

*MINUTES forming ENCLOSURE to CEN/18/0898*

Enquiries: Ken Burrows Tel: 8226 9937
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**TO: CHIEF EXECUTIVE**

**RE: PROACTIVE DISCLOSURE FOR THE MONTH OF SEPTEMBER  
2018**

**Purpose**

To seek your approval to publish documentation on the DCS web site in accordance with the Department of Premier and Cabinet (DPC) Circular PC035 *Proactive Disclosure of Regularly Requested Information*, for the month of September 2018.

**Background**

On 29 April 2013 Cabinet approved the implementation of stage 4 of the Proactive Disclosure Strategy (Strategy). The strategy is an across government initiative forming part of the overarching Accountable Government Project led by the Deputy Premier. The strategy aims to demonstrate the Government's commitment to openness and accountability.

Stage 4 of the strategy requires portfolio departments to publish selected information online that is regularly requested under freedom of information. Most of the information is financial in nature and includes ministerial and chief executive expenditure on credit cards, mobile phones, entertainment, minister's overseas travel, capital works, and the engagement of consultants. It also includes the publication of departmental gift registers and procurement policies.

Publication of data for the period ended 30 September 2018 is due 31 October 2018.

**Issue**

Attached is the information as required by DPC PC035 in relation to the DCS Chief Executive, and, where required, public sector employees for the month of September 2018:

- expenditure on credit cards,
- travel costs (overseas/domestic/regional) and where necessary reports,
- mobile phones costs, and
- ancillary office expenditure incurred by the Chief Executive when either hosting or attending functions.

Also attached is a copy of the DCS Gift Register.  
Details are also required to be published for:

- Capital Works information,
- the engagement of consultants, and
- procurement information.

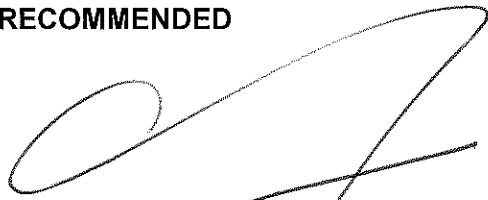
These details are provided via links to the following websites:

- Department of Treasury and Finance (Capital Works)
- SA Tender and Contracts (engagement of consultants)
- the State Procurement Board of South Australia (procurement information)

### **Recommendation**

It is recommended that you approve publication of the attached information to enable publishing on the DCS web site.

**RECOMMENDED**



**CHRIS SEXTON**  
Executive Director People & Business Services  
Department for Correctional Services

24 October 2018

**APPROVED/NOT APPROVED**



**DAVID BROWN**  
Chief Executive  
Department for Correctional Services

26 October 2018

### Attachments

- expenditure on credit cards (Chief Executive)
- overseas travel details (Chief Executive)
- domestic/regional travel details (Chief Executive)
- mobile phone costs (Chief Executive)
- ancillary office expenditure details (Chief Executive)
- DCS Gift Register