



Our ref: CORP F2019/000441

16 October 2019

Mr Blair Boyer MP
Member for Wright
PO Box 1111
GOLDEN GROVE VILLAGE SA 5125

BUSINESS SERVICES,
CORPORATE SERVICES
Level 16
25 Grenfell Street
Adelaide SA 5000
GPO Box 1671
Adelaide SA 5001
DX 667
Tel 8429 0422
www.pir.sa.gov.au

Dear Mr Boyer

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 Primary Industries and Regions SA (PIRSA) on 16 September 2019, seeking access to the following:

"All documentation relating to disputed invoice that was paid by the Agency as followed:

<i>Date Disputed</i>	<i>Invoice #</i>	<i>Invoice Amount \$</i>	<i>Invoice Date</i>	<i>Payment Date</i>
24/12/2018	36481	\$495.00	18/12/2018	15/01/2019

The following determination has been finalised.

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

Determination

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

Doc No.	Description of document	No. of Pages
1	Coding document for Invoice No 00036481	1
2	Audit Trail document for Invoice No 00036481	2
3	Tax Invoice No 00036481 dated 18/12/2018	1

The information removed from the above documents is pursuant to Clause 6(1) of Schedule 1 of the Freedom of Information Act which states:

"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)."

The information removed consists of Departmental employee names. It is considered that disclosure of this information would be an unreasonable intrusion into the privacy rights of the individuals concerned.

If you are dissatisfied with this determination, you are entitled to exercise your right of review and appeal as outlined in the attached documentation, by completing the "Application for Review of Determination" and returning the completed form to:

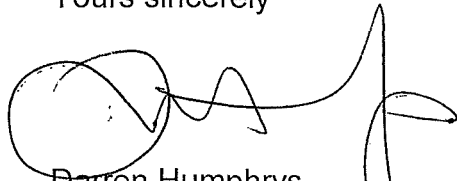
Freedom of Information Principal Officer
Primary Industries and Regions SA
GPO Box 1671
ADELAIDE SA 5001

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 http://dpc.sa.gov.au/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 PIRSA.FOI@sa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Darren Humphrys', with a large circular flourish on the left and a long horizontal stroke extending to the right.

Darren Humphrys
Accredited Freedom of Information Officer
PRIMARY INDUSTRIES AND REGIONS SA

Printed by:

Date:

10/09/2019 3:50:29 PM

Vendor Name:

Invoice Number:

Invoice Total:

IPAA - INSTITUTE OF PUBLIC

00036401

495.00

Coding

Fund Code	Fund Code Name	Cost Centre	Cost Centre Name	Project	Project Name	Account	Account Name	Grant Code	Grant Name	Amount (ex GST)	Freight (PO Only)	Total Amount (ex GST)	Tax Code	Tax Rate	Vat	GST	Total Amount (inc GST)	Goods/Service Description	Amount AUD	Matched Amount	PO Ref	PO Line Ref	Approver	Reviewer
07	RURAL SOLUTIONS & A	691	SOUTH REGION	9003	SOUTH REGION GENERAL OPERATING	7765	TRAINING/CONFERENCES/STAFF DEV			495.00		495.00	T110	0.00		0.00	495.00		495.00					

Printed by:

Date:

16/09/2019 3:58:29 PM

Vendor Name:

Invoice Number:

Invoice Total:

IPAA - INSTITUTE OF PUBLIC

00030481

406,00

Audit Trail

Date	User	Action	Comment
2/09/2019 4:24:59 PM		Archived Invoice has been transferred to another user.	
15/01/2019	AP	Invoice Cleared	Pay ID = 000010277183
14/01/2019 4:44:59 PM	SVC-eProcurement	Invoice transferred to accounting	Invoice Transferred.
14/01/2019 4:44:50 PM	Auto Transfer	Invoice transferred	14012019-768FBF
14/01/2019 8:42:13 AM	AnyERP	Comment added	Disputed Invoice approved - "Date Invoice Recd at Agency" updated to "Invoice approved" date: Original date 19/12/2018 12:00:00 AM
14/01/2019 8:42:04 AM		Invoice sent for transfer	
14/01/2019 8:42:04 AM		Invoice approved	
14/01/2019 8:08:45 AM		Invoice reviewed & Goods/Services received as per TI11	
14/01/2019 8:08:45 AM		Comment added	It needs to be sent for approval rather than forwarded. Hopefully you can approve now
14/01/2019 7:00:05 AM	ReminderMailAgent	Reminder sent	
13/01/2019 7:00:07 AM	ReminderMailAgent	Reminder sent	
12/01/2019 7:00:21 AM	ReminderMailAgent	Reminder sent	
8/01/2019 12:32:25 PM		Invoice sent	
8/01/2019 12:32:25 PM		Comment added	Hi. It won't let me approve this - can you please on my behalf?
8/01/2019 12:29:59 PM		Invoice sent	
8/01/2019 12:29:59 PM		Comment added	- for approval please, this is in accordance with PM&D.
8/01/2019 12:28:16 PM		Coding data changed	
8/01/2019 12:25:11 PM		Coding data changed	
8/01/2019 12:20:28 PM		Coding data changed	
8/01/2019 12:20:22 PM		Comment added	- for approval please. Training in accordance with PM&D.
8/01/2019 11:19:13 AM	INACTIVE 020819	Invoice sent	
8/01/2019 11:19:13 AM	INACTIVE 020819	Comment added	Hi, for your verification and approval
7/01/2019 7:34:26 AM	Agent	Reminder sent	
4/01/2019 7:23:33 AM	Agent	Reminder sent	
2/01/2019 7:11:36 AM	Agent	Reminder sent	
31/12/2018 7:40:02 AM	Agent	Reminder sent	
27/12/2018 1:59:59 PM	Agent	Reminder sent	
24/12/2018 3:12:47 PM	INACTIVE 020819	Invoice data changed	
24/12/2018 3:12:46 PM	INACTIVE 020819	Comment added	Requires investigation
24/12/2018 3:12:46 PM	INACTIVE 020819	Invoice is locked	
24/12/2018 3:12:32 PM	INACTIVE 020819	Comment added	Requires investigation
24/12/2018 3:12:32 PM	INACTIVE 020819	Disputed selected	

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24/12/2018 1:43:03 PM	Agent	Invoice transferred to backup person	██████ → ██████
24/12/2018 1:43:01 PM	██████ AP	Comment added	"No Purchase Order (PO) has been quoted on this Invoice. If a PO is required, ensure the PO has been receipted then RETURN the Invoice to AP quoting the correct PO number for matching. If no PO is required, CODE the Invoice and SEND FOR APPROVAL."
24/12/2018 1:43:01 PM	██████ AP	Invoice sent to multiple recipients, one needs to process	
24/12/2018 1:43:01 PM	██████ AP	Invoice sent to regular flow	-> ██████, ██████
19/12/2018 10:00:31 AM	BasWare	No Validation Error	System Check of GST Rules Passed
19/12/2018 10:00:31 AM	BasWare	Straight Through Processing	Moved to manual queue: PO and Non-PO reference missing.
19/12/2018 10:00:29 AM	BasWare	Invoice created	Invoice Created
19/12/2018 9:44:57 AM	BasWare	Invoice Transferred from ReadSoft to BasWare	Invoice Transferred from ReadSoft to BasWare
19/12/2018 9:44:50 AM	BasWare	Interpreted	Invoice Interpreted
19/12/2018 9:44:45 AM	BasWare	Invoice received in Agency	Invoice received in Agency
19/12/2018 9:44:45 AM	BasWare	Scanned	Invoice scanned by team No
19/12/2018	BasWare	Verified	Invoice verified by ReadSoft



TAX INVOICE

Institute of Public Administration
SA Division Inc.

Invoice Number: 00036481
Purchase Order: PolPunGramMar
Date: 18/12/2018

A.B.N.: 73 759 280 961

GPO Box 13
ADELAIDE SA 5001
DX 449 Adelaide

Telephone (08) 8212 7555
Facsimile (08) 8212 0155

PIRSA
Attn: [REDACTED]
Monitoring and Evaluation Consultant
Rural Solutions SA
25 Grenfell Street
Adelaide, SA 5000

Description

Amount

The following registration has been received for the IPAA Professional Development Program:
Polish Your Punctuation and Grammar on Wednesday, 6 March 2019 at Level 6, 12 Pirie St, Adelaide
Delegate: [REDACTED]

\$495.00

Refer to Registration Form for Terms and Conditions

GST:	\$0.00
Total Including GST:	\$495.00
Amount Applied:	\$0.00
Balance Due:	\$495.00

***Please authorise and process for payment as soon as possible.
Our payment terms are 14 days. Thank you.***

Please send this portion with your payment

PIRSA
Attn: [REDACTED]
Monitoring and Evaluation Consultant
Rural Solutions SA
25 Grenfell Street
Adelaide, SA 5000

Invoice Number: 00036481
Date: 18/12/2018
Balance Due: \$495.00

Please accept my payment by:

☐ Cheque Please make cheques payable to IPAA SA Division.
☐ Mastercard ☐ Visa ☐ American Express

Card Number: _____ Expiry Date: ____/____/____

Cardholder's Name: _____

Signature: _____

☐ EFT Payment

Bank: Bank SA

BSB: 106-159

Account: 7022 44440

Remittances: accounts@sa.ipaa.org.au

Please include invoice number in description when paying by EFT

Please provide an email address if you would a Tax Receipt to be emailed:

