

Ref. FOI2023/00008

Mr Matt Cowdrey OAM MP
Member for Colton
130 Valetta Road
FULHAM GARDENS SA 5024

Email: colton@parliament.sa.gov.au

Dear Mr Cowdrey

APPLICATION MADE UNDER THE *FREEDOM OF INFORMATION ACT 1991*

I refer to your application made under the *Freedom of Information Act 1991* (the FOI Act) received by the Department for Industry, Innovation and Science (DIIS) on 3 March 2023, seeking access to:

“A reconciliation of total expenses and returning totals relating foreign currency purchases including any unreconciled amounts and any receipts, for Mr Adam Reid during the trip undertaken to England, Scotland, France and Norway and any other country visited between 1 September 2022 - 30 September 2022.”

Date range: From 21/03/2022 to 3/03/2023.

A search for documents held by DIIS was undertaken and four documents were discovered within scope of your application.

I have reviewed the documents and have determined to grant you full access to three documents and partial access to one document. The documents I am releasing to you are attached along with the document schedule setting out my determination.

No fees and charges are payable for the processing of this determination in accordance with Section 53(2)(b) of the FOI Act.

In compliance with Premier and Cabinet Circular PC045 - Disclosure Logs for Non-Personal Information Released through Freedom of Information (PC045), DIIS is required to publish a log of all non-personal information released under the Act.

In accordance with this Circular, any non-personal information determined for release as part of this application will be published on the DIIS website.

For Office Use Only – I2 – A2

OFFICIAL



Government
of South Australia

Department for Industry,
Innovation and Science

If you are dissatisfied with this determination, you have a legal right of review and appeal in accordance with Section 29 of the FOI Act. Your review and appeal rights can be found by visiting the State Records of South Australia website at: <https://archives.sa.gov.au/finding-information/information-held-sa-government/making-freedom-information-application> .

Yours sincerely



Rosanne Davies
ACCREDITED FOI OFFICER

11/04/2023

Encl: Document schedule and documents for release

RELEASED UNDER FREEDOM OF INFORMATION

For Office Use Only – I2 – A2

OFFICIAL

Freedom of Information Document Schedule

Agency: Department for Industry, Innovation and Science (DIIS)

Agency ref: FOI2023/00008

Documents: A reconciliation of total expenses and returning totals relating foreign currency purchases including any unreconciled amounts and any receipts, for Mr Adam Reid during the trip undertaken to England, Scotland, France and Norway and any other country visited between 1 September 2022 - 30 September 2022.

Date range: From 21/03/2022 to 3/03/2023

Doc No.	Brief Description of document	Date of Document	No. of Pages	Release (Full/Part/Refused)	Exemption Clauses / Determination
1	Details of Foreign Cash Sold (Bank Sells)	7/09/2022	1	Full	n/a
2	Details of Foreign Cash Purchased (Bank Buys)	23/11/2022	1	Part	Clause 6(1) – Documents affecting personal affairs Personal details belonging to a DIIS staff member which were recorded by the bank during the foreign currency transaction, have been redacted in accordance with clause 6(1) of the FOI Act.
3	Overseas Travel Reconciliation Advance Spend Recon	4/4/2023	2	Full	n/a
4	Overseas Travel Reconciliation Total Cost Reconciliation	4/4/2023	1	Full	n/a

Exemption Clauses:

6—Documents affecting personal affairs

- (1) A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
- (2) A document is an exempt document if it contains allegations or suggestions of criminal or other improper conduct on the part of a person (living or dead) the truth of which has not been established by judicial process and the disclosure of which would be unreasonable.

OFFICIAL

- (3) A document is not an exempt document by virtue of subclause (1) or (2) merely because it contains information concerning the person by or on whose behalf an application for access to the document is made.
- (3a) A document is an exempt document if it contains matter—
 - (a) consisting of information concerning a person who is presently under the age of 18 years or suffering from mental illness, impairment or infirmity or concerning such a person's family or circumstances, or information of any kind furnished by a person who was under that age or suffering from mental illness, impairment or infirmity when the information was furnished; and
 - (b) the disclosure of which would be unreasonable having regard to the need to protect that person's welfare.

