

Premier and Cabinet Circular

PC003 – CABINET AND EXECUTIVE COUNCIL DECISIONS

Effective from November 2023

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Purpose

This circular outlines expectations, roles and responsibilities for reviewing and actioning decisions of Cabinet and Executive Council, as well as procedures employees must follow to support good governance principles.

Context

Cabinet is the central decision-making body of the Government of South Australia. It is where the Premier and Ministers meet to note or approve major policy initiatives and matters of strategic importance. Items they deliberate over include financial expenditure and contracts, legislation, intergovernmental relations, and appointments, along with other administrative matters.

Some items approved by Cabinet require the Governor's approval in Executive Council. This includes issuing proclamations, making regulations and some appointments.

All decisions of Cabinet and Executive Council are recorded and stored in a Cabinet [IT system](#). Cabinet Office, in the Department of the Premier and Cabinet (DPC), is the administrator the system.

Authority and accountability

DPC is the authoring agency of this circular, responsible for reviewing and maintaining it.

This circular applies to all public sector employees, as defined in the [Public Sector Act 2009](#). It is particularly relevant to staff involved in preparing Cabinet submissions and notes, distributing Cabinet documents and implementing Cabinet decisions.

Agencies are accountable for actioning the decisions of Cabinet and Executive Council.

General roles and responsibilities

- Chief Executives (or equivalent) are accountable for the effective implementation of this circular within their department.
- Cabinet Office is responsible for ensuring:
 - the circular is implemented and observed by Cabinet Office staff
 - staff are fully informed of their obligations and responsibilities under the circular and can access relevant training where required, and
 - business processes support the circular requirements.
- Senior Executives, Directors and Managers are responsible for ensuring:
 - the circular is implemented and observed by their staff, and
 - staff are fully informed of their obligations and responsibilities under the circular and can access relevant training where required.

- Team leaders and Supervisors are responsible for ensuring the circular is observed by staff and that business processes support the policy requirements.
- All staff are required to comply with the circular, and to play an active role in ensuring the compliance of others.

Specific roles and responsibilities

- **Chief Executive, DPC** (or proxy) is accountable for ensuring a DPC officer attends all Cabinet and Executive Council meetings to support core executive government functions and record decisions.
- **Cabinet Office** (DPC) is accountable for communicating final Cabinet and Executive Council decisions in a timely manner. This should be done by:
 - creating a final Cabinet Decisions document, reflecting the decisions of a meeting, and circulating to relevant Cabinet IT system users
 - directly communicating with relevant Chief Executives and authors about amended decisions, referring them to Cabinet's IT system or their Minister's Office for more information, and
 - inputting Executive Council decisions to Cabinet's IT system and distributing them to ministerial office Cabinet IT system users.
- **Agency Chief Executives** (or equivalent) are accountable for ensuring:
 - the decisions of Cabinet and Executive Council are actioned accurately and efficiently, in line with Cabinet's determination
 - Cabinet confidentiality, including around decisions, is maintained in line with the [South Australian Protective Security Framework](#) and [Code of Ethics for the SA public sector](#), and
 - items requiring the Governor's approval are not actioned until after Executive Council approval is given.

Chief Executives should review the final decisions recorded in Cabinet's IT system prior to implementing any actions. Chief Executives that require further information should:

- seek clarity from Cabinet Office or their Minister's Office on Cabinet decisions (particularly for locked items), and/or
 - attend Cabinet Decision debrief meetings.
- **Cabinet IT system users in Ministerial and Departmental Chief Executive Offices** are responsible for:
 - monitoring the Cabinet agenda including for when items from their agency are going to Cabinet or Executive Council for deliberation
 - monitoring items' progression from Chief Executive signoff, to Minister, Cabinet and Executive Council approval (if required) and keeping relevant stakeholders informed on status/outcomes, and

- reviewing the final decision before taking any action on the proposal.
- **Cabinet document authors are responsible for:**
 - liaising with their departmental Chief Executive's Office (or equivalent) to understand when their item is on the Cabinet agenda
 - reviewing the final decision on their item before taking any action on the proposal, and
 - informing relevant agencies involved in the development of the item of any key changes made to the proposal (e.g. for an omnibus submission).

Application

Agencies are required to comply with the guidance provided in this circular.

Exemptions

There are no exemptions associated with this circular.

Monitoring and compliance

Cabinet Office is responsible for monitoring the application of this circular and working with responsible agencies to ensure the principles, requirements and intent of the circular are appropriately applied.

Distribution and publication

This circular will be published on the DPC website. Cabinet Office will distribute the circular to all Chief Executives across government.

Document Control

Review number: 1

Review date: November 2023

Next review date: April 2026

For more information

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E: DPCCabinetOffice@sa.gov.au

W: dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars