

Our ref: CORP F2020/000345, CORP F2020/000353

16 September 2020

Hon Dennis Hood MLC Member of the Legislative Council Parliament House ADELAIDE SA 5000 BUSINESS OPERATIONS &
STRATEGY, CORPORATE
SERVICES
Level 15
25 Grenfell Street
Adelaide SA 5000
GPO Box 1671
Adelaide SA 5001
DX 667
Tel 8429 0422
www.pir.sa.gov.au

Dear Mr Hood

### Determination under the Freedom of Information Act 1991

I refer to your application made under the *Freedom of Information Act 1991* which was received by the Department of Primary Industries and Regions (PIRSA) on 14 August 2020 and the application transferred from the Office of the Minister for Primary Industries and Regional Development on 19 August 2020, seeking access to the following:

"All documents and records including but not limited to financial statements, bank statements, credit card statements, briefings, minutes, correspondence, reports, emails, letters, meeting agendas, written notes and diary entries regarding access to foreign currency for ministerial travel for the period 14 March 2014 to 17 March 2018"

Contact was made with your office by PIRSA's Freedom of Information and Privacy Officer on 21 August 2020 seeking to narrow the scope of your applications. On 24 August 2020, it was confirmed that a report would be sufficient in lieu of all documents relating to each transaction if dealing with the applications would result in a substantial and unreasonable diversion of agency resources.

As your applications were on hold for a period of three days while negotiating the revised scope, the due date in which to provide a determination was amended to 16 September 2020 (for CORP F2020/000345) and 21 September 2020 (for CORP F2020/000353).

Accordingly, the following determination has been finalised.

I have located five documents that are captured within the scope of your request.

### **Determination**

I have determined that access to the following documents is granted in full:

Doc No.	Description of document	No. of Pages
1	Summary of foreign currency 2015/16 to 2017/18	1
2	PIRSA Travel Advance Form, payment advice – April 2016 – Transaction Description: 1033	4
3	PIRSA Travel Advance Form – May 2016 – Transaction Description: 1036	4
4	PIRSA Travel Advance Form – July 2016 – Transaction Description: 1039	6
5	PIRSA Travel Advance Form – August 2017	5

If you are dissatisfied with this determination, you are entitled to exercise your right of review and appeal as outlined in the attached documentation <a href="https://archives.sa.gov.au/finding-information/information-held-sa-government/making-freedom-information-application#Review">https://archives.sa.gov.au/finding-information/information-held-sa-government/making-freedom-information-application#Review</a>, by completing the "FOI Application Form for Internal Review of a Determination" and returning the completed form to:

Freedom of Information Principal Officer Department of Primary Industries and Regions GPO Box 1671 ADELAIDE SA 5001

or via email PIRSA.FOI@sa.gov.au

In accordance with the requirements of Premier and Cabinet Circular PC045, details of your application, and the documents to which you are given access, will be published in PIRSA's disclosure log. A copy of PC045 can be found at <a href="http://dpc.sa.gov.au/">http://dpc.sa.gov.au/</a> data/assets/pdf file/0019/20818/PC045-Disclosure-Log-Policy.pdf

If you disagree with publication, please advise the undersigned in writing within fourteen calendar days from the date of this determination.

Should you require further information or clarification with respect to this matter, please contact Ms Lisa Farley, Freedom of Information and Privacy Officer on 8429 0422 or email <a href="mailto:PIRSA.FOI@sa.gov.au">PIRSA.FOI@sa.gov.au</a>.

Yours sincerely

Darren Humphrys

**Accredited Freedom of Information Officer** 

DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONS

## FOI File Number: CORP F2020/000345, CORP F2020/000353

Foreign Currency	Υ		
Sum of \$			Minister
Year	Expenditure Category	Transaction description	Bignell
2015/16	Travel & Accomm - Overseas	1033	3,134.37
		1036	2,360.00
2015/16 Total			5,494.37
2016/17	Travel & Accomm - Overseas	1039	1,117.00
2016/17 Total			1,117.00
2017/18	Travel & Accomm - Overseas	Ap Detail	440.00
2017/18 Total	er til kallan vikker i den se en		440.00
Grand Total			7,051.37

\*

01480208738

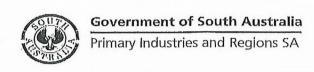


PRIMARY INDUSTRIES AND REGIONS SA TRAVEL ADVANCE FORM

		lf of Leon Bignell MP and Lucy Anderson (Ministerial
Add	iser) ress:Level 10, 1 Klng William Str	oet, Adelaide 0 4-80208778
Reason for Trav To accompany Shandong Prov	el: the Premier to China for forn	nal celebrations of the 30-year partnership between Australia Week in China. Destinations include Beijing,
Time and		05:10 am
Date of Travel:	From: 03/04/2016	To: 11/04/2016
Debit Codes:	7846 \$	7854 - General Ledger object code used for
	7854 \$	accommodation only, where a purchase order or credit card was unable to be used.
	03 668 8908 7856 \$ 3 (3)	1 37 Refer card was unable to be used. 7856 - General Ledger object code used for <u>overseas</u> expenses only
Total Amount Re	equested: \$3,134.37 EFT or CM	anual Cheque (Circle)
EFT Details : Ba	nk: BSB	A/C No
	Manual Cheque to be forwarded or	
	oner for Public Employment tion 6) states that;	Financial Delegate Approval:
Where possible	the corporate credit card or a	Name: Ruth Sibley
purchase order s	should be used to charge instead of paying cash and	Title: Chief of Staff
claiming relmbur		Signature:
		Phone No: 8226 3317
were actually and	t certify that the amounts claimed d necessarily incurred when	Employees' Signature:
completing a Tra	ection with employment by vel Reconcillation form within 14 to work. (See attached)	Print Name: Sophie Karastamatis
		Phone No: 8226 3307
EMAIL: APINVO		E - Team 04 FAX: 8124 9894 au, GPO BOX 11027, ADELAIDE, SA 5001 online payments requests
	ble / Procurement Use Only:	
Funds Advanced	by: EFT in Batch No	Manual Chq - Chq No:
	Corporate Online	
	Amount \$	
Date of Advance:	Entered by: .	
Date of Travel Re	coup: / Balance	Outstanding \$
Material Material		

### Overseas Travel FX - April 2016

	Currency	Minister	Adviser	<b>Total FX</b>	<b>Conversion Rate</b>	Total \$Aus
Singapore 3 to 4 April 2016						
(1 night)	5GD	238	238	476	0.9742	\$ 488.61
China 4 to 8 April 2016						
(5 nights)	CNY	4920	4920	9840	4.604306	\$ 2,137.13
Beijing					•	
Jinan						
Qingdao						
Guaangzhou						
Hong Kong 9 to 10 April						
2016 (1 night)	HKD	1403	1403	2806	5,516694	\$ 508.64
						\$3,134.37



PAYMENT ADVICE

Date:

30/03/2016

Vendor No:

208338

Cheque No:

001033

Please direct enquiries to: Shared Services SA Accounts Payable GPO Box 11027, ADELAIDE SA 5001

Fax:

(08) 8124 9884

Emall:

APenquirles@sharedservices.sa.gov.au

Telephone enquirles - general (08) 8462 1304 (Press 2)

Check your invoice status at myinvoice.sharedservices.sa.gov.au

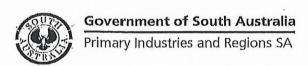
S KARASTAMATIS - PAY TO CASH

L10 1 King William Street

Adelaide 5000

Involce Date	Invoice/Credit No.	Invoice Description	Net Amount
30/03/2016	Travel 0304-110416	Travel advances for Bignell & Anderson	3,134,3
1			\$3,134.37

Please detach before banking



Commonwealth Bank of Australia SA GOVERNMENT BANKING CENTRE 96 KING WILLIAM STREET, ADELAIDE, SA

No. 001033

30/03/2016 Date

The sum of: THREE THOUSAND ONE HUNDRED THIRTY FOUR DOLLARS AND THIRTY SEVEN: CENTS

S KARASTAMATIS - PAY TO CASH

For and on behalf of:

Pay to the order of:

Department of Primary Industries and Regions ABN:53.763 159 858

NOT NEGOTIABLE

O65 m 266 % 10000007680

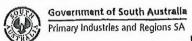
Org ID User name	IP Delegation Amount	IP Special Delegation Amount position no
0148 Ruth Sibley	27,500.00	PR4386

