



Government
of South Australia

TRS19D1076

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Adelaide SA 5001
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Tel 08 8226 1866
treasurer.dtf@sa.gov.au

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

lee@parliament.sa.gov.au

Stephen
Dear Mr Mullighan

APPLICATION UNDER THE *FREEDOM OF INFORMATION ACT 1991*

I refer to your applications made under the *Freedom of Information Act 1991* (FOI Act), dated 8 May 2019.

Your application seeks access to:

"All minutes, briefings and correspondence titled 'Former Members of Cheltenham and Enfield – 2018-19 Global Allowance Over Expenditure' as described on the Objective document management system, between 12 July 2018 and 8 May 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 26 May 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 full to 1 document; a copy of which is 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 *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.

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

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

Hon Rob Lucas MLC
Principal Officer

18 July 2019

MINUTE

MINISTER'S OFFICE

Date: 11/2/19

File No: T19/041

Physical ID: TRS19D00282



Government
of South Australia
Department of Treasury
and Finance

MINUTES forming ENCLOSURE

File ES18/0144

Doc No ES19D0036

To The Treasurer

FORMER MEMBERS FOR CHELTENHAM AND ENFIELD – 2018-19 GLOBAL ALLOWANCE OVER EXPENDITURE

Timing: ROUTINE — For consideration

Recommendations/Issues: It is recommended that you:

- Note DTF's intention to write to the former Members for Cheltenham and Enfield in relation to their over expenditure of their 2018-19 pro-rata Global Allowance allocations, following their retirement from Parliament.

Noted

Hon Rob Lucas MLC
Treasurer

13/2/19

Key Points:

- The former Members for Cheltenham and Enfield, the Hon Jay Weatherill and the Hon John Rau retired from Parliament on 17 December 2018.
- As a result of the resignations, their 2018-19 Global Allowance allocations were recalculated on a pro-rata basis. The former Member for Cheltenham had a total of available funds of \$29,120.67 (2018-19 pro-rata allocation of \$26,565.90 plus 2017-18 carry over of \$8,554.77, less \$6,000 transferred to the Member for Mawson on 30 October 2018) and the former Member for Enfield had a total of available funds of \$38,264.57 (2018-19 pro-rata allocation of \$26,565.90 plus 2017-18 carry over of \$11,698.67).
- Global Allowance statements as at 31 January 2019 indicate that both former Members have exceeded the funds that were available to them up until the close of business on Monday 17 December 2017. The former Member for Cheltenham has over expenditure of \$4,437.42 and the former Member for Enfield has \$1,281.64.

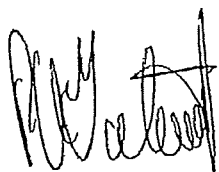
- The *Global Allowance Guidance Notes* make the following provisions for the settlement of over expenditure debts for former Members:

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 Minister for Finance'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.

- Both former Members have signed the *Deed for Payment of Global Allowance* committing them to the settlement of their over expenditure debts.
- It is Electorate Services' intention to write to both former Members detailing their over expenditure of the 2018-19 pro-rata Global Allowance allocation and advising them of their options to settle these debts.




Paul Tatarelli
MANAGER, ELECTORATE SERVICES

8 February 2019

Contact Officer:	Tony Smith
Telephone:	822 63805
Email address:	tony.smith@sa.gov.au

Attachments:

- *January 2019 Global Allowance statements*
- *Global Allowance Guidance Notes*
- *Copies of Deeds for Payment of Global Allowance*

<p>Supported / Not Supported</p> <p> David Reynolds CHIEF EXECUTIVE Department of Treasury and Finance Date...16.1.2019...</p>
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Global Allowance Statement

For Month Ending January 2019



	YTD Actual	Month Actual
Member for Cheltenham		
Expenses		
Confidential Waste Disposal	562.95	9.28
Furniture and Fittings - R&M	-1,007.00	0.00
General Printing	2,977.82	0.00
IT Equipment - R&M	180.00	0.00
IT Equipment Expensed	143.64	0.00
Office Equipment (Non-I.T.) Expensed	342.44	0.00
Office Equipment (Non-I.T.)- R&M	607.55	0.00
Other Transport costs-NSAG	216.69	77.47
Photocopier Charges	364.03	0.00
Postage	24,764.23	21,877.74
Publications and Subscriptions	1,294.86	115.49
Publicity and Promotions - NSAG	272.73	0.00
Software Licence Fees	2,100.00	0.00
Staff Amenities	86.78	0.00
Stationery	451.37	0.00
Wreaths/Flowers/Plants	200.00	0.00
Total Expenses	33,558.09	22,079.98