RELEASED UNDER FREEDOM OF INFORMATION

Commonwealth BankCommonwealth Bank of Australia
ABN 48 123 123 124**Details of Foreign Cash Sold (Bank Sells)**

5000-96 KING WILLIAM ST ADELAIDE SA

(Customer Copy)

Transaction Ref : M01CASS113466

Transaction Date : 07-Sep-2022 (09:16)

Customer : DEPARTMENT FOR INNOVATION AND SKILL
LEVEL 4 11 WAYMOUTH ST
ADELAIDE SA Australia 5000

Denomination Details - GBP					
Denomination	Quantity	Amount	Exchange Rate	Amount	
20.00	8	160.00			
10.00	3	30.00			
5.00	2	10.00			
	TOTAL	GBP 200.00	0.5607000	AUD	356.70
Denomination Details - EUR					
Denomination	Quantity	Amount	Exchange Rate	Amount	
50.00	2	100.00			
20.00	4	80.00			
10.00	2	20.00			
	TOTAL	EUR 200.00	0.6522000	AUD	306.65

Payment Summary					
				Total Converted Amount : AUD	663.35
				Plus Service Fee :	10.00
				Payment Amount : AUD	673.35

Settlement By : Cash

Terms & Conditions :

We collect personal info to: identify you for the AML/CTF Act; share with third parties to complete transactions; or use it as per our Privacy Policy (which includes how to access, correct or provide feedback on your info).

Commonwealth BankCommonwealth Bank of Australia
ABN 48 123 123 124**Details of Foreign Cash Purchased (Bank Buys)**

5000-96 KING WILLIAM ST ADELAIDE SA

Transaction Ref : M01CAPP027504

Transaction Date : 23-Nov-2022 (10:38)

Customer : Clause 6(1)



Denomination Details - EUR					
Denomination	Quantity	Amount	Exchange Rate	Amount	
50.00	2	100.00			
20.00	4	80.00			
10.00	2	20.00			
	TOTAL	EUR 200.00	0.6730000	AUD	297.18
Denomination Details - GBP					
Denomination	Quantity	Amount	Exchange Rate	Amount	
20.00	8	160.00			
10.00	3	30.00			
5.00	2	10.00			
	TOTAL	GBP 200.00	0.5834000	AUD	342.82
Payment Summary					

Settlement By : Credit Account/Card

Total Converted Amount : AUD 640.00

Less Service Fee : 10.00

Payment Amount : AUD 630.00**Terms & Conditions :**

We collect personal info to: identify you for the AML/CTF Act, share with third parties to complete transactions; or use it as per our Privacy Policy (which includes how to access, correct or provide feedback on your info).

OVERSEAS TRAVEL RECONCILIATION

ADVANCE SPEND TASKS RECON

PROJECT:	8742
TRAVELLER:	Adam Reid
ALLOCATED TO (INIT-SURNAME)	

COST CENTRE:	339652
TRAVELLERS INITIALS:	AR
DATE OF RETURN	22/09/2022

CASH ADVANCE PROVIDED TO TRAVELLER (o/s travel team)

Key in details of advance provided to traveller in yellow shaded cells.

CASH ADVANCED				
	Foreign Currency Code	Foreign Currency Amount	Exchange Rate	\$AUD
Currency 1	GBP	200.00	0.560700	356.70
Currency 2	EUR	200.00	0.652200	306.65
Currency 3				0.00
Currency 4				0.00
				663.35
Bank Charges				10.00
Total \$AUD Advance				673.35

HOW TO TREAT CURRENCY THAT WAS NOT PROVIDED AS PART OF ADVANCE

* If traveller used currency not provided in advance, add relevant currency code and put in exchange rate to AUD by referring to the oanda site for the date currency was spent. This rate then feed through to currency spend sheets.
 * If AUD was used, put foreign currency code as AUD and put in exchange rate as 1.0

<http://www.oanda.com/currency/converter/>

CASH ADVANCE RETURNED BY TRAVELLER (o/s travel team)

Key in details of advance returned by the traveller in yellow shaded cells.

In overseas travel summary sheet indicate currency returned and provide receipts and bank slip to relevant finance officer to do spend recon.

CASH RETURNED - BANKED					CASH RETURNED - UNBANKABLE (i.e. COINS)				
	Foreign Currency Code	Foreign Currency Amount	Exchange Rate	\$AUD		Foreign Currency Code	Foreign Currency Amount	Exchange Rate	\$AUD
Currency 1	GBP	200.00	0.583400	342.82	Currency 1	GBP		0.583400	0.00
Currency 2	EUR	200.00	0.673000	297.18	Currency 2	EUR		0.673000	0.00
Currency 3	0			0.00	Currency 3	0		0.000000	0.00
Currency 4	0			0.00	Currency 4	0		0.000000	0.00
				640.00					0.00
Bank Charges (including rounding)				10.00					
Total \$AUD Return				-640.00					

ADVANCE SPEND TASKS

CURRENCY RECONCILIATION

	Currency Code	Advanced	Returned	Spent	Exchange 1	Exchange 2	Balance	AUD Equivalent
Currency 1	GBP	200.00	-200.00	0.00			0.00	0.00
Currency 2	EUR	200.00	-200.00	0.00			0.00	0.00
Currency 3	0	0.00	0.00	0.00			0.00	0.00
Currency 4	0	0.00	0.00	0.00			0.00	0.00

TOTAL OWING BY TRAVELLER / (OWED BY DEPARTMENT)

0.00

EXCHANGE LOSS

CASH EXCHANGE LOSS (GAIN)				
			Currency Code	\$AUD
Currency 1			GBP	13.88
Currency 2			EUR	9.47
Currency 3		0.00		0.00
Currency 4		0.00		0.00
Rounding				23.35

Minor rounding errors (i.e. variance to the currency reconciliation above).

