

Premier and Cabinet Circular

PC 035 – Proactive disclosure of regularly requested information

Effective from January 2025

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1. Purpose

- 1.1. Proactively disclosing information that is regularly requested and released under freedom of information (FOI) ensures that information is shared with all members of the South Australian community. By allowing the public access to more information, it demonstrates the government acknowledges the information it holds is a valuable public resource and it is committed to being open and accountable, informing and engaging with citizens, and encouraging public participation.

2. Context

- 2.1. This circular sets out the government's policy for the proactive disclosure of government information, as described in section 5 below. This information is regularly requested and released under the *Freedom of Information Act 1991* (the FOI Act).

3. Authority and accountability

- 3.1. All Chief Executives subject to this policy are responsible for ensuring their agency complies with all requirements in this circular.
- 3.2. State Records of SA is responsible for the review, maintenance, and monitoring of this policy. The Director, State Records is authorised to approve any supporting resources related to this Circular.

4. Application

- 4.1. This policy applies to all ministerial offices and the office of the Leader of the Opposition¹; and the agencies, or any substitute for those agencies, described below.

Attorney-General's Department
Department for Child Protection
Department for Correctional Services
Department for Education
Department for Energy and Mining
Department for Environment and Water
Department for Health and Wellbeing
Department for Housing and Urban Development
Department for Infrastructure and Transport
Department of Human Services
Department of the Premier and Cabinet
Department of Primary Industries and Regions
Department of State Development
Department of Treasury and Finance
South Australia Police

¹ In accordance with instruction by the Treasurer to the Leader of the Opposition dated 30 April 2019

- 4.2 For the purpose of reporting public sector employee overseas travel requirements only, the scope of this policy is extended to apply to all public sector agencies as per definition of the *Public Sector Act 2009*.

5. Policy

- 5.1. The following information is required to be proactively disclosed, to the public by online publication.

- 5.1.1. Details of credit card expenditure for all cards held by Ministers², ministerial staff³ and the Chief Executives.
- 5.1.2. Details of Ministers⁵ and Chief Executives intrastate⁴ travel arrangements where costs are incurred including the number of travellers, the destination, the reason for travel, the total cost (excluding salary) of travel paid for out of the budgets of Ministers and/or agencies.
- 5.1.3. Details of all Chief Executive overseas travel arrangements including the number of travellers, the destination, the reason for travel, the outcome of travel and the total cost (excluding salary) of travel paid for out of agency budgets broken. *This information is exempt from disclosure under this Circular if it is required to be reported under Part 3A of the Public Sector Act 2009⁵.*
- 5.1.4. Details of all Chief Executive interstate travel arrangements including the number of travellers, the destination, the reason for travel and the total cost (excluding salary) of travel paid for out of agency budgets. *This information is exempt from disclosure under this Circular if it is required to be reported under Part 3A of the Public Sector Act 2009⁶.*
- 5.1.5. Details of all public sector employees⁷ overseas travel arrangements including the number of travellers, the destination, the reason for travel, and the total cost (excluding salary) of travel paid for out of agency budgets. *This information is exempt from disclosure under this Circular if it is required to be reported under Part 3A of the Public Sector Act 2009⁸.*
- 5.1.6. Government expenditure relating to the mobile phone usage of Ministers, ministerial staff and the Chief Executives, except where release of information would breach contractual obligations.

² Includes the Leader of the Opposition.

³ As engaged by the Premier under section 71 of the *Public Sector Act 2009*. Includes staff employed within the office of the Leader of the Opposition. Does not include public sector employees as defined by the *Public Sector Act 2009*.

⁴ Travel outside of Metropolitan Adelaide as defined under section 4 of the *Development Act 1993*.

⁵ Further information is available on the [DPC extranet](#), together with a [travel reporting template](#).

⁶ Further information is available on the [DPC extranet](#), together with a [travel reporting template](#).

⁷ As defined in the *Public Sector Act 2009*.

⁸ Further information is available on the [DPC extranet](#), together with a [travel reporting template](#).

- 5.1.7. Government ancillary expenditure on functions or events hosted or attended by Ministers⁹, ministerial staff¹⁰ and the chief executives, including a description, the location, accommodation expenses and refreshments provided in or out of office meetings with external visitors.
- 5.1.8. Details of consultants¹¹ engaged and the cost to agencies.
- 5.1.9. Gift registers of agencies subject to this policy recording gifts received by the Chief Executive the scope of which may be defined by a minimum value determined by the agency.
- 5.1.10. Details of procurement practices of the agencies.
- 5.1.11. Government expenditure relating to the capital works projects of the agencies. Includes capital works projects or initiatives reported in the Capital Investment Statement of the State Budget and the Mid-Year Budget Review.
- 5.2. The existence of this policy does not limit an agency's ability to proactively disclose other information at the discretion of the agency Chief Executive.
- 5.3. If any of the information described above could be claimed exempt pursuant to Schedule 1 of the FOI Act, it should not be proactively disclosed until such time as the reason for exemption ceases to be of relevance or until the exempt information is redacted (refer section 10).
- 5.4. Information relating to expenses of the office of the Leader of the Opposition must be provided and published in accordance with the letter from the Treasurer to the Leader of the Opposition dated 30 April 2019.
- 5.5. The information will be published on the websites maintained by the agencies.
- 5.6. Information relating to a Minister and his/her ministerial staff will be published by one agency as agreed between the agencies for which the Minister is responsible.
- 5.7. In the case where a public sector employee¹² (including a Chief Executive) travels with a Minister outside of South Australia disclosure must occur in accordance with Part 3A of the *Public Sector Act 2009*.

6. Frequency and format of publication

- 6.1. The information described in section 5 will be published on the websites of the agencies at the intervals and in the format prescribed in Attachments 1 and 2.

⁹ Includes the Leader of the Opposition.

¹⁰ As engaged by the Premier under section 71 of the *Public Sector Act 2009*. Includes staff employed within the office of the Leader of the Opposition. Does not include public sector employees as defined by the *Public Sector Act 2009*.

¹¹ As defined in the Department of Treasury and Finance *Accounting Policy Framework - II General Purpose Financial Statements Framework*.

¹² As defined in the *Public Sector Act 2009*.

7. Publication dates

- 7.1. The date for the initial publication of all information described in section 5 is as soon as possible.

8. Publishing the information on a government website

- 8.1. Information published online should be published in such a way as to allow easy and ready access to the document and should conform to the Web Content Accessibility Guidelines (WCAG) 2.0.

9. Disclosure other than on a website

- 9.1. For members of the public that are unable to download the information online, details about how the information can be otherwise accessed, for example, available in hard copy, inspection or via email, must be clearly stated on the website.

10. Redaction of information

- 10.1. If a document to be published online contains personal information or information that is considered confidential, sensitive, or otherwise inappropriate to publish, agencies must first redact the information from the document before publishing it. Further information can be found on the State Records website regarding FOI and Redaction of Documents.
- 10.2. Redaction of information relating to consultants may occur pursuant to Premier and Cabinet Circular 27, Disclosure of Government Contracts, where the relevant Chief Executive decides there are compelling reasons why the material should not be made public.

11. Protective Security Management

- 11.1. The publication of government information online must comply with the information security policies aligned to the South Australian Protective Security Framework. This includes ensuring information is labelled with security markings arising from a risk-based classification process. These markings will help to determine how information is managed and released to the public. Advice should be sought from Agency Security Advisors where appropriate.

12. Removal of information from a website

- 12.1. Information published online should remain on the agency's website for at least one year, unless the information is removed to provide more up to date information. Following removal, details of how the information can continue to be accessed, in what format, and for how long, should be published on the website, together with the contact details of a responsible officer or business unit within the agency.

13. Retention and disposal of information

- 13.1. Where the information to be published is a copy of an official record already maintained by the agency, the information published can be retained and disposed of in accordance with Normal Administrative Practice. The official record being held in the agency would be retained and disposed of in line with the appropriate approved disposal schedule issued under the *State Records Act 1997*.
- 13.2. If the information to be published is manipulated to such an extent that it is considered a new record (i.e. it differs greatly from the official record held in the agency), then the published information must, together with the original official record, be retained and disposed of in accordance with the appropriate approved disposal schedule issued under the *State Records Act 1997*.

14. Fees and charges

- 14.1. Access to information under this policy is free of charge unless the agency is requested to provide repeated access to the same person in a way other than publishing the information on a government website, for example, providing photocopies or a copy on a disc.
- 14.2. If an agency decides to charge a person for repeatedly requesting information to be provided in another way, the agency must enter into a contract with the individual and only charge the reasonable costs of supplying the information, for example, the cost of making photocopies.