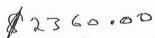
Report Results 23/03/2016 10:19:59 AM

Mark Roberts AP / 23/03/2016

01480208778

1036





### PRIMARY INDUSTRIES AND REGIONS SA TRAVEL ADVANCE FORM

Advance to: Name: Sophle Karastamatis on behalf of Leon Bignell MP and Ministerial Adviser, Cathy Parker

Address: Level 10, 1 King William Street, Adelaide

Reason for Trav Auckland.	el: The purpose of the travel is to	attend the Agriculture Ministers' Forum (AGMIN) in
Time and	12:00 midday	08:00 pm
Date of Travel:	From: 18/05/2016	То: 23/05/2016
Debit Codes:		<u>accommodation only</u> , where a purchase order or credit card was unable to be used.
Total Amount R	tequested: \$2,360.00 EFT	or Manual Cheque (Circle)
EFT Details : Ba	ank: BSI	B A/C No
Date: ASAP Is	Manual Cheque to be forwarded	
(PSMAD08 Section Where possible to purchase order accommodation claiming reimbur  Employees must were actually and travelling in contravelling	oner for Public Employment tion 6) states that: the corporate credit card or a should be used to charge instead of paying cash and sement.  t certify that the amounts claimed d necessarily incurred when lection with employment by vel Reconciliation form within 14	Financial Delegate Approval:  Name: Ruth Sibley  Title: Chief of Staff  Signature: Phone No: 8226 3317  Employees' Signature:  Print Name: Sophie Karastamatis
days of returning	to work. (See attached)	Phone No: 8226 3307
EMAIL: APinvo	pices@sharedservices.sa.go	BLE - Team 04 FAX: 8124 9894 v.au, GPO BOX 11027, ADELAIDE, SA 5001 or online payments requests
Accounts Paya	able / Procurement Use Only:	
Funds Advance	d by: EFT in Batch No	Manual Chq - Chg No:
	Corporate Online	
Voucher ID:	Amount \$	
Date of Advance	Entered by	:
Date of Travel R	ecoup: / Balan	ce Outstanding \$
Claim in Batch I	Vo	

Overseas Travel FX - May 2016

 Auckland 18 to 23 May 2016 (6 nights)
 Currency Minister
 Adviser
 Total FX
 Conversion Rate
 Total \$Aus

 NZD
 1224
 1224
 2448
 1.037
 \$ 2,361

 \$ 2,361
 \$ 2,361

I want to:

To work out the value of one currency in relation to another, use our foreign exchange calculator. Simply select the foreign exchange transaction you'd like to perform, choose a currency, then enter the amount you'd like to convert, You can also view historical rates for your selected currencies.

Buy Foreign Ca	sh	O Sell For	relgn Cash		an Internationa Transfer	ď
O Buy Travellers Cheques		O Sell Tra		○ Send	a Forelgn Draft	
O Buy Travel Mon Card	ey					
In this current	cy:					
In this currency;	New Zeala	nd Dt 🗸	Current rate: AUD	1 = NZD 1,	037000	
Amount In AUD;	2360,66		= Amount in NZD:	2448.00		
The rates quoted aboare subject to chang	ove are current a e. This is an estin	s at 12:18 PM mate only.	(Australian EST) on LO/	05/2016 and	do not Include a	ny fees. Rates
Show me the h	ilstorical ra	tes for Al	ID 1 to NZD			
					AUD1.0	0; '
NZD 1.00	·	1				
NZD 0.75						:
NZD 0.50						
NZD <b>0.25</b>		•				
	JUL '15 .	SEP '15	NOV '15 JA	י 116.	MAR '16	MAY '16

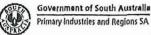
Org ID User name	IP Delegation Amount	IP Special Delegation Amount position no
0148 Ruth Sibley		M26944

Report Results 12/05/2016 2:57:22 PM

Mark Roberts AP / 12/05/2016

MC 0148 61480208738

1039



# PRIMARY INDUSTRIES AND REGIONS SA

TRAVEL ADVANCE FORM Advance to: Name: Sophie Karastamatis on behalf of Leon Bignell MP and CoS, Ruth Sibley Address: Level 10, 1 King William Street, Adelaide Reason for Travel: (Destination) Time and 09:10 am 23:10 pm Date of Travel: From: 24/07/2016 To: 30/07/2016 7846 - General Ledger object code used for meals and Incidentals without receipts.

7854 - General Ledger object code used for Debit Codes: 7846 \$ accommodation only, where a purchase order or \_\_\_\_\_7854 \$ credit card was unable to be used. 7856 - General Ledger object code used for overseas 03 668 8908 7856 \$ 1,117.00 expenses only Total Amount Requested: \$1,117.00 EFT or Manual Cheque (Circle) EFT Details: Bank: \_\_\_\_ BSB \_\_\_- A/C No \_\_\_\_ Is Manual Cheque Collected Date: ASAP Note: Commissioner for Public Employment Financial Delegate Approval: (PSMAD08 Section 6) states that: Name: Ruth Sibley Where possible the corporate credit card or a purchase order should be used to charge Title: Chief of Staff accommodation Instead of paying cash and claiming reimbursement. Signature: Phone No: 8226 3317 Employees must certify that the amounts claimed **Employees' Signature:** were actually and necessarily incurred when travelling in connection with employment by completing a Travel Reconciliation form within 14 Print Name: Sophie Karastamatis days of returning to work. (See attached) Phone No: 8226 3307 COMPLETED FORM TO ACCOUNTS PAYABLE - Team 04 FAX: 8124 9894 EMAIL: APinvoices@sharedservices.sa.gov.au, GPO BOX 11027, ADELAIDE, SA 5001 Or Scanned to Basware as an attachment for online payments requests Accounts Payable / Procurement Use Only: Funds Advanced by: EFT in Batch No ....... Manual Chq - Chq No: ...... Corporate Online Voucher ID: ..... Amount \$ ...... Date of Advance: ........... Entered by: ...... Date of Travel Recoup: ..... / ..... Balance Outstanding \$ .....

Claim in Batch No .....

#### Overseas Travel FX - July 2016

South East Asia 24 to 31 July 2016	Currency	Minister	Adviser	Total FX	Conversion Rate	Tot	tal \$Aus
SINGAPORE	SGB	243	243	486	0.9698	\$	501
KUALA LUMPUR	MYR	371	371	742	2.710101	\$	274
BANGKOK	THB	4289	4289	8578	25.070197	\$	342
						\$	1,117

Calculate the value of one currency in relation to another with our foreign exchange calculator. Simply select the foreign exchange transaction you'd like to perform, choose a currency, then enter the amount you'd like to convert. You can also view historical rates for your selected currencies, or view our foreign exchange rates.

To assist with all your international business needs, we offer a wide comprehensive range of services so you can trade with confidence. Find out more by viewing our foreign exchange services and foreign currency accounts.

#### I want to:

Buy Foreign Cash	O Sell Foreign Cash	<ul> <li>Send an International Money Transfer</li> </ul>
O Buy Travellers Cheques	O sell Travellers Cheques	O Sand a Foreign Draft
O Buy Travel Money Card		
In this currency:		
In this currency: Sing	apore Polla V Current rate:	AUD 1 = \$GD 0.969800
Amount In AUD: 250.	57 . = Amount (n	SGD: 243,00

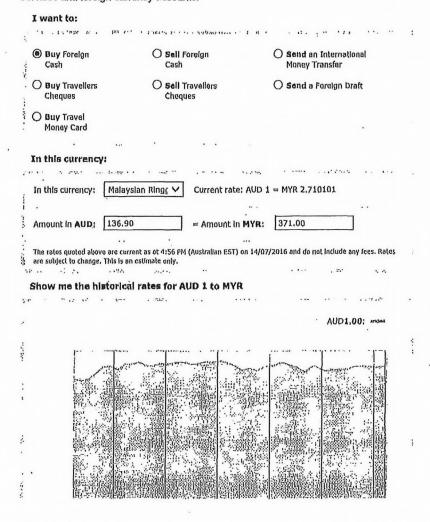
Show me the historical rates for AUD 1 to SGD

AUD1,00: Proc

https://service.commbank.com.au/tools/business/foreign-exchange-calculator/foreign-... 14/07/2016

Calculate the value of one currency in relation to another with our foreign exchange calculator. Simply select the foreign exchange transaction you'd like to perform, choose a currency, then enter the amount you'd like to convert. You can also view historical rates for your selected currencles, or view our foreign exchange rates.

