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Our ref: DHS/23/01772
Your ref: 17453415



Mr Michael Brown MP
Member for Florey
Unit 1 3 Wilkinson Rd
PARA HILLS SA 5096

Office of the Chief Executive

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Riverside Building
North Terrace
Adelaide SA 5000

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Adelaide SA 5001

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Sent by email: florey@parliament.sa.gov.au

Dear Mr Brown

I refer to your application under the *Freedom of Information Act 1991 (the Act)*, received by the Department of Human Services (**DHS**) on 1 March 2023, seeking access to:

A copy of the invoice(s) or Purchase Card transactions related to expenditure by the Office of the Minister, where the expenditure is recorded in the General Journal with an Object Code of "77451" or "77478". Timeframe: 17/03/2018 to 22/03/2022

I apologise that DHS did not make a determination within 30 days as required by the FOI Act. However, DHS has continued to process your application outside of this timeframe. Section 19(2)(a) of the Act provides that an agency can release documents outside of the thirty-day timeframe, and this is still taken to be a determination under the FOI Act.

Three documents were located that fit within the scope of your request and I have determined as follows:

- Two documents are to be released in full, with one document containing out-of-scope material redacted.
- One document is to be released in part.

Please find enclosed a copy of the documents released, and a document schedule containing a brief description of each document and determination in summary form.

Released in full

Documents 1 – 2 (with out-of-scope material removed).

Released in part

Document 3 contains information relating to the personal affairs of third parties. I consider that it would be unreasonable to disclose this information, and determine the information exempt pursuant to clause 6(1) of Schedule 1 of the Act.

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If you are dissatisfied with my determination, you can seek an internal review by writing to the Chief Executive, DHS, as the Principal Officer of the agency. Your request should be sent within 30 days of your receipt of this letter.

In accordance with the requirements of Premier and Cabinet Circular PC045, details of your FOI application, and the documents to which you are given access, may/will be published on the agency's disclosure log. A copy of PC045 can be found at <https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars>

If you have any questions in relation to this matter, please contact Ben Twigg, Senior FOI Officer, on telephone 8413 9094 or by email at DHSFreedomofInformation@sa.gov.au. If you disagree with publication, you will need to advise the Senior FOI Officer within two weeks of the date of this determination.

Yours sincerely



Amanda Stone

ACCREDITED FREEDOM OF INFORMATION OFFICER

31 / 5 / 2023

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SCHEDULE OF DOCUMENTS – DHS/23/01772

Freedom of information application from the Mr Michael Brown MP seeking access to:

A copy of the invoice(s) or Purchase Card transactions related to expenditure by the Office of the Minister, where the expenditure is recorded in the General Journal with an Object Code of "77451" or "77478". Timeframe: 17/03/2018 to 22/03/2022

No	Author	Date	Description of document	Determination	Exemption clause
1.	N/A	N/A	GL Transactions History (CC 9296 9297, Natural Acc 77451 77478)	Released in Full	
2.	N/A	12/09/2018	Payment request - Payments Summary in Basware	Released in full	Out of Scope Material Redacted
3.	Amanda Hockings	27/08/2018	Petty Cash Reimbursement - Supporting Doc re: Bloomex	Released in part	Clause 6(1) – personal affairs

[illegible]



Accounts Payable Payment Request

Invoice Number: 1801873505
 Order No.: 1801873505
 Invoice Date: 12/09/2018
 Invoice Description: Office of Minister Michelle Lensink - Petty Cash
 Net Amount: Out of Scope
 GST: Out of Scope
 Total Amount: Out of Scope
 Agency: 0187
 Payment Requests: PCASH

Supplier No: PCAS1027
 Supplier ABN: 11525031744
 Supplier Name: MINISTER MICHELLE LENSINK

Row ID	Description	Entity Code	Cost Centre	Activity Code	Account	Project Code	Task Code	Cost Code	Unit Price	GST Code	GST %	GST Amount	Net Amount (Excl GST)	Total (Incl GST)
1	Out of Scope													
2	Petty Cash Reimbursement	F	9296	B205	77478				19.98	DP10	10	2	19.98	21.98
3	Out of Scope													

4	Out of Scope												
5	Gift	F	9296	B205	77451	75.9	DPNTI	0	0	75.9	75.9		

Queries on this invoice should be directed to: Joanne Mets [0.00]



Government of South Australia

Department for Communities
and Social Inclusion

PETTY CASH REIMBURSEMENT VOUCHER

1. Expense Details

Date	27 AUG 2018
Name	Amanda Hockings
Supplier	Bloomex
Description and Purpose of Purchase	Flowers - <small>Clause 6(1)</small>

Petty Cash Advanced	YES/NO
Amount Advanced	

2. Actual Expense Incurred

Amount (Excluding GST)	\$ 75.90
GST	
Total (Including GST)	75.90
Cash Reimbursed To	Amanda Hockings
Signature	<i>[Signature]</i>

3. Coding

Following must be completed for coding of GST exclusive amount

E	Cost Centre	Activity	Natural Account
F	9296	8205	77451
F			
F			

This expense was necessarily incurred for business purposes YES/NO

Is this payment for a private benefit YES/NO

4. Certification

Goods/ Services received
Calculations Correct
Amount not previously paid
Tax Receipt attached

Checked by:

5. Authorisation

Approved Under Delegated Authority

No reimbursement will be made until this voucher has been correctly filled in and authorised and appropriate documentation attached.

Name	Amanda Hockings
Division	Department of Human Services
Position Number	<small>Clause 6(1)</small>
Level of Delegation	5
Disclaimer	By authorising this payment I certify that the goods or services were purchased in line with DCSI policy for legitimate business purposes
Signature	<i>[Signature]</i>
Phone Number	8463 3388

***ATTACH RECEIPTS
HERE***

☐ Missing Tax Invoice greater than \$10.00

If you have not been provided with, misplaced or lost your tax invoice complete details and forward to the Quality Assurance Officer for approval.

(If missing invoice is \$10.00 or less, it may be reimbursed under the normal authorisation by the Delegate)

Petty Cash	
Float Vendor	
Reason for	
Missing Invoice	

Approval by Quality Assurance, Risk and Business Improvement

Approved by Quality Assurance Officer

Name	
Signature	
Date	

☐ Added to Missing Invoice Register ☐ Returned to Custodian

**FOR MULTIPLE RECEIPTS PLEASE
PHOTOCOPY OR PASTE ONTO A4 PAGE**

Order Number: 1368862
Order Date: Aug 27, 2018
Order Status: Paid
Customer Service: Expedited Customer Service
Return Policy: Important Information



Teddy Bear Beauty (supersize)
SKU: AU111-59
Quantity: 1
Product Price: \$69.94
Total: \$69.94

Order Details

Customer Information

Company:
Full Name: Amanda Hockings
Address: Level 12, 1 King William Street
City: Adelaide
Postal Code: 5000
Country: AUS
Phone: [REDACTED]
Email: amanda.hockings2@sa.gov.au

Ship to:

Company:
Full Name: [REDACTED]
Address: [REDACTED] Flinder Medical
Centre Flinders Drive
City: Bedford Park
Postal Code: 5042
Country: AUS
Phone: 08 8204 5511
Email:

Sub Total: \$69.94
Coupon Discount: \$0.00
Corporate Discount: \$13.99
Delivery Fee: \$19.95
Tax: \$0.00

Total: \$75.90



**Get a FREE \$20.00
Bloomex Gift Card**

Click on this button to Submit a Positive Review

SUBMIT

Please email a screenshot of your Positive Review and Order #
to reviews@bloomex.com.au to receive your \$20.00 coupon.
One Redemption/Order

Customer Note: Clause 6(1)

Signature:

Special Instructions & Comments:

Delivery Information:

Delivery Date 27-08-2018

Special Instructions:

Bloomex Pty Ltd -- 9/12-18 Victoria Street East, Lidcombe, NSW, 2141 -- ABN 27147609443

Thank you for your patronage.

To view your order, click

VIEW ORDER

[Return to top](#)

Questions? Problems? E-mail: wecare@bloomex.com.au

Due to Mother's Day sales volume all Sales are Final

Due to higher volume and complicated logistics on weekend of Mother's Day, some minor delays in delivery may happen in remote areas. We will contact recipient directly to arrange convenient time for delivery