



**Government
of South Australia**

Minister for Human Services

Level 12 South
1 King William Street
Adelaide SA 5000
GPO Box 2832
Adelaide SA 5001
DX 115
Tel 08 8463 6560
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Our ref: 18MCCR/0099
Your ref: 7133863

Ms Nat Cook
Member for Hurtle Vale
PO Box 158
WOODCROFT SA 5162

Sent by email: Tristan.rust@parliament.sa.gov.au

Dear Ms Cook

Freedom of information application

I refer to your application under the *Freedom of Information Act 1991* (the Act), received by the Office of the Minister for Human Services on 17 October 2018 seeking access to:

Copies of any and all documents (including but not limited to physical and electronic material) regarding DHS or Ministerial Paper 18TDHS/798.

Unfortunately, a determination was unable to be made within the 30 days, therefore it is considered to be a 'deemed refusal' under section 19(2)(b) of the Act. However, our office 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 Act.

Two documents have been identified as falling within the scope of your application and I have determined to release the documents in full.

Please find enclosed a copy of the documents, and a document schedule containing a brief description of the documents.

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 <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars>.

If you have any questions in relation to this matter, please contact Amanda Hockings, Office Manager, on telephone 8463 3388 or by email at

amanda.hockings2@sa.gov.au. If you are dissatisfied with the outcome of your FOI application, you have the right to complain to the Ombudsman SA. Please contact the Ombudsman directly on (08) 8226 8699.

Yours sincerely



Amanda Hockings
ACCREDITED FOI OFFICER

18 / 3 / 2019

SCHEDULE OF DOCUMENTS – MCOR/0099

Freedom of information application from the Ms Nat Cook seeking access to Copies of any and all documents (including but not limited to physical and electronic material) regarding DHS or Ministerial Paper 18TDHS/798.

No	Author	Addressee	Date	Description of document	Determination	Reason
1.	Department for Human Services	Minister for Human Services	6/7/2018	Minister Signed Briefing RE: Department of Human Services Authority to Execute Documents	Released in Full	
2.			6/7/2018	Attachment to Briefing: Authority to Execute Documents – Instrument of Authorisation	Released in Full	

Reference Number 18TDHS/798



Government of South Australia
Department of Human Services

TO MINISTER FOR HUMAN SERVICES

RE: DEPARTMENT OF HUMAN SERVICES AUTHORITY TO EXECUTE DOCUMENTS

Decision/action required by: 05/07/2018

Reason: Alignment with DHS Finance activities

Recommendation	Response
1. Approve the Department of Human Services Authority to Execute Documents Instrument of Authorisation (Attachment 1)	Approved / Not Approved / Noted
2. Sign and date the attached Authority to Execute Documents – Instrument of Authorisation to enable certain people within DHS to execute documents by signing and / or affixing the common seal on your behalf.	Approved / Not Approved / Noted

<p>Comments:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p style="text-align: center;"><i>Michelle Lensink</i></p> <p style="text-align: center;">Hon Michelle Lensink MLC</p> <p style="text-align: center;">7/6 / 2018</p> <p style="text-align: center;">6/7</p>
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KEY POINTS

- Further to your recent approval of the Department of Human Services (DHS) Financial Authorisations on 22 May 2018 (attached), it is necessary to obtain your approval of the attached Authority to Execute Documents - Instrument of Authorisation which authorises certain people within DHS to execute documents by signing and/ or affixing the common seal on your behalf.
- With recent Machinery of Government changes, it is necessary to seek and secure new authorisations in accordance with Treasurer's Instruction 8.
- The Authority to Execute Documents - Instrument of Authorisation will be effective from the date of your approval.

DISCUSSION

To promote administrative efficiency, it is necessary for certain people within DHS to execute documents by signing and / or affixing the common seal on your behalf.

On 22 May 2018, you approved the Financial Authorisations which included Contract Authorisation for DHS. Further to your approval of the Financial Authorisations, it is necessary to obtain your separate approval to allow certain people within DHS to execute documents on your behalf by signing and / or affixing the common seal.