Global Allowance	
Global Allowance - Current Year	26,565.90
Global Allowance - Carry over	8,554.77
Transfers to other Members	-6,000.00
Total Funds	29,120.67
Balance of available funds	(4,437.42)

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	215.38	0.00	215.38
Capped Telecom-Mobile Calls	538.44	142.07	396.37
Capped Telecom-Landline	215.38	206.48	8.90



Global Allowance Transactions
For Month Ending January 2019

Member for Cheltenham

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Telephones-Service & Rental-Non Govt					
393 9606 99 894 72313	16/01/2019	AP Detail	43.12	2939992000/18122	TELSTRA CORPORATION LTD
393 9606 99 894 72313	18/01/2019	AP Detail	43.12	2939992000/19012	TELSTRA CORPORATION LTD
			86.24		
Telephones-Metered Calls-Non Govt					
393 9606 99 894 72314	16/01/2019	AP Detail	46.01	2939992000/18122	TELSTRA CORPORATION LTD
393 9606 99 894 72314	18/01/2019	AP Detail	74.23	2939992000/19012	TELSTRA CORPORATION LTD
			120.24		
Mobile Phones					
393 9606 99 889 72321	10/01/2019	JAY WEATHERILL TELSTRA 06011	36.25	19012142	JAY WEATHERILL
393 9606 99 889 72321	17/01/2019	MOBILE	53.62	012100RE00012169	ANZ CREDIT CARD CLEARING ACCT
393 9606 99 889 72321	17/01/2019	MOBILE	50.00	012100RE00012169	ANZ CREDIT CARD CLEARING ACCT
			142.07		
Publications and Subscriptions					
393 9606 99 892 73312	15/01/2019	SUBSCRIPTION	61.36	012100RE00011790	ANZ CREDIT CARD CLEARING ACCT
393 9606 99 892 73312	15/01/2019	SUBSCRIPTION	54.13	012100RE00011792	ANZ CREDIT CARD CLEARING ACCT
			115.49		
Confidential Waste Disposal					
393 9606 99 892 73332	18/01/2019	AP Detail	9.28	AUS349796	IRON MOUNTAIN AUSTRALIA GROUP
			9.28		
Other Transport costs-NSAG					
393 9606 99 892 73379	15/01/2019	CAR PARKING	10.25	012100RE00011791	ANZ CREDIT CARD CLEARING ACCT
393 9606 99 892 73379	15/01/2019	CAR PARKING	19.37	012100RE00011793	ANZ CREDIT CARD CLEARING ACCT
393 9606 99 892 73379	15/01/2019	CAR PARKING	16.57	012100RE00011794	ANZ CREDIT CARD CLEARING ACCT
393 9606 99 892 73379	15/01/2019	CAR PARKING	15.64	012100RE00011795	ANZ CREDIT CARD CLEARING ACCT
393 9606 99 892 73379	15/01/2019	CAR PARKING	15.64	012100RE00011796	ANZ CREDIT CARD CLEARING ACCT
			77.47		
Postage					
393 9606 99 892 73432	25/01/2019	AP Detail	13,198.92	1008040315	AUSTRALIA POST - 8832851
393 9606 99 892 73432	30/01/2019	AP Detail	8,678.82	1008133972	AUSTRALIA POST - 8832851
			21,877.74		



Global Allowance Transactions
For Month Ending January 2019

Total Expenses	22,428.53
Net result for month	<u>22,428.53</u>

Global Allowance Statement

For Month Ending January 2019



	YTD Actual	Month Actual
Member for Enfield		
Expenses		
Advertising - General	910.00	0.00
Catering	616.28	213.37
Couriers (Including Freight)	50.00	0.00
Editing/Design Fees	500.00	0.00
General Printing	5,232.14	7.24
Newsletter	2,040.00	0.00
Non-Executive Car Parking Charges-NSAG	42.73	0.00
Office Equipment (Non-I.T.)- R&M	2,430.00	0.00
Other Transport costs-Gen Govt	287.02	0.00
Other Transport costs-NSAG	77.76	0.00
Photocopier Charges	3,765.77	0.00
Postage	16,352.41	2,516.15
Publications and Subscriptions	890.79	85.45
Publicity and Promotions - NSAG	2,208.73	0.00
Reimbursement of Course fees	130.00	0.00
Software Expensed	29.00	0.00
Software Licence Fees	2,216.00	58.00
Staff Amenities	351.78	201.78
Stationery	240.03	83.25
Storage costs	490.92	81.82
T/fer of Casual Relief to Members Global	587.58	0.00
Wreaths/Flowers/Plants	97.27	0.00
Total Expenses	39,546.21	3,247.06
 Global Allowance		
Global Allowance - Current Year	26,565.90	
Global Allowance - Carry over	11,698.67	
Total Funds	38,264.57	
Balance of available funds	(1,281.64)	

