



Treasury

Agency Information Guide

December 2017

1. Introduction

The [Government Information \(Public Access\) Act 2009](#) (GIPA Act) provides members of the public with a right of access to government information.

Under the GIPA Act, each NSW Government department and agency is required to publish an Agency Information Guide. This Agency Information Guide provides a general description of:

- our agency's functions and structure
- how our functions affect members of the public
- how members of the public can participate in the formulation of NSW Treasury policy and provide feedback
- the types of information we hold
- the types of information that we make available to the public, and how to access it
- the fees and charges that will need to be paid to access different types of information

2. About NSW Treasury

2.1 NSW Treasury Functions

A central agency with a wide responsibility for policy advice and direction, the NSW Treasury serves the Treasurer and the Government by providing economic and financial advice for the overall management of the state's finances. This includes expenditure, revenue, and risk management strategies.

The NSW Treasury prepares the Budget and the Consolidated Financial Statements for the state. We also issue directions on accounting and financial matters to public sector agencies through the Treasurer's Directions, Treasury Circulars, and Statements of Best Practice.

The Secretary of NSW Treasury is the employer of the NSW Public Service for industrial purposes and is responsible for the central management of NSW public sector industrial relations functions.

As a Principal Department in the NSW Public Sector, NSW Treasury has administrative responsibility for the following entities:

- Crown Finance Entity
- State Rail Authority Residual Holding Corporation
- Liability Management Ministerial Corporation
- Electricity Assets Ministerial Holding Corporation
- Ports Assets Ministerial Holding Corporation
- Electricity Transmission Ministerial Holding Corporation
- Alpha Distribution Ministerial Holding Corporation
- Epsilon Distribution Ministerial Holding Corporation
- Ministerial Holding Corporation

The following entities fall within the NSW Treasury cluster, but are not directly administered by NSW Treasury:

- [Treasury Corporation \(TCorp\)](#)
- [Insurance and Care NSW \(icare\)](#)
- [SAS Trustee Corporation](#)
- [Newcastle Port Corporation \(Port Authority of New South Wales\)](#)
- [Hunter Valley Training Company Pty Ltd](#)
- Electricity Retained Interest Corporation – Ausgrid
- Electricity Retained Interest Corporation – Endeavour Energy

We also monitor the performance of two Government companies established under the *Corporations Act 2001* which have commercial operations – [Cobbora Holding Company](#) and [Sydney Motorway Corporation](#).

For more information about what these organisations do, you can refer to their individual websites.

For more detail on NSW Treasury, its activities and its legislation, see [Treasury's Annual Report](#).

2.2 Structure of NSW Treasury

The NSW Treasury comprises seven groups and the Office of the Secretary.

- **Fiscal and Economic Group (FEG)** - provides advice on the NSW economic and fiscal outlook, including budget performance, revenue, tax and productivity measures, intergovernmental relations, competition policy and regulatory reform. FEG is responsible for the preparation of the State Budget, Half-Yearly Review and annual Total State Sector Accounts.
- **Agency Budget and Policy Group (ABP)** - the primary agency relationship manager at Treasury. ABP partners with agencies and other non-government delivery partners to create a strong and sustainable NSW economy.
- **Commercial Group** - responsible for commercial policy development, infrastructure and structured finance. It manages the State's shareholding in its commercial businesses and the delivery of major asset transactions.
- **Financial Management Transformation (FMT)** – responsible for delivering the Financial Management Transformation program including new policies, legislation and financial management system. The vision of the Financial Management Transformation program is to create a world class financial management framework for NSW that will support high quality performance and resource management.
- **Industrial Relations** - monitors wages, employment rights, obligations and employment conditions in NSW.
- **Corporate Group** - provides a diverse range of business enabling services and critical support for Treasury.
- **Human Resources** – maximises the potential of our greatest asset — our people — to ensure that Treasury can deliver on its strategy.
- **Office of the Secretary**- coordinates direct support services to the Secretary of Treasury and is the primary point of contact managing the flow of information to the Secretary.

For further information about the structure of NSW Treasury please see: [Our Treasury team](#)

3. How NSW Treasury engages with the public

3.1 The Economy

Most of NSW Treasury's functions affect the public indirectly. Treasury's corporate vision sets us to work towards ongoing prosperity for the people of New South Wales. Our key commitment to the public is to provide advice to government designed to deliver such prosperity and to sustain it over time. By providing economic and financial advice for the overall management of the state's finances, NSW Treasury influences:

- Business confidence
- Jobs growth and employment opportunities
- The range and standard of public services (including, for example, health, education, and transport services).

3.2 Infrastructure

NSW Treasury partners with other NSW Government agencies and other non-government delivery partners to deliver infrastructure projects and create a strong and sustainable NSW economy.

3.3 Industrial Relations

Workplace advisors in NSW Treasury's Industrial Relations Group engage directly with employers, employees and vulnerable workers through a comprehensive education program which includes face-to-face workshops and online webinars for more information visit the website: www.industrialrelations.nsw.gov.au

3.4 Public participation

While NSW Treasury's key customers are other NSW Government departments and agencies on behalf of the people of NSW, we are committed to working closely with stakeholders and the wider community to continually improve services and achieve better outcomes for NSW.

If you would like to make any suggestions or leave any feedback, please email contact@treasury.nsw.gov.au

Public consultation associated with major policy developments generally occurs through the host departments and authorities.

For projects and policy reforms being hosted by NSW Treasury, dedicated lines of communication with the public and external stakeholders are established on a case by case basis.

4. Information held by the NSW Treasury

NSW Treasury holds a wide variety of information in relation to its functions and operations. Presented below are the major categories of information and the various types of information within each category.

