at community events
- Fundraising functions and activities (including expenses directly incurred in seeking campaign donations);
- Fines;
- Gifts - would generally be considered to include goods, services or monetary assistance given to constituents or community groups that is not promotional material (see below), bottles of wine, wine glasses, bottle openers, stubbie holders, drink bottles, gift baskets, key rings, sunscreen etc
- Glasses, contact lenses;
- Grooming;
- Hire of promotional/entertainment services (eg. musical performances, face painting, food vendors, helium balloon filling, mobile BBQ)
- Guard dogs;
- Laundry and maintenance;
- Legal expenses;
- Maintaining a private residence;
- Meals;
- Motor vehicle and other transport expenses, other than for Electorate Office staff reimbursement;
- Party membership fees, levies and contributions;
- Patron expenses;
- Professional library;
- Raffle ticket expenses;
- Relocation expenses;
- Security costs at a Member's residence;
- Self education expenses;
- Sponsorship of individuals / organisations, such as guides, scouts, church organisations and sporting clubs;
- Trade, business or professional association fees;
- Travel expenses not covered by a travel allowance, other than for Electorate Office staff reimbursement;
- Travel expenses covered by an annual entitlement;
- Travel between home and the normal place of work;
- Travel expenses of accompanying relatives;
- Unlisted telephone numbers;

- Wages, other than in accordance with the guidance notes;
- Watches.

Promotional Material

For the avoidance of doubt, the Global Allowance can be spent on promotional material, including shopping bags, pens, rulers, fridge magnets etc, purchased in quantities exceeding 10 items and not exceeding \$10 per item in value.

Casual Clerical Assistants

Casual Clerical Assistants may be employed in your office and paid from your Global Allowance.

The pay rates for Casual Clerical Assistants remunerated from the Global Allowance are described in the *Personal Assistants to the Members of the Parliament of South Australia 1989 Award* and are varied by the Industrial Relations Commission of South Australia to reflect General Application to Review Award Wages Decisions.

The Global Allowance will be used to cover the direct cost of wages, but the Department of Treasury and Finance will meet any additional costs (payroll tax, compulsory superannuation contributions, etc).

The Member will determine their rate of pay depending on the level of experience of the Casual Clerical Assistant and the complexity of duties performed.

See Appendix 2 for the rates of pay for Casual Clerical Assistants.

When engaging a Casual Clerical Assistant, please forward the following to Electorate Services:

- Timesheet approved by the Member.
- Tax Declaration Form.
- Employee Salary Disbursement Form.
- Covering letter from the Member approving payment from the Global Allowance allocation, stating the period engaged and the rate of pay.

Please Note:

- Government has endorsed a policy that Members not engage members of their family¹ for any paid Electorate Office work, including casuals, contractors and consultants.
- Casual Clerical Assistants should be supervised by an Assistant and not left to staff the office on their own.

¹ Family is deemed to be both Immediate and Extended family, and includes but is not limited to: spouse (de-facto), parents of either spouse, grandparents/grandchildren, children/step-children (or equivalent) or same sex domestic partner.

Professional Contractors / Consultants

Professional contractors / consultants may be engaged to provide services, charged at an hourly rate to the Member, as and when required.

If a Member elects to engage the use of contractors / consultants at their discretion, the Member must be able to justify their use if called upon to do so.

As part of whole of Government reporting requirements, Members who utilise contractors and consultants are required to report to the Department of Treasury and Finance quarterly details of their use of consultants / contractors. The types of information Members will be required to provide for each contractor / consultant include: description of each consultant / contractor; purpose of the contractor / consultant; amount budgeted for and the YTD spend per consultant / contractor; and the engagement method used for each consultant / contractor.

Monthly Capped Expenditure

Photocopying

At the end of each month the supplier will contact your office requesting the meter reading on your photocopier. This reading will be used to calculate your monthly usage.

A capped monthly limit of \$237.74 for photocopying will be provided for each Member of the House of Assembly. This cap will be funded by the Administered Items of the Department of Treasury and Finance.

Expenditure in excess of the monthly limit will be charged against the Global Allowance allocation.

Telecommunications – Mobile Telephones

A capped monthly limit of \$594.34 for telecommunications charges for mobile telephones will be provided. Expenditure in excess of the monthly limit will be charged against the Global Allowance allocation. This cap will be funded by the Administered Items of the Department of Treasury and Finance. The outright purchase of devices will to be charged to the Global Allowance allocation, however purchase plans, data packages and service costs, along with call costs can be charged against the cap.

Reimbursement of Electorate Office employee work related call charges made from their private phones is funded against the Global Allowance entitlement, not the Member's capped monthly limit.

Telecommunications – Landline

A capped monthly limit of \$237.74 for telecommunications charges for telephone, fax call costs, pagers and additional voice, fax and data lines above the current standard per office, will be provided. Expenditure in excess of the monthly limit will be charged against the Global Allowance allocation. This cap will be funded by the Administered Items of the Department of Treasury and Finance.

Indexation

Each of the monthly caps will be increased by 2.5% at the commencement of the new financial year.

Equipment / Asset Purchases

Equipment in excess of the standard items provided by the Department of Treasury and Finance may be purchased from the Global Allowance entitlement.

Please Note:

- As these items of equipment are being purchased with Government funds, all items of equipment purchased through the Global Allowance allocation will remain the property of the Government.
- Items purchased through the Global Allowance allocation will be salvaged in line with Departmental policy, if no longer required by the Member. Items returned to the Department of Treasury and Finance will be removed from the Member's Attractive Items Register.
- All equipment purchases from the Global Allowance are limited to a maximum value of \$9,999 (GST exclusive). This total includes all expenditure associated with the purchase including delivery and installation costs etc.

Examples of equipment previously approved for funding and purchased against the Global Allowance include:

- Board Room Table;
- Digital Camera;
- Electric Stapler;
- Folding Machine;
- Guillotine;
- Projector;
- Mobile Phone.

All ongoing costs associated with the purchase of the above equipment which include but are not limited to repairs, licenses, maintenance and maintenance agreements and consumables are to be funded from the Global Allowance.

Technology / Network Connecting Equipment and Assets

Additional computer equipment (desktop, laptop etc), over and above the standard equipment provided to the Electorate Office, may only be funded from the Global Allowance if purchased via the Parliamentary Network Support Group Network (PNSG) on behalf of the Member.

The Global Allowance cannot fund the purchase if the PNSG do not supply, network and support the computer equipment. It is not feasible to purchase computer equipment above the standard entitlement that is not compatible with the Parliamentary Network, is unable to be supported by PNSG or where the management of information security is not controlled within an approved framework.

All equipment purchased from the Global Allowance allocation will remain the property of the Government and must be purchased using State Procurement Board contracts and guidelines, which require each transaction to display the following qualities: obtaining value for money, ethical and fair treatment of parties, and probity, transparency and accountability.

ARRANGEMENTS FOR THE HOUSE OF ASSEMBLY GLOBAL ALLOWANCE

Members can only access the Global Allowance allocation upon entering into the *Parliamentary Remuneration Act 1990, Deed for Payment of Global Allowance*.

The Global Allowance is provided on a financial year basis and is funded through the Department of Treasury and Finance, and administered by Electorate Services on behalf of the Minister for Finance.

In instances where the financial year is also a South Australian State election year, the Global Allowance allocation will be issued on a pro-rata basis. Electorate Services will advise Members of their entitlements prior to the commencement of the financial year incorporating the election period.

Each Member is individually accountable for his or her use of entitlements. Each month a statement showing expenditure to date will be provided to each Electorate Office from the Department of Treasury and Finance. It is the responsibility of the Electorate Office to check the accuracy of each monthly statement as it is received and advise Electorate Services immediately of any entries requiring amendment to ensure the use of entitlement is properly accountable.

Up to 25% of the unspent Global Allowance allocation will be carried over from one financial year to the following financial year. Unspent funds cannot be carried over for more than one year.

In cases where the Global Allowance has been exceeded, the Department of Treasury and Finance will take action to recover the expenditure as a debt due to the State.