Global Allowance Caps	Monthly Cap	Month Actual	Variance
Capped Photocopying	215.38	0.00	215.38
Capped Telecom-Mobile Calls	538.44	0.00	538.44
Capped Telecom-Landline	215.38	134.42	80.96



Global Allowance Transactions
For Month Ending January 2019

Member for Enfield

Expenses

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Telephones-Service & Rental-Non Govt					
393 9613 99 894 72313	16/01/2019	AP Detail	31.77	2939992000/18122	TELSTRA CORPORATION LTD
393 9613 99 894 72313	18/01/2019	AP Detail	31.77	2939992000/19012	TELSTRA CORPORATION LTD
			63.54		
Telephones-Metered Calls-Non Govt					
393 9613 99 894 72314	16/01/2019	AP Detail	38.03	2939992000/18122	TELSTRA CORPORATION LTD
393 9613 99 894 72314	18/01/2019	AP Detail	32.15	2939992000/19012	TELSTRA CORPORATION LTD
			70.18		
Facsimile Charges					
393 9613 99 894 72351	18/01/2019	AP Detail	0.35	2939992000/19012	TELSTRA CORPORATION LTD
393 9613 99 894 72351	16/01/2019	AP Detail	0.35	2939992000/18122	TELSTRA CORPORATION LTD
			0.70		
Stationery					
393 9613 99 892 73311	15/01/2019	STATIONERY	83.25	012100RE00011895	ANZ CREDIT CARD CLEARING ACCT
			83.25		
Publications and Subscriptions					
393 9613 99 892 73312	15/01/2019	THE ADVERTISER DIGITAL MEMBERS	27.27	012100RE00011880	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73312	15/01/2019	THE AUSTRALIAN DIGITAL SUBSCR	58.18	012100RE00011889	ANZ CREDIT CARD CLEARING ACCT
			85.45		
Catering					
393 9613 99 892 73314	15/01/2019	CATERING	62.55	012100RE00011891	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73314	15/01/2019	CATERING	4.00	012100RE00011891	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73314	15/01/2019	CATERING	25.41	012100RE00011892	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73314	15/01/2019	CATERING	67.41	012100RE00011892	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73314	15/01/2019	CATERING	54.00	012100RE00011893	ANZ CREDIT CARD CLEARING ACCT
			213.37		



Global Allowance Transactions

For Month Ending January 2019

Account No	Journal Date	Description	Journal Amount	AP Invoice ID	Vendor Name
Expenses					
Staff Amenities					
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	5.63	012100RE00011881	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	23.67	012100RE00011881	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	13.63	012100RE00011884	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	9.99	012100RE00011884	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	12.35	012100RE00011885	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	11.85	012100RE00011888	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	10.98	012100RE00011890	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	9.59	012100RE00011890	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	36.36	012100RE00011896	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	15.59	012100RE00011897	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	7.81	012100RE00011885	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	2.73	012100RE00011886	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	12.74	012100RE00011886	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	8.54	012100RE00011887	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	15.26	012100RE00011887	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 73317	15/01/2019	STAFF AMENITIES	5.06	012100RE00011888	ANZ CREDIT CARD CLEARING ACCT
			201.78		
Storage costs					
393 9613 99 892 73337	15/01/2019	STORAGE	81.82	012100RE00011894	ANZ CREDIT CARD CLEARING ACCT
			81.82		
General Printing					
393 9613 99 892 73411	09/01/2019	AP Detail	7.24	12636748	RICOH
			7.24		
Postage					
393 9613 99 892 73432	23/01/2019	AP Detail	2,516.15	1008133971	AUSTRALIA POST - 8832843
			2,516.15		
Software Licence Fees					
393 9613 99 892 76661	15/01/2019	SOFTWARE	29.00	012100RE00011882	ANZ CREDIT CARD CLEARING ACCT
393 9613 99 892 76661	15/01/2019	SOFTWARE	29.00	012100RE00011883	ANZ CREDIT CARD CLEARING ACCT
			58.00		
Total Expenses					
			3,381.48		
Net result for month					
			3,381.48		

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, books and sporting equipment (includes monetary);
- Drivers license;
- Entertainment expenses;
- Expenses incurred in the transitional period before a Member takes their seat;
- Election expenses, other than Postal Vote Applications;

- Fundraising functions and activities (including expenses directly incurred in seeking campaign donations);
- Fines;
- Gifts and ad hoc emergency monetary assistance to constituents;
- Glasses, contact lenses;
- Grooming;
- 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.