If amount owed/owing less than \$20 need to add in the amount as rounding.

OVERSEAS TRAVEL RECONCILIATION

ADVANCE SPEND TASKS RECON

8742

PROJECT:	8742
TRAVELLER:	Adam Reid
ALLOCATED TO (INIT-SURNAME)	

COST CENTRE:	339652
TRAVELLERS INITIALS:	AR
DATE OF RETURN	22/09/2022

CALCULATION OF TRAVELLER RECOVERY / REIMBURSEMENT

Check if amount owed or owing.

- **less than \$20** - include as rounding adjustment in Exchange Loss section above.

- **more than \$20** - check CURRENCY RECONCILIATION section to identify which currency has been over/under allocated for and follow up traveller to agree any over/under allocations. If money owed or owing to traveller, need to get member of finance to review recon before payment requisition submitted.

	\$AUD
Total Funds Advanced	663.35
Total Funds Returned	-640.00
Net Funds	23.35
Total Expenditure Currency 1 (as per worksheets)	0.00
Total Expenditure Currency 2 (as per worksheets)	0.00
Total Expenditure Currency 3 (as per worksheets)	0.00
Total Expenditure Currency 4 (as per worksheets)	0.00
Total Expenditure	0.00
Exchange Loss / (Gain)	23.35
Unbankable cash returned (notes/coins)	0.00
Adjusted Expenditure (including exchange)	23.35
Amounts owed by traveller to the department	0.00
Amounts owing to traveller from the department	0.00

If amount less than \$20, add in as a rounding adjust so amount equals 0
If greater than \$20, seek recovery as per Public Finance & Audit Act.
If greater than \$20, reimburse traveller following SLG review

FINANCE CERTIFICATION

Reconciliation needs to be checked by SLG member if more than \$20 owed to traveller

Prepared by:

name

date

Checked by:

(if over \$20 owed)

name

date

TRAVELLER CERTIFICATION

If amount owed / owing is greater than \$20 need to get traveller to review reconciliation, advise of any changes and finalise and sign reconciliation.

Once reconciliation signed by traveller if required, update SUMMARY sheet to indicate sign-off received and action any reimbursement.

Print copy of Journal sheet and process the journal to allocate advance spend.

I agree that I necessarily incurred expenditure as detailed above in the connection with my overseas trip. To the best of my ability I have provided Finance with all details of expenditure related to the advance of foreign currency provided. Where foreign currency exchange receipts or expenditure receipts have not been provided, my travel diary is a true and accurate reflection of the foreign currency exchange rates obtained and the expenditure incurred.

I agree that the department owes me the following amount and will process payment to me:

0.00

Finance to raise BASWARE Payment to reimburse traveller. BASWARE payment must be approved by Manager Financial

OR

I agree that I owe the department the following amount and will provide reimbursement:

0.00

Traveller to EFT funds to DSD bank account (refer below for details of bank account)

COST CENTRE:

signature

date

Add any comments on the amount owed / owing.

OVERSEAS TRAVEL RECONCILIATION

TOTAL COST RECONCILIATION

GL as at November

PROJECT 8742 SELECT RELEVANT PROJECT CODE

Row Labels	Sum of AMOUNT
Accom & meals	7,442.15
Airfares	12,793.07
Clearing	0.00
Other	181.75
Grand Total	20,416.97

TOTAL COST CHECKING

Review amounts for each category to see if reasonable. Use "GL - Transactions" to see individual transactions.

* costs missing - add note that further follow up required in status column on "detail" sheet along with your initials and date

* costs seem reasonable and accruate - put yes on "detail" sheet to reflect total cost recon done.

* cost low - check travel approval form to see if other party funded costs. If so, add a note on the "detail" sheet to include in proactive disclosure / estimates briefs to explain low cost.

Airfares	12,793.07	Should be around \$1,500+ for each traveller.
Accom & meals	7,442.15	Depends on length of trip but should be around \$1,000+ for each traveller and purchase card transactions should be present
Clearing	0.00	Must be 0. If not may indicate that traveller owes money or is owed money or travel advance clearing journal is not done.
Revenue	#N/A	Amount only if other party contributed towards cost.
Other	181.75	Should be around \$1,000 or less
Mkting/Entertain	#N/A	Should be minimal. If for a business mission than likely costs should be reflected in project code created for the mission costs not the os travel code.
Transport	#N/A	Should be minimal. If for a business mission than likely costs should be reflected in project code created for the mission costs not the os travel code.