



DPC20/1683  
B889227

GPO Box 2343  
Adelaide SA 5001  
DX 56201  
Tel 08 8226 3500  
Fax 08 8226 3535  
www.dpc.sa.gov.au

24 November 2020

Dear 

### Freedom of information application

I refer to your request received by the Department of the Premier and Cabinet (DPC) seeking access under section 13 of the *Freedom of Information Act 1991* (the Act) to:

*I am seeking access to documents, specifically reports, ministerial/executive/hot issues briefs/briefings and attachments, audits, reviews, internal correspondence relating to equipment/assets/devices that are lost, missing or stolen. Please also include details of whether they were retrieved/found and the cost. If AV material including photos/video footage exist of the asset/device/equipment, I'd expect that to be included. If the information I'm seeking exists in one document, I'm happy to limit my application to just that. Please exclude duplicates, documents that have already been publicly released, media releases /reports/articles and correspondence with media. If emails are captured, please limit to the final thread of the conversation. If there are multiple briefing notes on the same topic, please limit to the most recent, along with any attachments. Timeframe: since 1 January, 2020. If Ministers were the ones who were in receipt of the equipment/asset/device when it went missing/got lost/stolen then I would expect that information to be included.*

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

A total of three documents were identified as answering the terms of your application and I have determined these documents in full.

Please note, these registers only relate to lost or stolen public money or public property as defined in the [Treasurer's Instruction 2 – Financial Management](#). They relate to public money in excess of \$1,000 and public property in excess of \$10,000. Lost, stolen or missing assets under these values are not captured.

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Also note these registers are prepared on a financial year basis. The registers provided for this request relate to the 2019-20 financial year. The 2020-21 register will be prepared as part of the 2020-21 end of financial year process in July 2021.

### FOI Disclosure Log

In compliance with Premier and Cabinet Circular PC045 - *Disclosure Logs for Non-Personal Information Released through Freedom of Information* (PC045), DPC is now required to publish a log of all non-personal information released under the *Freedom of Information Act 1991*.

In accordance with this Circular, any non-personal information determined for release as part of this application, may be published on the DPC website. A copy of PC045 can be found at the following address: <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars> Please visit the website for further information.

### Right to internal review

If you are aggrieved with this determination, you have a right to apply for internal review under subsection 29(1) of the Act. Pursuant to subsection 29(2), your application must:

- be in writing
- be addressed to the principal officer, and
- be lodged at an office of DPC, or emailed to [DPCFOIUnit@sa.gov.au](mailto:DPCFOIUnit@sa.gov.au) within 30 days after the day on which you receive this letter or within such further time as the principal officer may allow.

If you have any questions in relation to this matter, please contact Denise Cranwell, Freedom of Information Officer, on telephone 8429 7312, or via email at [denise.cranwell@sa.gov.au](mailto:denise.cranwell@sa.gov.au).

Yours sincerely



Eamonn Maloney  
**Accredited Freedom of Information Officer**  
Office of the Chief Executive  
Department of the Premier and Cabinet

### Attachment(s):

- Schedule of documents
- Documents for release

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**SCHEDULE OF DOCUMENTS – DPC20/1683**

Freedom of information application from [REDACTED] seeking access to *I am seeking access to documents, specifically reports, ministerial/executive/hot issues briefs/briefings and attachments, audits, reviews, internal correspondence relating to equipment/assets/devices that are lost, missing or stolen. Please also include details of whether they were retrieved/found and the cost. If AV material including photos/video footage exist of the asset/device/equipment, I'd expect that to be included. If the information I'm seeking exists in one document, I'm happy to limit my application to just that. Please exclude duplicates, documents that have already been publicly released, media releases /reports/articles and correspondence with media. If emails are captured, please limit to the final thread of the conversation. If there are multiple briefing notes on the same topic, please limit to the most recent, along with any attachments. Timeframe: since 1 January, 2020. If Ministers were the ones who were in receipt of the equipment/asset/device when it went missing/got lost/stolen then I would expect that information to be included.*

<b>No.</b>	<b>Date</b>	<b>Document description</b>	<b>Exemption clauses</b>	<b>Released (part/full/refused)</b>
1.	18/06/2020	Lost or Stolen Public Property/Money Register	Nil	Release in full
2.	12/06/2020	Infrastructure SA Lost or Stolen Public Property/Money Register	Nil	Release in full
3.	12/06/2020	Office of the SA Productivity Commission Lost or Stolen Public Property/Money Register	Nil	Release in full

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# LOST OR STOLEN PUBLIC PROPERTY/MONEY REGISTER

1 July 2019 to 30 June 2020

Date identified	Reporting Person	Nature of Item	Item Description	Name of Custodian	Circumstances of Loss	Last Known Location of the Item	Actual Value of Item	Asset Id	Police Report Number	Insurance Claim Number	Actions to Mitigate the Risk in the Future
		Money or Property		Responsible person for item in entity			\$ AUD	Assets >\$10,000	Where applicable	Where applicable	
Example: 24/11/2015	John Citizen Executive Assistant, DPC	Money (foreign currency)	\$1,500 USD	John Citizen Executive Assistant DPC	Money returned to SSSA via internal mail incorrectly, not received by SSSA.	Business Unit A.	\$2,000 (spot rate of \$1,500 USD as at 24 <sup>th</sup> November 2018)	N/A	N/A	N/A	All surplus cash advances must be returned to Shared Services SA Financial Services in person by the custodian (or delegated representative).
Nil reported by Executive Leadership Team. (Refer to ELT Paper 19 May 2020).											