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.

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.

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.

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 \$215.38 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 \$538.44 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 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 \$215.38 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 Minister for Finance'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 Minister for Finance may allow Members to access up to 25% credit from the following year's Global Allowance to cover over expenditure.
4. The Minister for Finance 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 Minister for Finance 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 Assistant 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 Assistant 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 ASSISTANTS

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

The purchase cards will be limited for use with specific suppliers and only where a risk to the disruption of Member services exists, e.g. telecommunications. This restriction to the purchase card is achieved through the use of industry specific vendor merchant codes assigned against all business accounts.

It is the Assistant's responsibility to confirm that the vendor is using the appropriate industry aligned merchant code.

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 Assistant 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 month, the Assistant will receive a purchase card statement for review detailing the expenditure incurred in the period. All original authorised tax invoices must be attached to the statement incurred for the period and returned to Electorate Services for reconciliation. Following reconciliation of your purchase card, Electorate Services will reallocate the expenditure from a purchase card suspense account to the specific expenditure account codes reported on your Global Allowance Statement.

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 Minister for Finance, 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 2018-19

Members' Global Allowance allocations for 2018-19 are detailed in the following table:

<u>Members' annual Global Allowance allocations 2018-19</u>		
Metropolitan Members	Country Members	Whips
\$57,037.09	\$60,067.44	\$69,958.63

Maximum Carryover Applicable – 25% available under expenditure

Metropolitan Members	Country Members	Whips
\$14,259.27	\$15,016.86	\$17,489.66

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 *2018 State Wage Case and Minimum Standard for Remuneration*.

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

1st year (GLOB01)	\$21.70 per hour plus 25% casual loading	\$27.13
2nd year (GLOB02)	\$22.09 per hour plus 25% casual loading	\$27.61
3rd year (GLOB03)	\$22.47 per hour plus 25% casual loading	\$28.09
4th year (GLOB04)	\$22.95 per hour plus 25% casual loading	\$28.69
5th year (GLOB05)	\$23.34 per hour plus 25% casual loading	\$29.18
6th year (GLOB06)	\$23.73 per hour plus 25% casual loading	\$29.66

Note - Rates applicable from 1 July 2018

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.

PARLIAMENTARY REMUNERATION ACT 1990

DEED FOR PAYMENT OF GLOBAL ALLOWANCE

BETWEEN:

THE TREASURER, a body corporate pursuant to section 7 of the *Administrative Arrangements Act 1994* of the State Administration Centre Victoria Square Adelaide 5000 in the State of South Australia (“**the Treasurer**”)

AND

John Rau, of 221 Main North Road, Sefton Park a Member of the House of Assembly in the Parliament of South Australia (“**the Member**”)

COMMISSIONER OF STATE TAXATION

RECITALS:

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DEED

- A. Section 6A of the *Parliamentary Remuneration Act 1990* provides that the Crown may provide allowances and other benefits that are additional or supplementary to the awards of the Remuneration Tribunal under the said Act.
- B. His Excellency the Governor in Executive Council has determined that Members of the House of Assembly are entitled to a Global Allowance which may be applied at the discretion of individual Members to meet certain classes of costs incurred in the operation of their electorate office.
- C. Doubt has arisen as to the power of the Crown to recover from Members excess expenditure debited against the Global Allowance of individual Members.
- D. So as to remove that doubt His Excellency the Governor has decided that the grant of the Global Allowance to a Member will be conditional upon that Member entering a deed with the Crown whereby the Member agrees to the terms and conditions governing payment of the Allowance.
- E. The Treasurer is authorised to enter this Deed on behalf of the Crown.

THE PARTIES COVENANT AS FOLLOWS:

1. RECITALS

The parties agree that the recitals of this Deed are true and correct in every material particular and that the recitals shall form part of this Deed.

2. DEFINITIONS

In this Deed

- 2.1 “Recognised expenses” means those expenses incurred by a Member of the House of Assembly in the conduct of his or her electorate office being expenses of a class which His Excellency the Governor in Executive Council has approved for payment by the Crown.

3. GLOBAL ALLOWANCE

- 3.1 During the term of this Deed provided that the Member remains a member of the House of Assembly he/she will be entitled to an annual Global Allowance of the sum fixed from time to time by the Governor in Executive Council and published in the Members Handbook.

4. PAYMENT OF RECOGNISED EXPENSES

- 4.1 The Treasurer may draw against the balance of the Global Allowance from time to time standing to the credit of the Member to pay accounts relating to recognised expenses incurred by the Member in the conduct of his/her electorate office.

5. ADMINISTRATIVE ACTION TO CORRECT EXCESS EXPENDITURE

- 5.1 If the Member incurs recognised expenses in excess of the sum from time to time standing to his/her credit by way of Global Allowance the Treasurer may either:
- (a) with the agreement in writing of another Member of the House of Assembly, recover any part of the excess expenditure by reducing the sum standing to the credit of that other Member and applying that sum against the excess expenditure; or
 - (b) if in the opinion of the Treasurer extenuating circumstances exist, crediting a sum not exceeding 25% of the Global Allowance that is expected to be made available to the Member for the following

financial year provided that the Treasurer must not make any such credit available if a general election must be held under section 28 of the *Constitution Act 1934* within the next 12 months;

6. **RECOVERY OF EXCESS EXPENDITURE BY LEGAL PROCEEDINGS**

- 6.1 Subject to clause 6.2, any expenditure of Global Allowance in excess of the sum (if any) standing to the Member's credit that cannot be recovered under clause 5 of this Deed may be recovered by the Treasurer in a court of competent jurisdiction as a debt due to the Crown.
- 6.2 The Treasurer agrees that before taking legal proceedings to recover under clause 6.1 he will first make a confidential written request to the Member seeking repayment.
- 6.3 The right of the Crown to recover under clause 6.1 will not be affected by the fact that the Global Allowance may have been, in whole or in part, expended upon wages payable to employees of the Crown or upon the purchase of chattels which have become the property of the Crown.
- 6.4 The Crown may sue to recover under clause 6.1 notwithstanding that the Member has ceased to be a Member of the House of Assembly.

7. **TERM**

- 7.1 This Deed shall continue in force and effect from 1 July 2001 for such time as the Member remains entitled to a Global Allowance and while the Global Allowance scheme contemplates the continuing operation of this Deed:
- 7.2 Clauses 1, 5, 6, 7 and 8 will survive the termination of this Deed.

8. **GOVERNING LAW**

- 8.1 This Deed is governed by the laws of South Australia.
- 8.2 The courts of South Australia have non-exclusive jurisdiction in connection with this Deed.

9. **STAMP DUTY**

- 9.1 Any stamp duty payable in respect of this Deed will be paid by the Treasurer.

EXECUTED UNCONDITIONALLY AS A DEED

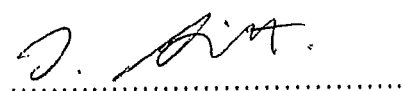
The **COMMON SEAL**)
of the **TREASURER**)
was hereunto affixed)
with his authority)
in the presence of:)


.....

Witness
Print Name:.....**T. McDONALD**.....



Executed as a deed by John Rau)
in the presence of:)


.....

Witness
Print Name:.....**T. SMITH**.....


.....

PARLIAMENTARY REMUNERATION ACT 1990

DEED FOR PAYMENT OF GLOBAL ALLOWANCE

BETWEEN:

THE TREASURER, a body corporate pursuant to section 7 of the *Administrative Arrangements Act 1994* of the State Administration Centre Victoria Square Adelaide 5000 in the State of South Australia (“**the Treasurer**”)

AND

Jay Weatherill a Member of the House of Assembly in the Parliament of South Australia (“**the Member**”)

COMMISSIONER OF STATE TAXATION

S.A. STAMP DUTY PAID

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DEED

RECITALS:

- A. Section 6A of the *Parliamentary Remuneration Act 1990* provides that the Crown may provide allowances and other benefits that are additional or supplementary to the awards of the Remuneration Tribunal under the said Act.
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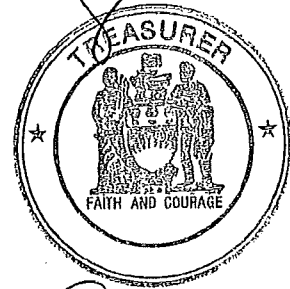
The **COMMON SEAL**)
of the **TREASURER**)
was hereunto affixed)
with his authority)
in the presence of:)

[Handwritten Signature]
.....

Witness

Print Name:.....T.....MCDONALD

[Handwritten Signature]



Executed as a deed by Jay Weatherill)
in the presence of:)

[Handwritten Signature]
.....

[Handwritten Signature]
.....

Witness

Print Name:.....Mick Petrovski