



**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  
Fax 08 8463 4480

Our ref: MCOR/18/031

Ms Nat Cook  
PO Box 158  
WOODCROFT SA 5162

Sent by email: [tristan.rust@parliament.sa.gov.au](mailto: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 20 June 2018 seeking access to:

*Since 17 March 2018, copies of any and all documents (including but not limited to physical and electronic material) regarding the Minister's domestic and international travel.*

The purpose of this letter is to advise you of my determination.

I have determined that two documents fall within the scope of your application and is listed in the attached document schedule and that access will be granted in full to the document listed in the schedule.

If you are dissatisfied with my determination, you can seek an internal review by writing to the Minister for Human Services 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 <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](mailto:amanda.hockings2@sa.gov.au). If you disagree with publication, you will need to advise the Office Manager within two weeks of the date of this determination.

Yours sincerely



**Hon Michelle Lensink MLC**  
MINISTER FOR HUMAN SERVICES

26/6/2018

**SCHEDULE OF DOCUMENTS – MCOR/18/031 A19107404**

Freedom of information application from Nat Cook MP seeking access to *Since 17 March 2018, copies of any and all documents (including but not limited to physical and electronic material) regarding the Minister's domestic and international travel*

No	Author	Addressee	Date	Description of document	Determination	Reason
1.	Office Manager	Pro Active Disclosure	30 April 2018	Pro Active Disclosure April 2018	Released in Full	
2.	Carlson Wagonlit Travel	Ms Jacqueline Michelle Lensink	19 April 2018	E-Ticket itinerary	Release in Full	



**Domestic/Regional Travel – April 2018**

**Minister Lensink and ministerial staff**

No of travellers	Destination	Reasons for travel	Travel itinerary	Cost of travel	Travel receipts
2	Sydney	Disability Reform Council	29 April – 30 April 2018 Qantas Airways Adelaide to Sydney Intercontinental Hotel Sydney 29 April – 30 April 2018	\$1,656.04 \$ 586.00	

Approved for publication – 2018

Note: These details are correct as at the date approved for publication. Figures may be rounded and have not been audited.



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To attribute this material, cite Government of South Australia



Your e-ticket

[VIEW YOUR ITINERARY ONLINE](#)

Trip on 29 Apr 18

Trip locator: LQZOKY

Date: 19 Apr 18

Traveler **Ms Jacqueline Michelle LENSINK**

Service Center **CWT Service Centre Australia**  
33 KING WILLIAM STREET ADELAIDE SA  
5000

Direct +61 8 8124 9360

Emergency Travel Service +61 8 8124 9360  
\*Additional service fees may apply

Fax +61 8 8127 8027

Email [sadom.adl.au@contactcwt.com](mailto:sadom.adl.au@contactcwt.com)

**YOUR TRIP IS NOW FULLY CONFIRMED****Air E-Ticket Issued**

0812640543035

0812640543036

**Hotel Confirmation**

INTERCONTINENTAL SY 66611827

**IMPORTANT INFORMATION**

Please note a printed version of this document may be required by authorities to access check-in areas. The information provided is correct at the time of sending.

By offering travel to particular international destinations, CWT does not represent or warrant that travel to such destinations is advisable or without risk, and is not liable for damages or losses that may occur from travel to such destinations. You are responsible for ensuring that you meet foreign entry requirements and that your travel documents, such as passports and visas (transit, business, tourist, and otherwise), are in order and any other foreign entry requirements are met. CWT has no special knowledge regarding foreign entry requirements or travel documents. We urge customers to review travel prohibitions, warnings, announcements, and advisories issued by the relevant governments prior to booking travel to international destinations. When you receive your travel document, please verify it immediately. If you have any questions, contact your Service Center.

**CHECK IN AND SECURITY INFORMATION**

Please allow sufficient time for check-in and security procedures – minimum times vary according to suppliers, airports, train stations. Recommended times can be found on supplier website or via CWT if required.

**ONLINE SERVICE** (Please note some suppliers may not offer the service on some of their routes)

**Qantas Airways** : Check In - Time limits |

Sun 29 April, 2018

E-Ticket **0812640543035** /Booking Reference **M77W9Y****Flight QANTAS AIRWAYS QF736**DEPARTURE **Adelaide (ADL - Terminal MAIN)**ARRIVAL **Sydney Kingsford Smith (SYD - Terminal 3 DOMESTIC)**

12:50 - 29 Apr 18

15:10 - 29 Apr 18

Please allow sufficient time for check-in and security procedures

Booking status	Confirmed	Flight duration	01:50 (non-stop)
Equipment	Boeing 737-800 (Winglets)	Meal available	Refreshment
Seat	Passenger	Frequent flyer card	QF1924785
Class	24D		
Free baggage allowance for adult traveler	Economy/Coach (K)	1PC (Piece)	

Notes:

Sun 29 April, 2018

Confirmation **66611827****Hotel INTERCONTINENTAL SY**LOCATION **117 MACQUARIE STREET, SYDNEY NW NS** CONTACTTel. **61292539000**Fax **61292401240**

Booking status	Confirmed	Night(s)	1
Departure date	Mon 30 Apr 18	Room rate	29 Apr AUD 293.00
Room type	KUG	Total amount	AUD 293.00

Rate description

GOVERNMENT RATE ID REQ.  
MUST  
PRESENT ID AND PROOF  
OF GOVERNMENT  
EMPLOYMENT  
1 KING SUPERIOR  
CITYSIDE ROOM OUR  
SOPHISTICATED  
SUPERIOR  
32SPM RM RESTS ON THE  
HIGHER FLOORS AND  
OFFERS YOU A  
MUST PRESENT ID AND  
PROOF OF GOVERNMENT  
EMPLOYMENT AT CHECK IN  
NOT AVAILABLE TO  
UNIVERSITY STUDENTS

DISCLAIMS ALL LIABILITY FOR ERRORS OR BIAS IN  
BOOKING/INFORMATION WHICH IS NOT UNDER ITS CONTROL.

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IMPORTANT INFORMATION FOR AUSTRALIAN TRAVELERS TO USA  
IF TRAVELING TO THE USA UNDER THE VISA WAIVER PROGRAM,  
APPLY FOR AUTHORISATION 72 HOURS PRIOR TO DEPARTURE  
AT ESTA WEB SITE [HTTPS://ESTA.CBP.DHS.GOV/ESTA](https://esta.cbp.dhs.gov/esta)  
FOR OTHER NATIONALITIES - [HTTP://TRAVEL.STATE.GOV/VISA](http://travel.state.gov/visa)  
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INSURANCE INFORMATION -  
INSURANCE COVER IS PROVIDED BY SAICORP FOR OVERSEAS AND  
INTERSTATE TRAVEL ON SA GOVERNMENT BUSINESS FOR A  
MAXIMUM OF 180 DAYS. IF YOU REQUIRE ASSISTANCE ANYWHERE  
IN THE WORLD, CONTACT THE LOCAL TELEPHONE OPERATOR AND  
ASK FOR A REVERSE CHARGE CALL TO ACCIDENT AND HEALTH  
INTERNATIONAL ON 61 2 99786666 AND QUOTE POLICY  
NUMBER 0023171  
FOR MORE INFORMATION PLEASE CONTACT SAICORP  
TELEPHONE 08 8226 9444  
EMAIL [SAICORP2@SA.GOV.AU](mailto:SAICORP2@SA.GOV.AU)  
WEBSITE - [HTTP://WWW.SAFA.SA.GOV.AU/](http://www.safa.sa.gov.au/)  
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CWT AFTER HOURS EMERGENCY CONTACT NUMBERS  
WITHIN AUSTRALIA 1300 781 018  
OUTSIDE AUSTRALIA 61 8 8124 9360  
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-----AIRLINE CREDIT CARD SURCHARGE-----  
AIRLINES BOOKED AND TICKETED IN AUSTRALIA AND PAID FOR  
USING A CREDIT, CHARGE OR DEBIT CARD MAY BE SUBJECT TO  
A SURCHARGE APPLIED BY THE AIRLINE AT TIME OF TICKETING  
THE RESERVATION SYSTEM IS UNABLE TO ESTABLISH THE FORM  
OF PAYMENT AT THE TIME OF QUOTING THEREFORE THE CHARGE  
TO YOUR CARD MAY VARY DEPENDING ON THE FORM OF PAYMENT  
USED AND THE DESTINATION  
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PLEASE SEE VIRGIN AUSTRALIA PRIVACY STATEMENT FOR  
FLIGHT BOOKINGS AND PRIVACY POLICY FOR DETAILS ON HOW  
YOUR PERSONAL INFORMATION WILL BE HANDLED. AVAILABLE AT  
[WWW.VIRGINAUSTRALIA.COM/PRIVACY](http://WWW.VIRGINAUSTRALIA.COM/PRIVACY)  
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YOUR EMERGENCY ID CODE IS -  
-----

CARLSON WAGONLIT ABN 83069087538  
----- ITINERARY QUOTE -----

FARE QUOTE NUMBER 1  
ATTENTION-TOBIAS OLSSON  
DATE QUOTED-19APR18  
CONSULTANT NAME-MICHELLE CECE  
AIRLINE-QANTAS AIRWAYS  
ROUTING-ADL / SYD  
FARE BASIS-KPTSAG03  
MUST BE ISSUED BY-19APR18  
-BASE FARE - AUD 359.00 DISCOUNT - 0.00  
-TAX - AUD 24.89  
-FEE - AUD 29.04  
-GST - AUD 38.39  
-TOTAL - AUD 451.32  
.

.\*ALL PRICES SUBJECT TO CHANGE AT ANYTIME WITHOUT NOTICE\*  
.

----- END QUOTE -----  
-----QANTAS FLEX FARE CONDITIONS-----  
VALID FOR ALL ACCOUNTS WITH QCI NUMBER IN TICKET IMAGE.  
VALID ON QF SERVICES.  
REBOOKING AND REROUTING IS PERMITTED.  
FLIGHT CHANGES ARE PERMITTED SUBJECT TO  
CLASS AVAILABILITY PLUS ANY INCREASE IN PRICE FROM THE  
ORIGINAL FARE PURCHASED. TICKETS ARE REFUNDABLE WITH A  
FEE OF AUD99.00. ALTERNATIVELY THE TICKET VALUE IS  
VALID FOR 12 MONTHS AND CAN ONLY BE USED  
FOR ONE TRIP OF EQUAL OR HIGHER VALUE.  
ANY APPLICABLE FLIGHT CHANGE FEES WILL APPLY AT THE  
TIME OF REBOOKING. IN THE CASE OF NO SHOW THE FARE  
PAID IS FORFEITED. NAME CHANGE IS PERMITTED WITH NIL  
PENALTY. ADDITIONALFARE AND TAXES MAY APPLY.  
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----- ITINERARY QUOTE -----  
FARE QUOTE NUMBER 2  
ATTENTION-TOBIAS OLSSON  
DATE QUOTED-19APR18  
CONSULTANT NAME-MICHELLE CECE  
AIRLINE-QANTAS AIRWAYS  
ROUTING-SYD / ADL  
FARE BASIS-MPTSAG03  
MUST BE ISSUED BY-19APR18  
-BASE FARE - AUD 317.56 DISCOUNT - 0.00  
-TAX - AUD 24.89  
-GST - AUD 34.25  
-TOTAL - AUD 376.70  
.



CARLSON WAGONLIT AUS PTY LTD  
 LEVEL 14  
 33 KING WILLIAM ST  
 ADELAIDE  
 SA 5000

BRANCH: A15960  
 ABN: 83 069 087 538  
 PHONE: 08-8124-9300

TO: SA GOV DCSI DEPT OF COMMUNITIE  
 MINISTER FOR HUMAN SERVICES  
 ATTN AMANDA HOCKINGS  
 GPO BOX 2832  
 ADELAIDE SA 5001

LOCATOR : LQZOKY  
 OUR REF : AEE0485681C  
 AGENT : MICHELLE CECE

T A X I N V O I C E

INV NO: 08867-18  
 DATE: 19APR18  
 PAGE: 1

FOR: MS JACQUELINE MICHELLE LENSINK  
 ORDER NUMBER: TOBY OLSSON 08 8204 1932  
 COST CENTRE: 15698

I T I N E R A R Y

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
ADELAIDE	SYDNEY	QANTAS AIR	736 K	OK	29APR	12:50P	3:10P	BREAK	1PC
			73H						
		SEAT	24D						

C O S T

QANTAS AIRWAYTKT NO	QF 2640 543035	INCL	24.89	TAX	383.89
		GST			38.39
DOM TRX FEE	TKT NO DTF 1				26.40
		GST			2.64
*** TOTAL EXCLUDING GST					410.29
*** TOTAL GST					41.03
*** TOTAL CHARGES THIS INVOICE ***					451.32
*** BALANCE DUE THIS INVOICE ****					451.32

PLEASE REMIT ALL PAYMENT DUE TO:  
 CARLSON WAGONLIT TRAVEL  
 LEVEL 4; 333 QUEEN STREET  
 MELBOURNE VIC 3000

BANK DETAILS: BNP PARIBAS  
 BSB: 222-200  
 ACCOUNT NO: 201026030

