



**Government
of South Australia**

TRS19D1362

Hon Stephen Mullighan MP
Member for Lee
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SEMAPHORE SA 5019

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Dear Mr Mullighan

APPLICATION UNDER THE *FREEDOM OF INFORMATION ACT 1991*

I refer to your application made under the *Freedom of Information Act 1991* (FOI Act), dated 21 May 2019.

Your application seeks access to:

"All minutes, briefings and correspondence titled 'Underpayment of Minister's salary on 1 October 2018 Public Holiday' as described on the Objective document management system, between 12 July 2018 and 21 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*.

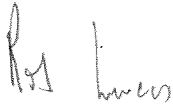
In accordance with this Circular, any non-personal information determined for release as part of this application, may be published on the DTF website. A copy of PC045 can be found at the following address: <https://dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars>. Please visit the website for further information.

As I am determining this application as Principal Officer, Section 29(6) of the Act does not provide for an internal review. If you are dissatisfied with my determination you are entitled to exercise your rights of external review with the Ombudsman.

Alternatively, you can apply to the South Australian Civil and Administrative Tribunal. If you wish to seek a review, Section 39(3) of the Act states you must do so within 30 calendar days of receiving the determination.

If you require any further information, please contact Vicky Cathro on 8226 9769.

Yours sincerely

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

Hon Rob Lucas MLC
Principal Officer

15 January 2020

MINUTE

Date	23/10/18
File No.	T18/084
Physical ID	TRS18.D211



MINUTES forming ENCLOSURE

File DPC18/1220

Doc No B263695

To: The Treasurer

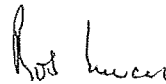
UNDERPAYMENT OF MINISTERS' SALARY ON 1 OCTOBER 2018 PUBLIC HOLIDAY

Recommendations/Issues:

It is recommended that you:

- Note the advice provided regarding the underpayment of thirteen (13) Ministers for the public holiday on 1 October 2018.

Noted



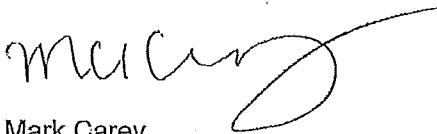
Hon Rob Lucas MLC
Treasurer

28/10/2018

KEY POINTS

- On 16 October 2018, Shared Services SA identified that 13 Ministers had been underpaid their Electorate Allowance and Additional Salary Allowance for the 1 October 2018 public holiday (relating to the fortnightly pay day on 11 October 2018).
- Immediately upon identifying this underpayment of wages, Shared Services SA advised your office and calculated back payments for all impacted Ministers. It should be noted that Members of Parliament were not impacted.
- Shared Services SA has written to all impacted Ministers apologising for this error and advising that a back pay adjustment will be processed in their next pay on 25 October 2018.
- This issue arose as a result of the recent implementation of a fortnightly pay cycle for Ministers. As part of the change, the responsible team in Shared Services SA did not review and confirm that the allowances payable to Ministers were correctly set-up in the CHRIS 21 Human Resource Management System (CHRIS 21).

- It has subsequently been found that the Electorate Allowance and Additional Salary Allowance did not have the 'flag' selected in CHRIS 21 for payment on public holidays. A change has already been implemented to correct the system configuration.
- The set-up of these allowances has not previously caused underpayments, as the pay for Minister's was calculated and processed manually before the transition to a fortnightly pay cycle.
- In addition to the allowance configuration issue, internal review highlighted that Payroll Services did not correctly check existing control reports (i.e. specifically the report which highlights any employee where there is more than a \$500 gross pay variation between the current and previous fortnights). It appears that this was also a transitional issue associated with the move to a fortnightly pay cycle, as the checking reports were not distributed to the key Payroll Officer responsible for Ministers' pay.
- Communication has occurred with the responsible Payroll Officers to reinforce the importance of completing and signing-off all specific control reports as part of every fortnightly pay.
- Based on the corrective actions implemented, it is not anticipated that there will be any future pay issues for Ministers.



Mark Carey
A/EXECUTIVE DIRECTOR
GOVERNMENT SERVICES

23/10/2018

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