Members may be invoiced at the end of the financial year for any expenditure exceeding their available allocation, should alternative measures to settle the debt not be implemented.

Global Allowance debts may be settled by:

1. Direct payment to the Department of Treasury and Finance, by cheque, money order etc.
2. With the Treasurer's approval, the transfer of funds from another Member may be initiated to cover over expenditure (transfers to an individual Member may only occur twice in relation to any particular financial year).

Transfers from sitting Members may also be applied to former Members, if at the time they cease to be a Member their Global Allowance calculated on a pro-rata basis is in debit.

3. In extenuating circumstances the Treasurer may allow Members to access up to 25% credit from the following year's Global Allowance to cover over expenditure.
4. The Treasurer may debit a sitting Member's Global Allowance to recover any over expenditure incurred in previous financial years, that has not been settled within 45 days of receipt of the end of financial year statement.

It is the Members' responsibility to negotiate contracts and purchase agreements with all suppliers that provide the most practical value for money, when utilising public monies from their Global Allowance entitlement.

Independent audits on the use of Members' Global Allowance entitlements are conducted by the Auditor-General's Department.

FINANCIAL AUTHORITY OF MEMBERS

Tax invoices for payment from the Global Allowance allocation must be self-assessed by the Member to ensure they are consistent with the Global Allowance guidance notes. The Member, or nominated delegate, must then certify the original tax invoice authorising payment from their Global Allowance allocation on the basis that the expenditure complies with the Global Allowance guidance notes and they have received the goods and services.

All tax invoices outside of the financial authority of the nominated delegate (e.g. tax invoices greater than \$2,500) must be authorised by the Member.

Tax invoices for accounts in excess of the Global Allowance will be the Member's responsibility. If a Member's expenditure from the Global Allowance is persistently inappropriate, the Treasurer may issue special instructions to that Member, details of which will be published online.

Compliant original certified tax invoices should be forwarded to Shared Services SA for payment.

Please Note:

- Invoices that have not been certified will be returned to the Member.
- Invoices must be sent to Shared Services SA as soon as possible to ensure payment before the due date.
- Vendor late payment penalties will be deducted from the Global Allowance.

Members will need to keep a copy of all invoices forwarded to Shared Services SA for their own records.

DELEGATION OF AUTHORITY TO APPROVE EXPENDITURE

A Member can nominate an Assistant authority to sign tax invoices on their behalf. Only one Assistant may be nominated from an office.

Delegation will be provided for a maximum of \$2,500 per tax invoice and a maximum of \$8,000 per month. This will allow for creditor accounts which may require this level of authorisation (e.g. Australia Post Accounts).

The Electorate Office employee delegated this authority will be required to follow the existing approval process. They must stamp the tax invoice with the Global Allowance authority stamp and sign on behalf of the Member.

Should the Electorate Office employee cease to be employed by the Crown, the Member will be requested to nominate a replacement delegate. Delegation may be altered at the request of the Member at any time. This delegation will roll over from one financial year to the next.

ISSUE OF PURCHASE CARDS TO NOMINATED EMPLOYEES

At the request of the Member and with the consent of the employee, the Department of Treasury and Finance may issue an ANZ purchase card to the Electorate Office employee nominated to authorise tax invoices for payment against the Member's Global Allowance allocation.

The purchase cards will be limited to a maximum limit of \$2,500 per transaction, and a monthly limit of \$8,000.

Prior to the issue of a purchase card, the employee will need to sign and return the Purchase Card agreement and acknowledgement by cardholder form indicating compliance with all relevant conditions, policies and procedures.

Each week, the employee will be notified by email from ANZ of any outstanding transactions. All original authorised tax invoices and/or receipts must be uploaded into the ANZ Expense Management System in a timely manner, and Electorate Services notified by email. Electorate Services will code the transaction and return to the cardholder for approval.

Purchase card transactions will not appear on the monthly Global Allowance statement until the transaction has been approved in the ANZ Expense Management System by the cardholder, and subsequently transferred via journal in the general ledger to the corresponding Global Allowance expense line.

Electorate Services will monitor the use of the purchase card to ensure compliance against the terms and conditions associated with its use.