15. Distribution and publication of Circular

- 15.1. This Circular will be published on the Department of the Premier and Cabinet's website. State Records will distribute the circular to all Chief Executives across government.

Document Control

Review number: 2
Review date: November 2024

Next review date: April 2026

For more information

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E: staterecords@sa.gov.au

W: [State Records of South Australia | State
Records of South Australia
\(archives.sa.gov.au\)
dpc.sa.gov.au/resources-and-
publications/premier-and-cabinet-circulars](https://archives.sa.gov.au)

Attachment 1 – Publication table

Information	Publication frequency	Format
Details of credit card expenditure	Monthly	Credit card statements
Details of the Minister's and Chief Executive's intrastate travel arrangements	As available but not less than three monthly	Attached template
Details of all Chief Executive and public sector employee overseas travel arrangements	As available but not less than six monthly	Attached template
Details of Chief Executive interstate travel	As available but not less than three monthly	Attached template
Details of costs relating to mobile phones	Monthly	Attached template
Details of expenditure incurred by your agency, relating to hosting/attendance at functions and other events	Monthly	Attached template
Details of consultants	Monthly	Link to Tenders & Contracts website
Agency gift registers	Monthly	Existing agency registers
Details of procurement practices	Updated as required	Existing agency policies
List of capital works projects	Six monthly	Link to budget papers

Attachment 2 – Templates

Intrastate Travel – (Month Year)

Minister and Chief Executive

Number of Travellers	Destination & Dates	Total Cost of Travel ¹³
<i>Example</i>		
<i>Premier and 2 Advisors</i>	<i>Barossa, Light and Lower North</i> <i>18 October 2024 – 20 October 2024</i>	<i>\$1,750</i>
Reasons for Travel <i>Country Cabinet meeting and opportunity to engage with regional communities.</i>		

Approved for publication - (*insert date*)

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¹³ Excludes salary costs.

Overseas Travel – (Month Year)**Chief Executive**

Number of Travellers	Destination & Dates	Total Cost of Travel¹⁴
<i>Example</i> 1	<i>Singapore</i> 16 August 2024 – 22 August 2024	<i>\$7,900</i>
Reasons for Travel <i>To promote and advance trade and investment and other commercial and professional links</i>		
Outcomes of Travel <i>See report attached</i>		

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¹⁴ Excludes salary costs.

Interstate Travel – (Month Year)**Chief Executive**

Number of Travellers	Destination & Dates	Total Cost of Travel¹⁵
<i>Example</i> 2	<i>Canberra</i> <i>10 July 2024 – 12 July 2024</i>	<i>\$2,750</i>
Reasons for Travel <i>Business meetings with</i>		

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¹⁵ Excludes salary costs.

Overseas Travel – (Month Year)**Public Sector Employee**

Number of Travellers	Destination and Dates	Total Cost of Travel¹⁶
Reasons for Travel		

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¹⁶ Excludes salary costs.

Mobile Phone Costs (Month Year)**Minister and ministerial staff / Chief Executive**

Name and Position Description	Total Charges¹⁷

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¹⁷ If the Minister's mobile phone expenses are paid for through their electoral allowance, advise where these details can be accessed.

Ancillary Expenditure (Month Year)**Minister and ministerial staff / Chief Executive**

Function/Event	Description	Location	Total Cost
<i>Examples</i>			
<i>Meeting</i>	<i>With NGO 1 Gov 1 Non-Gov</i>	<i>Blefari</i>	<i>\$12.50</i>
<i>Meeting</i>	<i>With Stakeholders – University 1 Gov 1 Non-Gov</i>	<i>Bistro</i>	<i>\$50.40</i>
<i>Industry Forum</i>	<i>Premier's Industry Forum - Innovation Total of 14 attendees</i>	<i>Adina</i>	<i>\$630</i>
<i>Cocktail Function</i>	<i>Book Launch Co-hosted with the Leader of the Opposition Total of 50 attendees</i>	<i>Parliament House</i>	<i>\$335 Premier's share (cost split between Premier & Leader of the Opposition)</i>

Approved for publication - (*insert date*)

Only the events or functions that are hosted or attended by (*insert Minister and staff / CE*) that incur a cost are captured.

Example disclaimer - Note: These details are correct as at the date approved for publication. Costs include venue hire, catering, and associated accommodation and travel, where applicable. Figures may be rounded and have not been audited.



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