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The form and content of the Authority to Execute Documents - Instrument of Authorisation complies with Treasurer's Instruction 8.12 which specifies that:

- 8.12 *An instrument empowering an employee or the occupant of a position to provide a contract authorisation must:*
- 8.12.1 *be in writing;*
 - 8.12.2 *specify the employee, or the position (subject to clause 8.8.3)*
 - 8.12.3 *specify the monetary limit (to be less than \$1,500,000) and any other relevant terms and conditions (such as the type of contract or purchase for which the contract authorisation may be provided); and*
 - 8.12.4 *specify that it immediately ceases upon the employee ceasing employment or materially changing duties, or in relation to a position, a material change in the nature of the duties assigned to that particular position.*

The DHS Legal Unit has reviewed and approved the attached Authority to Execute Documents - Instrument of Authorisation.

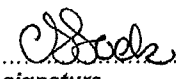
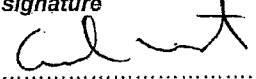
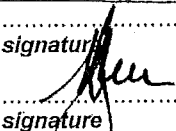
BUDGET

Are there financial implications No

Is there a budget impact No

Is there an FTE impact No

MEDIA/SENSITIVE: No

Procurement and Grants			
Acting Director	Caroline Lock	 signature	21.6.18
Chief Financial Officer	Andrew Thompson	 signature	26.6.18
Deputy Chief Executive	Kim-Sherie Summers Eois Boswell signature
Chief Executive	Tony Harrison	 signature	29.6.18 Date

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ATTACHMENTS

1. Authority to Execute Documents – Instrument of Authorisation
2. Department of Human Services (DHS) Financial Authorisations dated 22 May 2018

Contact Officer: Jody Goreing, Senior Procurement Adviser 8124 4262, Jody.Goreing2@sa.gov.au

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AUTHORITY TO EXECUTE DOCUMENTS
INSTRUMENT OF AUTHORISATION

I, **The Honourable Jacqueline Michelle Ann Lensink MP**, in my capacity as **Minister for Human Services** hereby authorise the persons for the time being holding (or acting) in the positions specified in Table 1 (Authorised Officers) to execute documents by signing and / or affixing the common seal of the type specified in Table 2 up to the monetary limits specified in Table 3 in respect of any matter within my Ministerial portfolio on the conditions and/or restrictions specified in Table 4.

Table 1

Authorised Officers

- a. Chief Executive of the Department of Human Services
- b. Deputy Chief Executive of the Department of Human Services
- c. Chief Financial Officer, Finance and Business Services of the Department of Human Services
- d. Executive Director, Corporate Services of the Department of Human Services
- e. Executive Director, Community Services of the Department of Human Services
- f. Executive Director, NDIS Reform of the Department of Human Services
- g. Director, Concessions and Support Services of the Department of Human Services
- h. Executive Director, Youth Justice of the Department of Human Services
- i. Executive Director, Disability SA of the Department of Human Services
- j. Executive Director, Disability and Domiciliary Care Services of the Department of Human Services
- k. Director, Office for Women of the Department of Human Services

Table 2

Type of Documents

- a. all instruments agreements and contracts (execution by signing and / or affixation of the Minister's common seal)
- b. deeds (execution by signing and / or affixation of the Minister's common seal)

Table 3

Monetary Limit

- a. Chief Executive of the Department of Human Services \$1,500,000 (GST inclusive)
- b. Deputy Chief Executive of the Department of Human Services \$1,500,000 (GST inclusive)
- c. Chief Financial Officer, Finance and Business Services of the Department of Human Services \$1,500,000 (GST inclusive)
- d. Executive Director, Corporate Services of the Department of Human Services \$1,500,000 (GST inclusive)
- e. Executive Director, Community Services of the Department of Human Services \$1,500,000 (GST inclusive)
- f. Executive Director, NDIS Reform of the Department of Human Services \$1,500,000 (GST inclusive)

- g. Director, Concessions and Support Services of the Department of Human Services \$1,500,000 (GST inclusive)
- h. Executive Director, Youth Justice of the Department of Human Services \$400,000 (GST inclusive)
- i. Executive Director, Disability SA of the Department of Human Services \$400,000 (GST inclusive)
- j. Executive Director, Disability and Domiciliary Care Services of the Department of Human Services \$400,000 (GST inclusive)
- k. Director, Office for Women of the Department of Human Services \$150,000 (GST inclusive)

Table 4

Conditions and/or Restrictions

- a. This power may not be sub-delegated.
- b. This authorisation may be varied or revoked by the Minister for Human Services at any time by notice in writing.

Dated this 6 day of July 2018


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HON JACQUELINE MICHELLE ANN LENSINK MP
Minister for Human Services