Major categories	Various types of information
State Finance and Budget Reports	State budget papers and reviews State financial reports General government financial statements Other financial reports Visit www.budget.nsw.gov.au and find further information on NSW Treasury's budget page .
Government businesses	Business plans Quarterly and/or half yearly reports Financial forecasting Other continuous disclosures
Governance	Corporate plan Annual reports Treasury circulars Treasury policies and guidelines Research and information papers See NSW Treasury's Documents Library
Policy Operations	Ministerial briefing papers Internal working papers Correspondence with ministers and other members of parliament Correspondence with other government agencies and the business community
Commercial Transactions	Project papers on major government asset transactions
Internal Operations	Personnel files Workers compensation files
Treasurer's Office	Media Releases Treasurer's Directions and Circulars
Industrial relations	Research and reports Policy papers Correspondence with NSW Government agencies and industry bodies Publications on employee and employer rights See industrialrelations.nsw.gov.au

5. How to access information held by the NSW Treasury

5.1 Publicly available information

A large range of information is available free of charge on NSW Treasury's websites:

- www.treasury.nsw.gov.au
- www.budget.nsw.gov.au/
- www.industrialrelations.nsw.gov.au

5.2 Mandatory open access Information

Mandatory open access information is information the NSW Treasury must make publicly available unless, it is not in the public interest to do so.

On this NSW Treasury website, we make the following mandatory open access information available free of charge:

- Agency Information Guide
- [Policy Documents](#)
- [Disclosure Log](#)
- [Register of Government Contracts](#)
- Documents Tabled in Parliament
- [Record of Open Access Information Not Publicly Available](#)
- Major Assets List
- Property Disposal List
- [Guarantee of Service](#)
- [Code of Conduct](#)
- For further information, visit the [open access information page](#).

5.3 Proactive release

NSW Treasury is required to have a program for the proactive release of government information. Proactive disclosure is the manner in which NSW Treasury considers making information publicly available unless it is against the public interest. Treasury's Proactive Release Policy is available here.

Information proactively disclosed by NSW Treasury is made available on one of Treasury's websites, on www.opengov.nsw.gov.au or other appropriate outlets.

Our Open Government Committee – with membership across the agency – meets periodically and reviews Treasury's proactive release activities.

If information sought is not available on NSW Treasury's websites, members of the public can suggest that information be proactively disclosed (if held by NSW Treasury). Please forward any suggestions to the Information Access and Governance Unit at gipa@treasury.nsw.gov.au.

5.4 Open Data

NSW Treasury is committed to improving transparency, participation, collaboration and innovation by increasing access to government information.

Treasury is committed to the [NSW Government Open Data Policy](#) and seeks to make appropriate government data available to the public.

Some datasets, including those containing private and commercially sensitive information, must be protected appropriately. It may be necessary to remove personal or identifying information from datasets, in line with the [Privacy and Personal Information Protection Act 1998](#) and other applicable legislation.

Datasets that are subject to release will be published on one of Treasury's websites or at www.data.nsw.gov.au.

5.5 Informal request

Members of the public can request information from NSW Treasury on any topic of interest. If the information is clearly in the public interest to disclose, it will be supplied free of charge.

NSW Treasury may attach conditions on the disclosure of information that is sensitive or confidential but relevant to the person making the request. Under the GIPA Act, there is no right of review for informal applications.

If you would like to make an informal request for information, please contact the Information Access and Governance Unit at gipa@treasury.nsw.gov.au.

For more information about making an informal request, please go to the [Informal Request](#) page.

5.6 Formal request (access application)

If the information you seek is not available on our website and we cannot provide it to you as an informal request for information, you may access the information by lodging a [formal access application](#) providing there is no overriding public interest against disclosure.

A formal access application for information should be a last-resort option for accessing government information.

We will respond to your formal access application within 20 working days (subject to any extension allowed for under the Act). If an extension of time is required to deal with your application, we will let you know in writing.

For more information about lodging a formal access application (including fees, charges, review rights and how to submit a valid application, please go to the [Formal Request](#) page.

You should forward your formal request for information to:

Information Access and Governance Unit
NSW Treasury
GPO Box 5469
Sydney NSW 2001

5.7 Fees and Charges

A \$30 application fee applies to [Formal Requests](#) under the GIPA Act. NSW Treasury has the discretion to waive or reduce the application fee.

NSW Treasury may also charge \$30 per hour after the first hour for its time in processing an application. The application fee counts towards the first hour of processing application. A 50 per cent reduction in processing fees may apply if you can provide evidence that:

- you would suffer financial hardship, OR
- the information is of special benefit to the public generally

If applying for your own personal information, NSW Treasury cannot charge for the first 20 hours of processing.

For more information on these fees and charges, go to the [Formal Request](#) page.

6. For more information

6.1 Information Access and Governance Unit

If you have any questions or need advice about accessing the information held by the NSW Treasury, please contact the Information Access and Governance officer by:

Calling: (02) 9228 5172

Emailing: gipa@treasury.nsw.gov.au

Writing to: Manager, Information Access and Governance Unit
Executive and Ministerial Services
NSW Treasury
GPO Box 5469
Sydney NSW 2001

6.2 NSW Information Commissioner

You can also get more details about your right to government information from the Office of the

Information Commissioner by:

Calling: 1800 472 679

Emailing: ipcinfo@ipc.nsw.gov.au.

Writing to: NSW Information Commissioner
Level 17, 201 Elizabeth Street
Sydney NSW 2000

Website: www.ipc.nsw.gov.au