To assist with all your international business needs, we offer a wide comprehensive range of services so you can trade with confidence. Find out more by viewing our foreign exchange services and foreign currency accounts.



https://service.commbank.com.aw/tools/business/foreign-exchange-calculator/foreign-... 14/07/2016

Calculate the value of one currency in relation to another with our foreign exchange calculator. Simply select the foreign exchange transaction you'd like to perform, choose a currency, then enter the amount you'd like to convert. You can also view historical rates for your selected currencles, or view our foreign exchange rates.

To assist with all your international business needs, we offer a wide comprehensive range of services so you can trade with confidence. Find out more by viewing our foreign exchange services and foreign currency accounts.

I want to:							
		1.15.					
Buy Foreign Cash		O Sell Fo	relgn		O Send a Money	n Internat Fransfer	lonal .
O Buy Travellers Cheques		O sell Tr			O send a	Foreign D	raft
O Buy Travel Money Card							
In this currenc	y:						•
r zatre i						••••	* *** *
In this currency:	Thal Baht	· V	Current r	ate: AUD 1	= THB 25.	070197	
Amount in AUD:	171.08		= Amoun	t In THB:	4289.00		٦٠
Amount in Abb.	172,00		- Amoun	C III TTID,	1205100		7
The rates quoted aborare subject to change	. This is an estin	nate only.			/2015 and do	not Include	any fees. Rates
SHOW HIS LING II		· ··					
						AUD1	.00: ١٠٠٠
	i	.			-	1	
- Jeanger				Talventiin.	Wide Street		***************************************
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https://service.commbank.com.au/tools/business/foreign-exchange-calculator/foreign-... 14/07/2016

6/6

| Org ID | User name | IP Delegation Amount| | P Special Delegation Amount| position no | Acting for Position | Acting for User | Acting IP Delegations | 0148 Ruth Sibley | 27,500,00 | M26944

Report Results 20/07/2016 8:51:33 AM

Mark Roberts AP / 20/07/2016



### PRIMARY INDUSTRIES AND REGIONS SA TRAVEL ADVANCE FORM

	ne:     on l ress: Level 10, 1 King W		Leon Bignell MP and Adviser, Lucy Anderson		
	el: Tourism Ministers M				
(Destination)					
Time and	- 1 × -				
Date of Travel:	From: 26/08/2017		То: 30/08/2017		
Debit Codes:	Debit Codes:		7846 - General Ledger object code used for <i>meals and Incidentals without receipts</i> . 7854 - General Ledger object code used for		
	03 668 8908 7856	\$ 440.00	expenses only		
Total Amount Re	equested: \$440.00	EFT o	or Manual Cheque (Circle)		
FT Details: Bar	nk:	BSB	A/C No		
Date: ASAP	Is Manual Cheque	Collecte	d		
Nata Caranta I	C- Dalle F- L		Telemental Balance Assessed		
Note: Commissioner for Public Employment (PSMAD08 Section 6) states that:			Financial Delegate Approval:		
			Name: Sophie Karastamatis		
Where possible the corporate credit card or a purchase order should be used to charge			Title: Office Manager		
accommodation	instead of paying cash ar		Title		
claiming reimbur	sement.		Signatura		
	*		Signature		
	· · · · · · · · · · · · · · · · · · ·		Phone No: 8226 3307		
Employees must certify that the amounts claimed were actually and necessarily incurred when travelling in connection with employment by			Employees' Signature:		
completing a Tra	vel Reconciliation form w to work. (See attached)	ithin 14	Print Name:		
			*		
			Phone No: 8226 2941		
EMAIL: APinvo	ices@sharedservices	.sa.gov.	LE - Team 04 FAX: 8124 9894 au, GPO BOX 11027, ADELAIDE, SA 5001 r online payments requests		
	ble / Procurement Use				
unds Advanced	by: EFT in Batch No		Manual Chq - Chq No;		
	Corporate Online				
oucher ID:	Amount \$	**********			
Date of Advance	:/ Ent	ered by:			
ate of Travel R	ecoup: / /	Balanc	e Outstanding \$		
Claim in Batch N	lo				

MC- 0/148-01482208782-\$440.00



### Government of South Australia

Primary Industries and Regions SA

### PAYMENT ADVICE

Date:

22/08/2017

Vendor No:

01482208782

Cheque No: .