Approved / Not Approved

Claire Hodgetts  
DIRECTOR, FINANCE

18 / 6 / 2020

**DOCUMENT CONTROL**

Approved by: Claire Hodgetts

Title: Director, Finance

Contact person: Joanne Milton

Telephone: (08) 8429 5792

Division: Communities and Corporate

Date of approval:

Review number: 1.1

Date of review: 30/6/2020

Next review date: 30/6/2021

Reference DPC/0612 B580709

In accordance with Treasurer's Instruction 2 (TI 2) Financial Management, the Chief Executive must ensure the department documents and maintains a register of individual instances where public money > \$1,000 or public property > \$10,000 has been lost or stolen, or irregularities have occurred.

**INFRASTRUCTURE SA LOST OR STOLEN PUBLIC PROPERTY/MONEY REGISTER**



1 July 2019 to 30 June 2020

Date identified	Reporting Person	Nature of Item	Item Description	Name of Custodian	Circumstances of Loss	Last Known Location of the Item	Actual Value of Item	Asset Id	Police Report Number	Insurance Claim Number	Actions to Mitigate the Risk in the Future
		Money or Property		Responsible person for item in entity			\$ AUD	Assets >\$10,000	Where applicable	Where applicable	
Example: 24/11/2015	John Citizen Executive Assistant, DPC	Money (foreign currency)	\$1,500 USD	John Citizen Executive Assistant DPC	Money returned to SSSA via internal mail incorrectly, not received by SSSA.	Business Unit A.	\$2,000 (spot rate of \$1,500 USD as at 24 <sup>th</sup> November 2018)	N/A	N/A	N/A	All surplus cash advances must be returned to Shared Services SA Financial Services in person by the custodian (or delegated representative).
Nil as advised by Catherine Jamieson, Principal Policy Officer, Infrastructure SA. 12/6/2020											

**Approved / Not Approved**

Claire Hodgetts  
**DIRECTOR, FINANCE**

12 / 6 / 2020

**DOCUMENT CONTROL**

Approved by: Claire Hodgetts	Title: Director, Finance
Contact person: Joanne Milton	Telephone: (08) 8429 5792
Division: Communities and Corporate	Date of approval:
Review number: 1.1	Date of review: 12/6/2020
Next review date: 30/6/2021	File Reference: DPC20/0613 B580147

*In accordance with Treasurer's Instruction 2 (TI 2) Financial Management, the Chief Executive must ensure the department documents and maintains a register of individual instances where public money > \$1,000 or public property > \$10,000 has been lost or stolen, or irregularities have occurred.*

1 July 2019 to 30 June 2020

Date identified	Reporting Person	Nature of Item	Item Description	Name of Custodian	Circumstances of Loss	Last Known Location of the Item	Actual Value of Item	Asset Id	Police Report Number	Insurance Claim Number	Actions to Mitigate the Risk in the Future
		Money or Property		Responsible person for item in entity			\$ AUD	Assets >\$10,000	Where applicable	Where applicable	
<i>Example: 24/11/2015</i>	<i>John Citizen Executive Assistant, DPC</i>	<i>Money (foreign currency)</i>	<i>\$1,500 USD</i>	<i>John Citizen Executive Assistant DPC</i>	<i>Money returned to SSSA via internal mail incorrectly, not received by SSSA.</i>	<i>Business Unit A.</i>	<i>\$2,000 (spot rate of \$1,500 USD as at 24<sup>th</sup> November 2018)</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>All surplus cash advances must be returned to Shared Services SA Financial Services in person by the custodian (or delegated representative).</i>
<b>Nil – as per advice from Christine Bierbaum, Deputy Chief Executive, SA Productivity Commission 11/6/2020</b>											

Approved / Not Approved



Claire Hodgetts  
DIRECTOR, FINANCE

12 / 6 / 2020

DOCUMENT CONTROL

Approved by: Claire Hodgetts	Title: Director, Finance
Contact person: Joanne Milton	Telephone: (08) 8429 5792
Division: Communities and Corporate	Date of approval:
Review number: 1.1	Date of review: 11/6/2020
Next review date: 30/6/2021	File Reference: DPC20/0614 B579945

In accordance with Treasurer's Instruction 2 (T1 2) Financial Management, the Chief Executive must ensure the department documents and maintains a register of individual instances where public money > \$1,000 or public property > \$10,000 has been lost or stolen, or irregularities have occurred.