AUTHORITY TO AMEND THE GLOBAL ALLOWANCE GUIDANCE NOTES

The Treasurer, as the designated responsible Minister for the administration of the Global Allowance scheme, may as required, authorise amendments to the Global Allowance Guidance Notes that reflect changes to administrative processes, statutory increases in pay rates for Casual Clerical Assistants or any other procedural changes implemented as a result of departmental efficiency measures.

Substantive increases to the base Global Allowance allocations, other than the annual 2.5% CPI increase, changes to reporting requirements or any proposed amendment to the principle upon which the funding allocation is provided, will require the approval of the Governor in Executive Council.

PARLIAMENTARY MEMBERS ACCOUNTS PAYABLE PROCESS

The following information is provided to assist you to utilise the Shared Services SA Accounts Payable system efficiently.

Following approval from either the Member or nominated delegate, a tax invoice is to be forwarded direct to Shared Services SA for processing. Invoices are not to be forwarded to DTF, Electorate Services as they have been previously.

The preferred method of receiving an invoice by Shared Services SA is electronically via email to: APinvoices@sharedservices.sa.gov.au

The Member should retain the original tax invoice for their records.

When emailing scanned tax invoices to Shared Services SA, the following rules need to be applied:

Payments direct to suppliers

- there should be one invoice per PDF image (regardless of the number of pages an invoice may contain)
 - Please check the PDF image to ensure that it is legible
- a maximum of 5 images per email
- a maximum size limit of 1MB per e-mail
- all 5 tax invoice images should be for payments direct to suppliers
- email subject line should read: *DTF/Member for xxxx* (this will enable Shared Services SA to immediately identify your invoices)

Requests for reimbursement

- should be forwarded to Electorate Services (jenny.ormsby@sa.gov.au)
- there should be one transaction per email, including the proof of payment and if appropriate, an explanatory letter
- when scanning, the letter (if included) should be the last page of the image
- on the first scanned page, please write *pay (name of individual to be reimbursed)* at the top of the page
- email subject line should read: *DTF/Member for xxxx/Private Reimbursement*

This will streamline the accounts payable process, as Shared Services SA will be able to more effectively process and monitor individual invoices submitted by Members, from receipt through to payment.

Alternatively, invoices can be faxed to Shared Services SA, AP Invoices on (08) 8124 9894, or by mail to Shared Services SA at:

AP Invoices / Document Capture
GPO Box 11027
ADELAIDE SA 5001

Appendix 1

Global Allowance allocations for 2022-23

Members' Global Allowance allocations for 2022-23 are detailed in the following table:

<u>Members' annual Global Allowance allocations 2022-23</u>		
Metropolitan Members	Country Members	Whips
\$67,894.26	\$71,238.13	\$82,152.68

Maximum Carryover Applicable – 25% available under expenditure

Metropolitan Members	Country Members	Whips
\$16,973.57	\$17,809.53	\$20,538.17

Casual Clerical Assistants

The pay rates for Casual Clerical Assistants remunerated from the Global Allowance are described in the *Personal Assistants to the Members of the Parliament of South Australia 1989 Award* and have been varied by the South Australian Employment Tribunal to reflect the *2021 State Wage Case and Minimum Standard for Remuneration*.

The rates of pay for Casual Clerical Assistants are set as follows:

1st year (GLOB01)	\$23.31 per hour plus 25% casual loading	\$29.11
2nd year (GLOB02)	\$23.73 per hour plus 25% casual loading	\$29.66
3rd year (GLOB03)	\$24.13 per hour plus 25% casual loading	\$30.16
4th year (GLOB04)	\$24.65 per hour plus 25% casual loading	\$30.81
5th year (GLOB05)	\$25.07 per hour plus 25% casual loading	\$31.34
6th year (GLOB06)	\$25.49 per hour plus 25% casual loading	\$31.86

Note - Rates applicable from 1 July 2021

Amendments to Global Allowance Guidance notes issued 1 July 2010

<i>Amendment Date</i>	<i>Description of Amendment</i>
5 January 2011	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 October 2010.
23 March 2011	Asset / Equipment purchases limited to a maximum of \$9,999 (GST Exclusive) including delivery, installation costs etc.
22 July 2011	Update to Appendix 1, Global Allowance allocations for 2011-12
30 September 2011	Amendment to expenditure exemption 'Travel expenses not covered by a travel allowance', to include 'other than for Electorate Office staff reimbursement;'
22 November 2011	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 October 2011.
6 February 2012	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 January 2012.
16 August 2012	Update to Appendix 1, Global Allowance allocations for 2012-13.
1 January 2013	Update to the payment of accounts administration via Shared Services SA.
1 January 2013	Update to the administration of the Global Allowance entitlement to incorporate a nominated Assistant to authorise expenditure up to a maximum of \$2,500 per tax invoice.
1 January 2013	Update to the administration of the Global Allowance to incorporate the introduction of purchase cards for delegated.
1 January 2013	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 14 July 2012.
11 February 2013	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 14 July 2012.
4 June 2013	Update to reflect transfer of Ministerial responsibility from the Treasurer to the Minister for Finance.
29 July 2013	Update to Appendix 1, Global Allowance allocations for 2013-14 Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2013.
5 September 2013	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2013.
31 July 2014	Update to Appendix 1, Global Allowance allocations for 2014-15 Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2014.

26 August 2015	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2015.
2 June 2016	Revised <i>Global Allowance Guidance Notes</i> approved by the Governor in Executive Council, including \$10,000 yearly increase for all Members of the House of Assembly, to recognise Australia Post prices increases effective 4 January 2016.
11 July 2016	Update to Appendix 1, Global Allowance allocations for 2016-17.
1 September 2016	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2016.
5 April 2017	Revised <i>Global Allowance Guidance Notes</i> approved by the Governor's Deputy in Executive Council, including equalisation of annual allocations, indexation of monthly capped expenditure and variation to the mobile telephone cap.
3 July 2017	Update 2017-18 allocations and indexation of monthly caps.
1 September 2017	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2017.
24 June 2018	Update 2018-19 allocations and indexation of monthly caps.
19 September 2018	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2018.
16 July 2019	Update 2019-20 allocations and indexation of monthly caps.
3 December 2019	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2019.
17 July 2020	Update 2020-21 allocations and indexation of monthly caps.
16 June 2021	Update to Appendix 2, Casual Clerical Assistants rates of pay, effective from 1 July 2020. Update 2021-22 allocations and indexation of monthly caps.
18 February 2022	Updated references to the Minister for Finance to the Treasurer, as recommended in the Auditor-General's 2021 review
12 September 2022	Increase to Global Allowance allocations and updated list of items specifically excluded from funding against the Global Allowance

9(1)(a)(i) Opinion or advice

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TAX INVOICE

SOLD TO: Olivia Savvas MP
 OLIVIASAV Adelaide Electorate Office
 4/1257 North East Road
 RIDGEHAVEN SA 5097

Date	12-12-22		
Number	129970	Job	137099
Your P.O.			
Ship Date	12-12-22		
Delivery			
Rep	David Lawson		
Terms	COD		

Quantity	Unit	Item	Description	Unit Price	Extension
Clause 7(1)(c)		LL5759S	The Original Signature Calico Bear 27cmH sitting calico signature/autograph bear. T-Shirt Colours Black, Blue, Red, White 1 Colour screen print logo to shirt Print area 70mm x 45mm Delivery approx 3 weeks from artwork approval	Clause 7(1)(c)	1330.00
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>I HEREBY AUTHORISE PAYMENT FROM MY GLOBAL ALLOWANCE ALLOCATION ON THE BASIS THAT THE EXPENDITURE COMPLIES WITH THE GLOBAL ALLOWANCE GUIDELINES AND I HAVE RECEIVED THE GOODS AND SERVICES.</p> <p style="text-align: right;"><i>[Signature]</i> 3/10/23</p> <p>MEMBER FOR NEWLAND</p> </div>					

DELIVERED TO: Olivia Savvas
 OLIVIASAV SA

SUB TOTAL	1330.00
FREIGHT	0.00
GST	133.00
TOTAL DUE	1463.00



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