001057

Please direct enquirles to:

Shared Services SA Accounts Payable GPO Box 11027, ADELAIDE SA 5001

Fax:

(08) 8124 9884

Email:

APenguirles@sharedservices.sa.gov.au

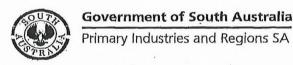
Telephone enquirles - general (08) 8462 1304 (Press 2)

Check your invoice status at mylnyoice.sharedservices.sa.gov.au

- PAY TO CASH

Invoice Date 22/08/2017	Invoice/Credit No. TRAVEL 2608-300817	Invoice Description	n	. Net Amount 440.00
		TRAVEL ADVANCE		
				•
		r		
	ce relating to this payment should be	forward of the phase address	TOTAL	

Please detach before banking



**Commonwealth**Bank

Commonwealth Bank of Australia SA GOVERNMENT BANKING CENTRE 96 KING WILLIAM STREET, ADELAIDE, SA

No. 001057

Dat 22/08/2017

Pay to the order of: - PAY TO CASH

The sum of FOUR HUNDRED FORTY DOLLARS AND NO CENTS

For and on behalf of: Department of Primary industries and Regions ABN 53 763 459 858

sen

T NEGOTIABLE

\*\*440.

K. Sinfield

Rates are expressed as 1 AUD and are current as at 8;40am (Australian EST) on 21/08/2017 and do not include any fees.

To convert Australian Dollar Into another currency MULTIPLY by the rate. To convert another currency into Australian Dollar DIVIDE by the rate.

I want to Got Foreign Cash / Chango Foreign Receive Send International Travellers Chqs or Doposit Foreign Cash / Travellers Money Transfer or buy Foreign Draft Currency Coda International Chqs or unload Cheque load Travel Money Money Transfer Travel Money Card Card Chinese Renminbl 6.6825 CNY

See all currency rates

The rates quoted above are subject to change at the Bank's discretion. Whilst every effort is made to ensure the information is accurate, you should confirm the latest situation with the Bank prior to making a decision.

\*IMTs (International Money Transfer) in these currencies are only available in NetBank. These currencies are not currently available for IMTs in branches.

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### Miller, Vickie (DPC)

From:

Karastamatis, Sophie (PIRSA)

Sent:

Monday, 21 August 2017 1:11 PM

To:

Miller, Vickie (DPC)

Subject:

Travel Advance - Minister Bignell (PIRSA)

Attachments:

ECA INTL - Travel Allowance Rates.pdf; FX Travel Advance Form - China.pdf

#### · Hi Vickie

Mark Robert's normally actions travel advance requests for the Minister, so can you please action this request in Mark Robert's absence.

Attached please find a *Travel Advance Form* for Minister Bignell and his Adviser, Lucy Anderson, for travel to China from Saturday 26 August returning to Adelaide, Wednesday 30 August 2017. Please note only 1 day's allowance is being claimed for both the Minister and his Adviser.

Travel allowance rates have been obtained from the ECA International Travel Allowance Rates guide (attached for your information), and conversion rates were obtained from Commonwealth Bank (see attached).

Given the time of travel is in 5 days' time, your prompt attention to this request would be greatly appreciated.

### Kindest regards

Sophie Karastamatis | Office Manager to Leon Bignell MP

Minister for Agriculture, Food and Fisherles | Minister for Forests | Minister for Tourism | Minister for Recreation and Sport | Minister for Racing

Government of South Australia

GPO Box 1671 Adelaide SA 5001 | DX 667

P: +61 8 8226 1210 | E: sophie.karastamatis@sa.gov.au | W: www.pir.sa.gov.au







Service | Professionalism | Trust | Respect | Collaboration & Engagement | Honesty & Integrity | Courage & Tenacity | Sustainability

Disclaimer: The information in this e-mail may be confidential and/or legally privileged. Use or disclosure of the information by anyone other than the intended recipient is prohibited and may be unlawful.

Oro ID User name: IP Delegation Amount, IP Special Delegation Amount position no Acting for Position Acting for User 0148 Sophie Karastamatis 11,000.00. M26938

Report Results 22/08/2017 12:14:55 PM.

Vickie Miller AP / 22/08/2017

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